

**EASTVIEW HORIZON  
PUBLIC  
SCHOOL**



**"Home of the Hurricanes"**

**Eastview Horizon Public School  
FAMILY HANDBOOK  
2022-2023**

3555 Forest Glade Drive  
Windsor, ON, N8R 1X8  
School Number 519-735-6087  
School Fax Number 519-735-6663  
<https://publicboard.ca>

**N.B. INFORMATION WITHIN THE  
EASTVIEW HORIZON  
HANDBOOK MAY BE  
SUPERSEDED BY  
ELEMENTARY SCHOOLS  
SAFETY PLAN  
FOR COVID-19 AS ISSUED BY  
THE GECDSB**

**STAFF LIST 2022/2023****NAME                      ASSIGNMENT LOCATION****TEACHING STAFF**

Ms. Adamo	7/8
Ms. Brunik Baughan	4/5
Ms. Bissonnette	3
Ms. Brown	3/4
Ms. Burke	EYB
Mr. Casey	8
Mrs. M. Chartier	Lib./Prep Coverage
Ms. Cowan	2/3
Mrs. Deters	8
Ms. DiStefano	Prep Coverage
Mrs. Fallon	1/2
Ms. Fenech	6
Ms. Gardonio	RISE/LST
Mr. James	Music/Arts
Ms. Krause	6
Ms. Lewis	4
Ms. Loewen	RISE
Ms. McLean-Pineault	2
Ms. Miuccio	EYM
Ms. Muir	FSL
Ms. Mundy	3
Ms. Murphy	5
Ms. Peterson	5
Ms. Potrebic	1
Ms. Rigney	GAINS
Ms. Rudkin	1
Mr. Stewart	7
Ms. Tennant	2
Mr. Thompson	FSL
Ms. Uttley	EYU
Ms. Wakeman	LST
Ms. Watson-Jones	EYW-J
Ms. Wingelaar	6/7

**SUPPORT STAFF**

Ms. Bajona	E.A.
Mr. Belleperche	E.A.
Ms. Cudmore	ECE
Ms. Dagenais	E.A.
Mrs. Dalton	ECE
Ms. A. Dennie	E.A.
Ms. Fantin	DSW
Ms. Haines	CYW
Ms. Jovanoski	E.A.
Ms. Jun-Galipeau	E.A.
Ms. Lee (Lovell)	E.A.
Mrs. Popescu	E.A.
Ms. Spinner	ECE

**OFFICE STAFF**

Ms. Magone	Secretary	Office
Ms. Moubarak	Clerk	Office
Ms. McMullen	Vice Principal	Office
Mr. N. Arundine	Principal	Office

**EASTVIEW HORIZON SCHEDULE 2022-2023**

Student Entry -	8:40
Period 1 -	8:40 – 9:30
Period 2 -	9:30 – 10:20
Nutrition Break #1	10:20 – 11:00
Period 3 -	11:00 – 11:50
Period 4 -	11:50 – 12:40
Nutrition Break #2	12:40 – 1:20
Period 5 -	1:20 – 2:10
Period 6 -	2:10 – 3:00

**STUDENTS ARE NOT TO ARRIVE AT SCHOOL PRIOR TO 8:25 AS THERE WILL BE NO ADULT ON SUPERVISION PRIOR TO THAT TIME. THANK YOU FOR YOUR COOPERATION IN THIS MATTER.**

**DATES TO REMEMBER**

Outlined are some important dates for the 2022-2023 school year. Information and reminders will be sent home electronically during the school year to remind you of these dates and other events:

Thanksgiving	October 10, 2022
Ontario Progress Report	November 14, 2022
Interviews	November 17, 2022 (evening)
PA Day	November 18, 2022
Christmas Break	Dec. 23, 2022 – Jan. 6, 2023
PA Day	January 20, 2023
1st Term Report Card	February 13, 2023
Interviews	February 16, 2023 (evening)
PA Day	February 17, 2023
Family Day Holiday	February 20, 2023
March Break	March 13 – March 17, 2023
Good Friday	April 7, 2023
Easter Monday	April 10, 2023
Victoria Day	May 22, 2023
EQAO Assessment	May 24 – June 9, 2023
PA Day	June 9, 2023
Last Day for Students	June 28, 2023

**SAFE WELCOME PROGRAM**

The Greater Essex County District School Board and Eastview Horizon Public School is committed to safe and welcoming learning environment for our students and staff.

