

2010 • 2011



Student Agenda
Primary

sample

JOHN M. JAMES

PUBLIC SCHOOL

175

John M. James
Public School

175 Mearns Ave.
Bowmanville, Ontario
L1C 5C6

(905) 697-7817

CONTACT INFORMATION	
Name	
Teacher	
In case of emergency, call	
at	

Board Mission

We educate our students to excel in learning,
to succeed in life and to enrich our communities.

Board Motto

Educating for success!

School Motto

Preparing for Tomorrow!

Principal

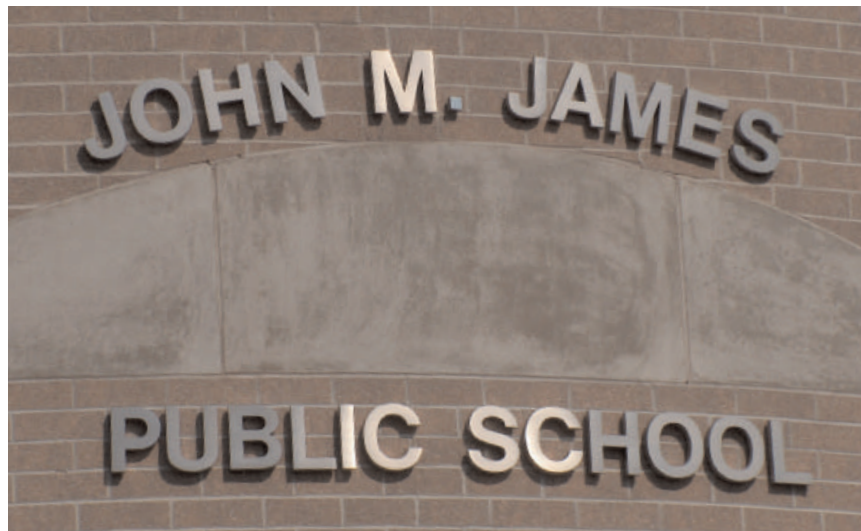
Ms. Fehr-Wilson

Vice-Principal

Mr. Johnson

School Website

johnmjames.kprdsb.ca



If you find this book, please return it to my school's office.

2010 –2011 SCHOOL YEAR

SCHOOL HOLIDAYS

Labour Day	September 6, 2010
Thanksgiving	October 11, 2010
Winter Break	December 23, 2010 - January 5, 2011
Family Day	February 21, 2011
March Break	March 14 - 18, 2011
Good Friday	April 22, 2011
Easter Monday	April 25, 2011
Victoria Day	May 23, 2011

PROFESSIONAL ACTIVITY DAYS

Thursday, September 2, 2010
Friday, September 24, 2010
Monday, October 18, 2010
Friday, February 4, 2011
Friday, June 10, 2011
Thursday, June 30, 2011

BALANCED DAY TIMETABLE

Entry and Period 1	8:45 - 9:35
Period 2	9:35 - 10:25
Nutrition Break (K-3)/Recess (4-8)	10:25 - 10:45
Nutrition Break (4-8)/Recess (K-3)	10:45 - 11:05
Period 3	11:05 - 11:55
Period 4	11:55 - 12:45
Nutrition Break (K-8)	12:45 - 1:05
Recess (K-8)	1:05 - 1:25
Period 5	1:25 - 2:15
Period 6	2:15 - 3:05
Dismissal	3:05

The Kawartha Pine Ridge District School Board supports

CHARACTER EDUCATION

RESPECT

I am polite, courteous and caring. I value myself and others. I treat all people with dignity and uphold their rights. I protect property and our environment.

RESPONSIBILITY

I am responsible for my thoughts, words and actions. I am accountable for my mistakes and work to correct them. People can depend on me to honour my commitments. I demonstrate active citizenship.

HONESTY

I am sincere, truthful and trustworthy.

INTEGRITY

I behave in an ethical and honourable manner even when no one else is around. I am genuine, in that my actions consistently match my words.

EMPATHY

I respect the feelings of others. I seek to understand what others are thinking to appreciate their perspectives. I listen and consider their views, even though we may not agree. I act with kindness and compassion.

FAIRNESS

I am sensitive to the needs of individuals. I include others and value their uniqueness. I celebrate diversity. I treat people with the dignity and consideration with which I would like to be treated. I gather as much information as possible in order to make a decision that is just.

INITIATIVE

I am eager to do what needs to be done without being prompted by others. I seize opportunities and willingly take the steps necessary towards achieving a goal.

PERSEVERANCE

I finish what I start even when it is difficult. I do not give up when faced with challenges or obstacles. I complete all tasks and assignments to the best of my ability.

COURAGE

I face challenges directly. I speak up for myself and others even when it may be unpopular. I ask for help when necessary. I recognize risks and dangers and do not take unwise changes to please others.

OPTIMISM

I have a positive attitude. I see challenges as opportunities. I think, speak and act to make the world a better place. I have hope for the future.

CODE OF CONDUCT

1. The Ministry of Education requires that all schools develop a code of conduct which communicates the standards of behaviour to all the members of the school community the types of behaviour expected from them. Members of the school community include: students, staff, parent(s)/guardian(s) and others such as visitors, volunteers.

Codes of Conduct must be reviewed at least every three years. School principals must consult with students, staff, the School Council and the superintendent in this review. School Codes of Conduct must be consistent with the provincial code and aligned with Board Policy No. ES-1.1, Safe, Caring and Restorative Schools and this Administrative Regulation.

The Board recognizes that all students, parent(s)/guardian(s), teachers and staff have the right to be safe, and feel safe in their school community.

This school Code of Conduct has been developed in accordance with the guiding principles of the Safe, Caring and Restorative Schools Policy and the Ontario Code of Conduct in order to create a common philosophy and understanding upon which safe learning and working environments can be maintained for all school community members. It is applicable to students while at school or engaged in a school-related activity or in other circumstances where engaging in the activity has an impact on the school climate.

2. Responsibilities

In order to uphold the right of all school members to access a safe school community, there are a number of corresponding responsibilities for which all school members must be accountable to ensure a safe and/or positive learning environment.

2.1 Common School Community Member Responsibilities

Everyone has the responsibility to:

- 2.1.1 contribute to making the school environment safe and conducive to learning/working, free from discrimination, physical and/or psychological abuse;
- 2.1.2 be a partner in the school community and to work co-operatively with each other; and
- 2.1.3 model appropriate behaviour and to support the school code of conduct by upholding the standards of behaviour.

2.2. Additional Student Responsibilities

Each student has the additional responsibility to:

- 2.2.1 exercise self-discipline, follow the established rules and accept responsibility for their actions based on age and individual ability;
- 2.2.2 come to school prepared, on time and ready to learn;
- 2.2.3 show respect for themselves, for others and for those in authority; and
- 2.2.4 refrain from bringing anything to school that may compromise the safety of others.

2.3 Additional Teaching Staff Responsibilities

Teaching staff have the additional responsibility to:

- 2.3.1 help students work to their full potential and develop their self-worth;
- 2.3.2 assess, evaluate and report student progress;
- 2.3.3 communicate regularly and meaningfully with parents;
- 2.3.4 discipline fairly and consistently in a manner in keeping with the Administrative Regulation on Discipline and the school code of conduct;
- 2.3.5 be on time and prepared for all classes and school activities;
- 2.3.6 prepare students for the full responsibilities of citizenship; and
- 2.3.7 safeguard students from persons or conditions which interfere with the learning process.

2.4. **Additional Parent(s)/Guardian(s) Responsibilities**

Parent(s)/Guardian(s) has/have the additional responsibility to:

- 2.4.1 attend to their child's physical and emotional well-being;
- 2.4.2 show an active interest in their child's school work and progress;
- 2.4.3 communicate regularly with the school;
- 2.4.4 help their child be neat, clean, appropriately dressed and prepared for school;
- 2.4.5 ensure that their child attends school regularly and on time;
- 2.4.6 promptly report to the school their child's absence or late arrival;
- 2.4.7 become familiar with the Code of Conduct and school rules;
- 2.4.8 assist school staff in dealing with disciplinary issues, and
- 2.4.9 encourage and assist their child in following the rules of behaviour.

3. Standards of Behaviour

3.1 Respect, civility and responsible citizenship

All school members must:

- 3.1.1 respect and comply with all applicable federal, provincial and municipal laws;
- 3.1.2 demonstrate honesty and integrity;
- 3.1.3 respect differences in people, their ideas and opinions;
- 3.1.4 treat one another with dignity and respect at all times, and especially when there is disagreement;
- 3.1.5 respect and treat others fairly, regardless of their race, religion, ancestry, place of origin, colour, ethnic orientation, age or disability;
- 3.1.6 respect the rights of others;