All perimeter doors will be locked throughout the duration that students are in school. If you need to gain access to the school please enter by the front door. Entrance into the school will require you to buzz the video / intercom Access System and someone in the main office will open the door for you. Please continue to sign into the office and/or sign out your child if leaving early from the school.

### **ABSENCE REPORTING**

Regular attendance is expected of each pupil as every day in the classroom counts! We do encourage medical appointments be set-up outside of the school day. However, we do understand that this is not always possible. We also recognize that our students will become ill and be unable to attend school, especially during flu season. When your child will be late or absent from school, we ask that a parent contact the school. Please call the school, at 519-735-6087 to inform us when your child is going to be absent or late. If we do not receive a call, we begin making safe arrival calls beginning at 9:00 a.m. for morning absences and 1:25 p.m. for afternoon absence. Please be advised that if we are unable to contact a parent or guardian at home or alternative number, we will call the emergency numbers listed as the school attempts to ensure that all of our students are safe and accounted for. There are times when students may require being excused earlier than the usual dismissal times. For the welfare of our students, we require a written request from a parent and/or we must receive a parent's telephone call. In cases where a child is picked up from school it is important that parents/guardians sign the child out. The sign out book is located in the secretary's office.

### **CARE OF SCHOOL PROPERTY**

To ensure our school items can be used by both students of today and students of the future, we encourage our students to respect items and handle them with care. Your support at home will be appreciated. Please help us to keep our textbooks, library books, musical instruments, iPads, furniture and other school articles in good condition by encouraging your child/children to take pride in things that they use or are on loan from the school.

School uniforms for our school teams are distributed and collected during each sport season. It is asked that all uniforms be returned freshly washed as per the uniform tag instructions.

### **COMMUNICATION BETWEEN OUR HOMES & SCHOOL**

Regular and consistent communication between school and home is encouraged. This can be done in a multitude of ways; newsletters/notices and electronic communication from both the office and the homeroom teacher, notes, EDSBY, memos or permission forms and phone calls.

Our school website will continue to be used to send news home from both the office and classrooms.

If at any time, you have questions or concerns regarding your child/children's learning, please call the school and the secretary will direct your call to the appropriate school staff member. It is often best to arrange an appointment/meeting with the staff to make sure that proper time is allotted to discuss your concerns.

**At times, it may be necessary for the school to contact you. If you have changed your home, work or emergency telephone numbers please send the new information to the office as soon as possible.**

Finally, when special lunch days, field trips or other special events are planned, a parent consent form for your information and approval for your child/children to participate will be sent home. Please be sure to check the return dates on these forms and any cost involved and send back to the school in a timely manner.

### **CELLPHONES/PERSONAL ELECTRONICS**

During the school day, the use of cell phones and electronic devices is restricted. The privacy, dignity and safety of others must be maintained through the appropriate use of cell phones and electronic devices. Instructional opportunities for all students must be protected. Cell phones/Electronic devices are to be used as an instructional tool under the guidance and supervision of a staff member. In the event that a child does not adhere to the following guidelines set out, consequences may result in discipline and/or confiscation of the device by school officials.

The following are excerpts from our Board's Administrative Procedures:

- Personal communication and computing devices must not interfere with the learning environment.
  - Staff and/or student use of personal communication and computing devices must support teaching and/or learning.
  - Students are not permitted to take photos, record audio and/or video in or around school buildings or during off site school sponsored events before, during and after school hours unless they have permission from school staff and the people being photographed/recorded in advance.
- Personal communication and computing devices may not be used at any time where individual privacy must be protected such as washrooms, locker or change rooms.
- Student use of personal communication and computing devices during instructional time, without appropriate permission, is grounds for discipline and/or confiscation of the device by school officials. Confiscated devices will be returned either to the student or parent after a reasonable period of time as determined by the school Principal. Unauthorized use of such devices will lead to disciplinary action, outlined in school's code of conduct.

- The Greater Essex County District School Board is not responsible for any loss, damage or theft to personal communication or computing devices or data residing on those devices before, during or after it has been brought to school and/or connected to the GECDSB wireless guest network.
- When not in use, personal communication and computing devices should be off.