- 3.1.7 show proper care and regard for school property of others;
 - 3.1.8 take appropriate measures to help those in need;
 - 3.1.9 use non-violent means to resolve conflict;
 - 3.1.10 dress in a manner that is appropriate to school activities with regard to exposure, cleanliness and/or message;
 - 3.1.11 respect persons who are in a position of authority; and
 - 3.1.12 respect the need of others to work in an environment of learning and teaching.
- 3.2 Physical and Emotional (or Psychological) Safety
- 3.2.1 Weapons
 - The following will not be tolerated:
 - 3.2.1.1 possession of any weapon or replica weapon, including but not limited to firearms;
 - 3.2.1.2 use of any object to threaten or intimidate another person; and
 - 3.2.1.3 causing injury to any person with an object.
 - 3.2.2 Alcohol and Drugs
 - The following will not be tolerated:
 - 3.2.2.1 possession of, or under the influence of, or providing others with, alcohol or illegal drugs.
 - 3.2.3 Physical Aggression
 - The following will not be tolerated:
 - 3.2.3.1 inflicting or encouraging others to inflict bodily harm on another person; and/or
 - 3.2.3.2 intimidation
 - 3.2.4 Non-Physical Aggression
 - The following will not be tolerated:
 - 3.2.4.1 emotional, sexual or racial actions that hurt an individual or a group of individuals;
 - 3.2.4.2 threatening physical harm, bully or harass others; and
 - 3.2.4.3 use of any form of discrimination.

Further, to all these standards of behaviour, it is expected that all school members will seek staff assistance, if necessary, to resolve conflict peacefully.

4. School Code of Conduct Rules

- 4.1 students must be allowed to learn;
- 4.2 teachers must be allowed to teach;
- 4.3 physical, verbal (oral or written), sexual or psychological abuse, bullying, or discrimination on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, or handicap (Human Rights Code, R.S.O. 1990, c. H.19, s.1.) is not permitted;
- 4.4 damage to property in the school environment (including the property of other students, school grounds, school buses, on school excursions) is not permitted;
- 4.5 students will follow the rules of school conduct while on any field trip or school-related activity;
- 4.6 students will follow the expectations of a 'hands-off' school - this includes no play fighting, no wrestling, no pushing, no body contact; etc.;
- 4.7 skateboards, roller blades, scooters and bikes are not to be used on school property;
- 4.8 outdoor clothing, including hats, caps and bandanas, are not to be worn during class times/in the school building;
- 4.9 students are required to change into athletic attire for physical education classes. Physical education clothing must follow dress code expectations;
- 4.10 vulgar or profane language is not acceptable (shall use proper and acceptable language);
- 4.11 students must identify themselves to school staff upon request;
- 4.12 students are expected to participate productively and actively in school curriculum;
- 4.13 students are expected to bring notes to explain absences;
- 4.14 smoking and possession of tobacco, matches, lighters or other prohibited items are not permitted on school property;
- 4.15 Students are not permitted to chew gum in the school; and
- 4.16 **School Dress Code:** Students will dress appropriately for the school environment.

Adherence to dress code is one way of keeping the focus at school on learning. Please check your children before they leave for school to ensure that their clothing complies to the dress code in that;

Students will dress appropriately for the school environment. This includes:

- shorts/skirts/dresses need to be long enough that when the student's arms are at his/her side the tip of the middle finger is at or above the base of the short/skirt.
- clothing which covers shoulders to mid-thigh; midriff is covered
- no spaghetti straps, no muscle shirts, no clothing advertising inappropriate products or messages including alcohol, tobacco, drugs or profanity, putdowns
- undergarments cannot be exposed
- no hats/bandanas in the building
- no 'roller'/'wheelie' shoes are permitted in the building

Any student wearing clothing that is deemed inappropriate will be:

- required to cover up, or
- asked to turn the offensive message to the inside, or
- required to change into another shirt/pair of shorts/etc., if one is available, or
- asked to call home for a change of clothes, or
- be sent home to change (and make up for lost instructional time during scheduled breaks).

The dress code also applies to school activities which take place away from the school grounds, such as field trips;

- 4.17 Students are expected to use the school agenda on a daily basis to record daily homework, projects, tests, school events, library book due dates, etc. It is an important communication tool between the school and home and, as such, notes may be written to/from the teacher and/or the parent. Students should have their agenda signed by a parent on a regular basis; and
- 4.18 Students are advised that all personal electronic devices (PEDs) are to be powered-off and stored away (e.g., in backpacks, in lockers) during instructional time. Instructional time is defined as time spent in the classroom, in assemblies and in other school-related activities; however, there are exceptions to this expectation. For example, students may use personal electronic devices if they are an identified support for their learning (e.g. part of an individual education plan or an accommodation supported by the classroom teacher/principal or designate). Students may also use PEDs if they have the permission of their classroom teacher.

Cell phones are not to be used at any time while on school property. If a student requires the use of a phone while at school for academic reasons or emergencies, they will be permitted to use the office phone.

NOTE: The principal may also apply these rules to a pupil when the pupil's conduct outside the school environment negatively impacts on the school.

5. School Code of Conduct Procedures

- 5.1 Signage directing visitor(s) to begin their visit at the office. All visitors must sign in at the office. If staying for any length of time the visitors/volunteers must wear a visitor's badge.
- 5.2 Staff will approach unknown persons on school property or entering the school.
- 5.3 Students must adhere to the School Bus Guidelines.
- 5.4 Students must enter the school via designated doors upon the first morning and recess bells and move promptly to home room with necessary materials.
- 5.5 All outside garments including hats and book bags must remain in lockers/on coat racks during class time.
- 5.6 Students who are assigned lockers, will use these assigned lockers, locked with a combination lock. Lockers are school property and students are expected to maintain their locker in good condition (e.g., students are not to write on the outside or inside of lockers). All lockers are subject to search by school staff.

Students may access lockers only at the beginning of the day, at the beginning and end of the lunch period/recess, and at the end of the day. In an emergency, students may access lockers at the discretion of the teacher.

- 5.7 Students will move in the hall promptly and safely in the most direct route between classes.

- 5.8 Students must have a teacher's permission (e.g., hall pass) to leave the classroom. All students are asked to sign out/in when leaving/re-entering the classroom.
- 5.9 Students are to remain in designated areas to eat lunch.
- 5.10 Students will exit the building for lunch recess and afternoon recesses and re-enter via designated doors on the bell.
- 5.11 Students must ask for permission to use the washroom during nutrition breaks.
- 5.12 Food or drink is not allowed on the yard at any time during the day because of hornets/bee stings, seagulls, and garbage.
- 5.13 Students are asked to bring 'garbageless' lunches and snacks.
- 5.14 Students must remain on school property during the lunch break unless parental permission has been granted to go home (during 2nd nutrition break only). Students are NEVER to leave the school property without permission.

6. Strategies to Promote Acceptable Behaviour

6.1 Prevention Strategies

- 6.1.1 establish positive school climate,
- 6.1.2 maintain effective classroom management,
- 6.1.3 use of encouragement, reinforcement, and rewarding,
- 6.1.4 promote social skills development,
- 6.1.5 provide anger management programs,
- 6.1.6 utilize peer counselling and conflict resolution, and
- 6.1.7 use of home-school communication.

6.2 Supportive Intervention Strategies

- 6.2.1 use of teachable moment,
- 6.2.2 use of verbal redirection, reminders and reinforcement,
- 6.2.3 use of active listening,
- 6.2.4 use of choices,
- 6.2.5 use of restorative practice and other problem solving techniques,
- 6.2.6 use of behavioural contracts,
- 6.2.7 involving outside agencies,
- 6.2.8 use of interviews/discussion, and
- 6.2.9 use of school/Board/community resources.

7. Consequences for Unacceptable Behaviour

Consequences shall be appropriate to the individual, related to the circumstances and/or actions and progressive where appropriate.

7.1 Consequences may include the following:

- 7.1.1 restorative practice;
- 7.1.2 warnings;
- 7.1.3 time-outs;
- 7.1.4 time-owed;
- 7.1.5 restricted privileges;
- 7.1.6 restitution, i.e. financial, community service;
- 7.1.7 suspension, and
- 7.1.8 expulsion.

7.2 In accordance with provincial directives, parent(s)/guardian(s) and pupils are advised that the following infractions will result in a suspension and will be considered for expulsion:

7.2.1 The pupil commits one or more of the following infractions while at school or engaged in a school-related activity

- 7.2.1.1 possessing a weapon including a firearm,
- 7.2.1.2 using a weapon to cause or to threaten bodily harm to another person,
- 7.2.1.3 committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner,
- 7.2.1.4 committing sexual assault,
- 7.2.1.5 trafficking in weapons or in restricted drugs,
- 7.2.1.6 committing robbery, and/or
- 7.2.1.7 giving alcohol to a minor.