### **COMPUTERS**

Only authorized, licensed software may be used on these machines. Failure to follow the terms of the acceptable use policy may result in the loss of continued computer use. Any attempt to bypass internet filters (i.e. through the use of proxy servers, etc.) will result in the loss of technology use for the student.

### **DIGITAL RESPONSIBILITY**

The Greater Essex County District School Board along with Eastview Horizon Public School views the safe and effective use of technology as essential for teaching and learning. Staff members shall use technology for the purpose of teaching and students shall use the technology for the purpose of learning. As such students have certain roles and responsibilities pertaining to the use of technology:

- Represent and conduct themselves in accordance with the school code of conduct and expectation;
- Use polite and respectful tone in all communication which is free from profanity, disrespect, slanderous, racist, sexist, libelous, insulting, harmful, hateful, threatening, harassing or bullying;
- Immediately inform their teacher, staff or administration if they have mistakenly accessed inappropriate Digital Content while they were at school
- Never identify their age, telephone number, home address or other personal information in User Profiles or communications or content created using Digital Services

### **DRESS GUIDELINES**

As a rule, clothes worn to school should be comfortable (not tight) and be consistent with proper standards of decency. Clothes should be neat and clean. School is about learning, and students should use good judgment and consult parents about issues of dress. The following are acceptable standards of dress for students at Eastview Horizon Public School. Parents need to refer to these guidelines when unsure about what is acceptable in an educational setting.

- Any and all clothing with questionable, inappropriate or objectionable pictures and/or words such as references to

alcohol, drugs, profanity, statements promoting violence, racism or illegal behaviour, sexual activity, including words or phrases with double meanings or gender offensive language ARE ALL UNACCEPTABLE.

- Shorts may be worn to school during warm weather. As a guideline, shorts or skirts should be no shorter than the end of the fingertips when hands are held straight at one's side for students in grades three through eight. Undergarments should not be visible.
- Midriff-baring or low-cut tops, halter tops and muscle shirts are not appropriate for school wear. Tops should be form-fitting under the arms. Mesh-wear is not appropriate. Undergarments should not be visible.
- For health and safety reasons, shoes must always be worn. Both indoor and outdoor shoes are necessary. Indoor shoes should have white soles, as they do not leave marks on the floor.
- Sunglasses are not to be worn inside of the school unless given permission by an educator.
- Inappropriate jewelry or other accessories are also not permitted while participating in Physical Education.

### **EMERGENCY CONTACT INFORMATION**

Accurate emergency contact information is vitally important. Please notify the school whenever there are any changes/additions. The following information must be kept up to date: Child's Name; Address; Postal Code; Birth date; First and last names of mother and father (step-parents/guardians); Home and work phones of each; MEDICAL INFORMATION (e.g., allergies, hearing loss, dietary restrictions vision difficulties, heart problems, seizures, medication etc.); Two or three names and phone numbers of other people to contact in the case of emergency.

**IF INFORMATION CHANGES DURING THE SCHOOL YEAR, WE RELY ON YOU TO INFORM US PROMPTLY BY PHONE OR IN WRITING.**

### **FIELD TRIPS**

**DUE TO COVID THERE WILL BE A PAUSE ON FIELD TRIPS**

Parent consent is required to allow students to participate in the enriched programs offered throughout the school year. Whenever trips are planned, information will be sent home in advance. We will not allow a child to leave the school without a signed parental consent form. Whenever a field trip is planned, parents must sign the appropriate field trip excursion form.

School outings are related to programs that occur within the classroom; thus, it is expected that all students participate in all school activities. Although we encourage all students to participate in school field trips and excursions, if your child is not able to participate, other in-school arrangements will be made.

### **FOOD ALLERGIES**

Many children have food allergies. Some allergic reactions can be life threatening. This medical condition is called anaphylaxis. Some children, for example, are severely allergic to nut products, including peanut butter. Even a tiny bit can be fatal within minutes.

If your son/daughter is in a classroom with a student who has a specific food allergy, then you will be encouraged to send foods to the school that are allergy-free. In addition, we encourage all parents to send foods to school that are free from nuts or nut products.