7.3 In accordance with provincial directives, parent(s)/guardian(s) and pupils are advised that the following additional infractions may result in a suspension and may be considered for expulsion:

- 7.3.1 the pupil commits an infraction in the school community, and the infraction has an adverse effect on the school;
- 7.3.2 the pupil's pattern of behaviour is so refractory that the pupil's presence is injurious to the effective learning environment of others;
- 7.3.3 the pupil has engaged in activities that
 - 7.3.3.1 cause the pupil's presence in the school to be injurious to the physical or emotional well being of other pupils or persons in the school, and/or

7.3.3.2 cause extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school; and

7.3.4 the pupil demonstrated, through a pattern of behaviour that the pupil has not prospered by the instruction available and that the pupil is persistently resistant to making the changes in behaviour which would enable the pupil to prosper.

7.4. In accordance with provincial directives, parents/guardians and pupils are advised that the following infractions may result in a suspension:

7.4.1 uttering a threat to inflict serious bodily harm on another person,

7.4.2 possessing alcohol or restricted drugs,

7.4.3 being under the influence of alcohol,

7.4.4 swearing at a teacher or at another person in a position of authority, and/or

7.4.5 committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school.

7.5 In addition, the Kawartha Pine Ridge District School Board will also consider a suspension for the following infractions:

7.5.1 persistent opposition to authority,

7.5.2 habitual neglect of duty,

7.5.3 the willful destruction of school or Board property,

7.5.4 the use of profane or improper language, and

7.5.5 conduct injurious to the moral tone of the school or to the physical or emotional well-being of self or others in the school.

8. School Code of Conduct Expectations of Staff

If staff contravene the school Code of Conduct, consequences will follow related Board personnel policies, and professional standards.

9. For others unable to follow the school Code of Conduct, the principal, in consultation with the supervising superintendent, may exclude the individual through Section 265(m) of the Education Act.

Bullying and Cyberbullying

Bullying is a serious issue and is not acceptable on school property, on school buses, during school-sanctioned activities or online (cyberbullying). Bullying, including cyberbullying, may result in a suspension from school.

According to the Ministry of Education, bullying is defined as follows:

Bullying is typically a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.

Bullying takes many forms including physical, verbal, social and electronic. Below are examples of each form of bullying.

- **Physical** bullying is defined as hitting, shoving, tripping, stealing or damaging property.
- **Verbal** bullying involves name calling, mocking or making racist, sexist or homophobic comments.
- **Social** bullying often involves excluding others from a group or activity (shunning) or spreading gossip or rumours about them.
- **Electronic** bullying or **cyberbullying** entails spreading rumours, hurtful comments, images and/or gossip through the use of personal electronic devices or technology, including but not limited to email, cellphones, the Internet and text messaging.

No form of bullying is acceptable, and when bullying occurs, principals will consider the most appropriate way to respond to each situation based on a number of factors including the students' ages and their academic, personal and behavioural histories.

Safe Arrival Program

In order to fully benefit from education, regular attendance and punctuality is required. Absences and lates must be reported to the office (905) 697 -7817 by the student's parent or guardian. During school hours, please call the school or send a note (on a separate piece of paper) for our records. Before or after school, please leave a message on the machine (our answering machine is on 24 hours a day).

If your child is absent and we have not been notified, we will call you at home or your place of business; however this is very time consuming for us and disruptive at your workplace. As such, we encourage you to write a note or leave a message. We need to ensure that your child is safe, and we ask that you help us out by letting us know in advance of appointments and absences.

If anyone other than parents/guardians or those people listed as emergency contacts is to pick up your child(ren), a note is required from the parent/guardian informing the teacher and office of the situation.

*****If you are dropping you child off at school in the morning please be reminded that yard supervision does not begin until 8:35 a.m.*****

Signing In/Out Routines

Students are to remain on school property from the time they arrive at school to the time they leave at the end of the day.

Exceptions:

- 1) Students who have returned a signed permission form allowing them to go home for lunch (during 2nd nutrition break only) each day during this school year. (These are distributed in September.)
- 2) Students who bring in a note from a parent/guardian stating they have permission to go home for lunch on a specific day or that they have an appointment that day. This note should be brought to the office at the beginning of the school day and the student should sign out. If/When the child returns to the school after lunch or an appointment they must remember to sign back in at the office.

Students are never to leave the school property without permission. It is very important that the school knows where all of the students are at all times!!!!

Attendance

Ontario Regulation 298 states that a student shall attend classes punctually and regularly. Research supports that children who attend school regularly achieve the most benefit from their educational program. Unless students are ill or are absent for some other unusual or emergency situation, it is expected that all students will attend school on a regular basis. It is important for students, parents and guardians to be aware that the school is required to report persistent absences to the Board's Attendance Counsellor.

Visitor's Policy

All visitors, **including parents/guardians** are required to report to the Main Office upon arrival at the school and sign in. If you are staying for any length of time you will require a Visitor or Volunteer Pass. For your child's safety it is important that we know the identity at all times, of all the adults that are in our school.

If you are dropping off your child's lunch, forgotten homework, etc. please leave them at the office. The secretaries will ensure that necessary items are given to students in a timely manner, with minimal disruption to program.

Administration of Medication/Medical Concerns

Generally, administration of medication will be conducted outside of school hours by parents/guardians. If a child requires long term oral medication to be administered at school, parents/guardians must complete the Administration of Medication form - this form must be completed annually and signed by both the parents and physician. All medication required by students will be kept in a safe and locked location, at the office. It is the responsibility of the school to maintain a log of the medication administered to each child. Please note this also includes Tylenol, Aspirin, etc.

Also, for more serious medical conditions (e.g., life threatening allergy, etc.) an Emergency Response Plan should be completed by the parents and the school.

!Allergy Alert! *Nut Safe School*

Once again this year, we have several students who have a very serious allergy to nuts. We are asking for your support and co-operation in refraining from sending nuts or nut products to school. Due to the rotary schedule that is in place, students spend time in many rooms throughout the school. The school will be continuing these accommodations as we need to maintain the safety of these students by ensuring that they do not come in contact with surfaces with nut products on them (e.g., a door handle touched by someone with peanut butter on his/her fingers, water fountain handles, etc.) **Your help and support in promoting a safe environment at our school is gratefully acknowledged!**

Boomerang Lunches

Did you know that food (snack and lunch waste) makes up 40% of the garbage from our school that is sent to area landfill sites? Once again this year, many schools across the Kawartha Pine Ridge District School Board are making a determined effort to reduce our carbon footprint on the environment. While there will be future initiatives to further reduce our impact on the environment throughout the year, we are in our initial stages of introducing a "Boomerang Lunch". Schools across KPR are moving toward Boomerang Lunches as a way to lessen our impact on the environment.

The purpose of a Boomerang Lunch is not to transfer trash disposal responsibilities from the school to home. The purpose of a Boomerang Lunch is to promote a change in behaviour and encourage parents and students to review and re-think about the way lunches are prepared and packed. Most lunch trash comes from disposable packaging of single-use food items. Food is often packed in single-use plastic bags, aluminum foil or wax paper. Yes, these products are extremely convenient, but at what environmental cost? It has been estimated that on average a school age child using a disposable lunch generates 30 kilograms (67 pounds) of waste per school year. At JMJ with over 550 students eating at school each day that equates to over 165,000 kilograms (36850 pounds) of waste per year! We believe that we need to educate and support our children so they can be more aware of how things like disposable lunches impact the environment, and hope that families have discussions at home about the waste that is generated and take actions on how to reduce this situation. We recognize that this type of lunch may be a change for some and understand that change may take time, but hope that everyone understands that a small change like this, can make more than a statement. Together, we can make a difference and help the environment.

A Boomerang Lunch helps to reduce the number of containers that are thrown away or placed in our schools' recycling bins. A Boomerang lunch also provides parents with first hand knowledge of the eating habits and preferences of their children. All leftovers are carried home at the end of the day so that *parents can see what has been eaten.... or not eaten.*

No Smoking

The Tobacco Control Act of Ontario prohibits smoking for anyone, anywhere on school property.

Personal Electronic Devices (PEDs)

PEDs are wireless and/or portable electronic handheld equipment that include, but are not limited to, existing and emerging mobile communication systems and smart technologies (cell phones, smartphones, walkie-talkies, pagers, etc.), portable internet devices (mobile managers, mobile messengers, Blackberry handsets, etc.), Personal Digital Assistants (PDAs) (Palm organizers, pocket PCs, etc.), handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, iPods, Walkman devices, etc.), digital or film cameras, digital or analogue audio recorders or video recorders (tape recorders, camcorders, etc.), spy gadgets (spy cameras, covert listening devices, etc.) and any other convergent communication technologies that do any number of the previously mentioned functions. PEDs also include any current or emerging wireless handheld technologies or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

Students are advised that all personal electronic devices (PEDs) are to be powered-off and stored away (e.g., in backpacks, in lockers - not in a student's pocket) during instructional time. Instructional time is defined as time spent in the classroom, in assemblies and in other school-related activities; however, there are exceptions to this expectation. For example, students may use personal electronic devices if they are an identified support for their learning (e.g. part of an individual education plan or an accommodation supported by the classroom teacher/principal or designate). Students may also use PEDs if they have the permission of their classroom teacher.