### **WINDSOR-ESSEX COUNTY HEALTH UNIT INFORMATION**

PHONE: (519) 258-2146 FAX: (519) 258-6003

The Windsor-Essex County Health Unit provides several health services to school children in Windsor and Essex County. Many of these services are provided according to provincial law. If for any reason you do not wish your child to be involved in health education or dental services, please inform the school principal in writing as soon as possible.

#### **Head Lice/Nit (Pediculosis)**

Please note that our Board has a No Nit Policy. When an infestation occurs, the child will be sent home. The child will be excluded until all lice, lice eggs and egg cases are removed following the application of a pediculicide shampoo/agent

Letters from the school are sent to parents to advise them of any infestations. If you notice an infestation in your child, we would appreciate hearing from you, so that we may advise other parents to check their children. As always, confidentiality will be maintained.

Although outbreaks of head lice are rare at Eastview Horizon, you can help by reminding your children not to share scarves, coats and hats.

### **HOMEWORK POLICY**

Homework can be of benefit to a student if approached properly. It should not be a disciplinary task, but rather a part of the after-school/evening routine. There should be a set time nightly for homework activity. The student will require a designated work area that is free from distractions and interruptions. Support and interest by the parents will

help this be a positive activity that may have other positive related benefits for you and your child/children.

Homework may not always be a specific assignment. Often, a review of the day's topics and a review of basic number facts followed by reading a selected Library book (silently and/or out loud), will complete the home study and be a good preparation for the next school day.

#### **A guideline for homework time is:**

- Grades 1 to 3: Routine homework assignments will not be assigned although there are occasionally research items which may require your attention and assistance. Please note that daily reading and writing activities at home can be especially beneficial to a child's literacy growth. Number games and regular discussions about what the child did at school during the day will also assist in their learning.
- Grades 4 to 6: Students should spend between 20 - 30 minutes per day on various types of homework. Time should also be set aside for review of topics studied as well as for recreational reading and math review.
- Grades 7 and 8: Students should spend between 30 to 60 minutes per day for various types of homework which may include review, long term projects, assignments, etc.

If your child seems to never have homework assignments, projects, etc., it is a good idea to contact the school and speak directly to your child's teacher. Daily use EDSBY can assist in knowing when homework is assigned and needs to be completed.

### **PERSONAL PROPERTY**

Personal valuables such as electronic devices, expensive toys, jewelry, special hats, costly clothing, sums of money, etc. should not be at school. Unfortunately, these items may disappear and cannot always be retrieved. These items of value should be left at home. Neither the school nor the School Board has insurance for lost, damaged or stolen items.

Any personal property (for e.g., clothing, shoes, coats), that is at school should be clearly labeled with the student's name for easy identification. Items that have been lost and found are generally turned into the office. You are encouraged to check with the office and the Lost and Found. We emphasize the importance of labeling all your belongings, including hats, coats, lunch bags, etc. After the school year ends in June, articles that are left will be donated to a charity.

The Greater Essex County District School Board recognizes that teachers and Principals are entrusted with teaching students and with giving assiduous attention to their safety and well-being. In addition, Principals are required to maintain proper order and discipline in the

school. All desks and lockers are school property and that a search of such property may be conducted by school administration

The GECD SB policies and regulations may, in some circumstances, require searches of students and their personal effects, including personal electronic devices, and the seizure of prohibited items and may involve outside authorities. In carrying out his/her duties to maintain a safe environment and to maintain proper order and discipline in the school, the Principal or designate who has reasonable grounds to believe that the Board's and/or School's Code of Conduct and/or Safe Schools Policy and Regulations has been or is being breached may conduct a search of a student's clothing, possessions, personal electronic device, or any area (desk, locker, backpack) where his/her possessions may be stored if the Principal or designate believes that the search would reveal evidence of the breach

### **SAFE SCHOOLS**

We wish to promote a safe and harmonious environment for all students and staff. This includes all aspects of the school day – the classroom, playground, all school-related activities and on the school bus. Eastview Horizon Public School is a safe school that follows the Ontario Schools Code of Conduct. Our school is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment.

Eastview Horizon Public School students, parents, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself.

### **Standards of Behaviour**

Eastview Horizon school members (staff, students, parents, visitors) are to display respect, civility and responsible citizenship.