Cell phones are not to be used at any time while on school property. If a student requires the use of a phone while at school for academic reasons or emergencies, they will be permitted to use the office phone.

There are other instances where students **may** use PEDs, including school sporting events and some school-sanctioned activities such as school trips or co-curricular events. Teachers will notify students if PEDs are permitted during these activities. It is important to note that any photos taken during these activities are not to be posted on the Internet, in the public domain or via any other medium accessible to the public, in accordance with government legislation.

Students may also use PEDs appropriately in areas and at times designated by the school principal. At no times will PEDs be used in washrooms or change rooms or in any other location where a person would have a reasonable expectation of privacy.

Where violations in expectations occur, consequences will follow progressive discipline guidelines and may result in a range of responses that align with both Ministry and Board policy. When infractions are repeated and ongoing, consequences can range from being asked to turn in the PED to the school principal, to removal of a student's privilege to have a personal electronic device at school up to and including suspension and expulsion.

Ultimately, it is at the discretion and authority of the principal (or his or her designate) whether PED usage compromises or interferes with school security, personal safety, individual privacy or academic integrity.

Students should also note that the Board and its schools are not responsible for lost, stolen or damaged personally-owned PEDs.

Crossing Guards

A crossing guard is available at the corner of Mearns and Apple Blossom to assist your child to cross the road to school safely. The times they will be present are:

8:30-8:45

12:45-12:55

1:15-1:25

3:05-3:15

The Crossing Guards have been told to adhere to these times. They will be taking names of stragglers to provide to the school.

School Driveway and Parking Lot Procedures

This year we will continue specific procedures designed to ensure that the parking lot and traffic flow at our school are safe.

We encourage parents to use the "Kiss and Drop" area (in the north parking lot), ask that the "signage" posted along the driveway be respected and followed, and ask that parents never park in the fire route. Also, we ask vehicles not to enter the south driveway at the beginning and end of every day - there will still be access to the parking lot. If you wish to escort your child to the school, please park your car in one of the parking lots or along Mearns Ave., and walk your child to the school yard.

Police Record Checks (including Vulnerable Sector Screening & Search of Sexual Offences Database)

It is wonderful to have so many parents/guardians wanting to volunteer in our school each day! We greatly appreciate all of your help!! Board Policy does require that all school volunteers (e.g. trip chaperones, parent drivers, hot lunch helpers, classroom helpers, pediculosis volunteers, etc.) receive a Criminal Records Check and Vulnerable Sector Screening. These must be completed **every year**. These can be completed locally at the Bowmanville or Oshawa office of the Durham Regional Police Services. There is a fee of \$10 for this service. If you have already completed a record check from the police department, please submit it to the

school as soon as possible as we need to have this information on file. For those that are still waiting to receive their information from the police department, please bring it in to the school as soon as possible.

Again, please note that all volunteer applicants must provide the school with a police record check that:

- *is dated within one year*
- *identifies any criminal convictions or criminal charges*
- *includes both a search of the Pardoned Sexual Offences Database, and*
- *a Vulnerable Sector Search.*

Bus Expectations

To allow safe and orderly transportation the following expectations need to be followed in order to keep oneself and others safe.

- Be polite and respectful to everyone. Listen carefully to the bus driver.
- Sit down in the assigned seat at all times.
- Refrain from opening the door or windows unless authorized by the driver.
- Keep the noise level to a minimum, so that the driver is able to concentrate on the road.
- Do not eat or drink on the bus.

The Principal is responsible for bus conduct and the safety of all students, and will arrange appropriate consequences for not following expectations.

No Dogs Allowed!

Kindly keep your dogs (large and small) at home. Leashed or not - do not bring them on school property. We have posted this message on the property and ask you to spread the word. Many students/staff are afraid of or allergic to dogs. Keeping dogs off the property also saves a lot of mess and aggravation. Thank you for helping to keep our school yard clean and safe for the students.

Class Trips and Excursions

Throughout the school year, as part of our regular program, students leave the school site to go on trips. Some excursions may be community walks, while others are more distant and require transportation by car or bus.

When students are transported by car or bus, a form will be sent home outlining the event requiring a "consent for travel form" to be completed by a parent and returned to the teacher. For a student to participate, a completed consent form must be returned. We regret we are unable to accept verbal permission, and will not phone parents to acquire permission on the day of the event.

Trustees

If you have any questions or need information about Board decisions, please feel free to call your area Trustee. Trustees make policy decisions on your behalf. They are there to listen.

Cathy Abraham
Steven Cooke

905-987-1833
905-623-8306

Textbooks and Library Books

Students will be issued a numbered textbook for mathematics and other subjects as needed. These textbooks are very expensive and students are expected to take care of the books and return the one signed out to them at the end of the year. Lost or damaged textbooks and library books must be paid for by the students.

Lost and Found

Students are reminded that if they bring toys or other personal objects to school they do so at their own risk. There are no locked storage areas and the school is unable to guarantee security of these items. It is recommended that, where possible, all items of a personal nature are identified with the child's name. As well, please label all items of outer clothing, boots, gym shoes, etc.

We do have a 'lost and found' box. When items are misplaced, children are encouraged to look for such items in this box. From time to time, these items will be displayed for parents and students. Unclaimed items will be donated to charity.

Safe and Acceptable Use of the Computer Network

Students of Kawartha Pine Ridge District School Board develop computer skills that will assist them to be life-long learners. Word processing, database, spreadsheet, presentation and reference software may be used across the curriculum. Electronic mail with our Board may be taught, and internet access may be provided when appropriate. Before e-mail and/or internet access are granted to students, an additional agreement will be provided.

Each student will have their own account on the computer network when appropriate. This account will be accessed by a school-generated user name and each account will be protected by a password. A computer account is a privilege for a student. Teachers and principals can examine all files in any user account, just like checking other assignments, and will remove files if necessary.

All students are expected to use our computing resources in a responsible manner that respects the rights of all users. Working on a computer network is like living in a community. All users are affected by what their fellow users do. Acceptable use of a computer network is called *netiquette*.

Netiquette

Proper school netiquette involves the following DO's and DON'T's

Do...

- ✓ Use only your account.
- ✓ Appropriately use the software, hardware and network utilities you have been assigned to complete your school work.
- ✓ With teacher approval and supervision, use only teacher designated programs.
- ✓ With teacher approval and supervision, use e-mail only to complete school requirements.
- ✓ Cite the source of your information.
- ✓ Clean unnecessary or outdated files out of your account.
- ✓ Print only with your teacher's approval. Print only when necessary; only what is necessary and only when it is ready to be printed.

Don't...

- ✗ Use anyone else's account for any purpose.
- ✗ Tamper with or alter software, hardware or network utilities. Install programs or files on a school hard drive.
- ✗ Use unapproved programs.
- ✗ Send e-mail unrelated to your school assignments.
- ✗ Do anything illegal on the network including breaking copyright.
- ✗ Load up your personal drive with non-curricular materials.
- ✗ Print without teacher approval to avoid wasting paper and ink.

SUNDAY		MONDAY		TUESDAY		WEDNESDAY	
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						244	
5		6		7		8	
248		249		250		251	
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255		256		257		258	
19		20		21		22	
262		263		264		265	
26		27		28		29	
269		270		271		272	
NOTES:							

September 2010



COMPUTER COMPOSITION
of CANADA Inc.
12 Stanley Ct, Unit 4A
Whitby, ON L1N 8P9
(905) 430-3400
www.computercomposition.ca

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NOTES:

Monday, September 6, 2010

parent initials

Tuesday, September 7, 2010

parent initials

Wednesday, September 8, 2010

parent initials

Thursday, September 9, 2010

parent initials

Friday, September 10, 2010

parent initials

Upcoming Tests and Assignments

sample

Monday, September 13, 2010

parent initials

Tuesday, September 14, 2010

parent initials

Wednesday, September 15, 2010

parent initials

Thursday, September 16, 2010

parent initials

Friday, September 17, 2010

parent initials

Upcoming Tests and Assignments

sample

Monday, September 20, 2010

parent initials

Tuesday, September 21, 2010

parent initials

Wednesday, September 22, 2010

parent initials

Thursday, September 23, 2010

parent initials

Friday, September 24, 2010

parent initials

Upcoming Tests and Assignments

sample

Monday, September 27, 2010

parent initials

Tuesday, September 28, 2010

parent initials

Wednesday, September 29, 2010

parent initials

Thursday, September 30, 2010

parent initials


Friday, October 1, 2010

parent initials

Upcoming Tests and Assignments

sample

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17 290	18 291	19 292	20 293				
24/31 297/304	25 298	26 299	27 300				
NOTES:							

THURSDAY	FRIDAY	SATURDAY	<h1>October 2010</h1>																																																																																								
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Hundreds Chart

Sample



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