#### **All school members must:**

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions;
- always treat one another with dignity and respect, and especially when there is a disagreement;
- respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- respect the rights of others;
- take appropriate measures to help those in need;
- show proper care and regard for school property and the property of others;

- respect persons who are in a position of authority;
- respect the need of others to work in an environment of learning and teaching;
- Report to the office when entering the school.

### **Eastview Horizon Student Code of Conduct**

How we expect Eastwood students to behave....

Students can expect a safe, healthy and friendly environment for their education at Eastview Horizon Public School. Excellence will be encouraged and celebrated. For this to happen, each student is expected to:

- display a positive attitude toward school
- attend school every day and be on time
- dress in such a way as to show pride in oneself and one's school by wearing clothing that is clean, modest, and follows our Dress Guidelines
- come prepared with all materials and complete work to the best of one's ability
- be respectful to staff, other students, and guests, and display good manners
- use appropriate language, respect school and others property
- solve problems
- behave co-operatively, following school rules and routines during all school programs, school-related activities and field trips
- follow the directions of all staff members (staff members include part-time school aides, custodians, secretaries, support personnel, teachers, principal and any other adults of authority).
- keep the school surroundings tidy and free of litter

The Greater Essex County District School Board is committed to creating safe, secure, and harmonious learning, teaching and work environments. To promote safe environments, all schools, school-sponsored activities, Board properties and Board-sponsored activities must be free from conduct which infringes upon the rights of others or endangers people or property. All students, parents, teachers, staff, volunteers and community members have the right to be and feel safe. With this right comes the responsibility to be law-abiding citizens, to be accountable for one's actions, and to protect the rights of others.

These responsibilities also include appropriate use of technology and responsible behaviour in other activities both on and off the school property which may affect the school. Such activities shall not negatively impact the climate of the school or members of the school community. School and work environments should be free of:

- Disrespectful behaviour;
- Inappropriate dress;
- Profane or inappropriate language;

- Harassment of any nature, including but not limited to, harassment based on: race, ancestry; place of origin; colour; ethnic origin; citizenship; religion; gender; sexual orientation; age; or, disability;
- Bullying, threats, intimidation, emotional abuse, verbal aggression;
- Physical aggression and violence;
- Theft or robbery;
- Vandalism, damage to property;
- Alcohol, drugs, cigarettes, and substance abuse;
- Weapons;
- Unauthorized access to property; and,
- Trespassers.

### **BULLYING/HARASSMENT:**

You have the right to feel safe at school, in your community and online. Talk to someone you trust, a friend, a teacher, a child and youth worker, a coach, or a guidance counsellor.

Adult intervention stops bullying. Tell someone so they can help stop the harassment. You don't have to deal with this alone! If you can't say how, you feel out loud, write it down, then get it to someone who can help. <https://www.prevnet.ca/bullying/teens/i-m-being-bullied-what-can-i-do>

Once the bullying has been reported to the School Principal and/or Vice Principal (P/VP):

#### **If you are the Victim:**

Share the details of the incident with an adult at school that you trust, remember – all conversations are confidential and dealt with strategically\*.

It is recommended that parents/guardians/caregivers be part of the solution. In fact, it is a MUST if you are under the age of 16 (unless there is a good reason not to).

\*If your safety is at risk, the office will respond to keep you or others safe. Please note that keeping you safe may affect confidentiality.

Work with a trusted adult to problem solve the solution. Often, the incident being reported will need to be investigated.

Honour the investigation and keep all information confidential from others if possible. Avoid social media and responding to students' questions in class or at lunch.

Your Principal/Vice Principal and staff in the building will guide you with how to respond when other students get involved.

Keep track of additional information that comes up related to the incident. Report this information to the office right away.

Your Principal/Vice Principal cannot help if they do not know!

Student Voice must be honoured, and the adults in the school will help you as every situation is unique.

#### **If you are the By-Stander or Supporter:**

Encourage the victim to report the situation to a trusted adult.

Encourage the victim to report the situation to the Principal and/or Vice Principal

If anyone's safety is at risk, you report the incident immediately to an adult, P/VP, or the police, depending on the situation.

Support the victim by actively listening, attending the school meetings with them, and checking in on them.

You want to help them solve the problem. Always honour their confidentiality and the confidentiality of the situation.

Avoid social media and responding to other student's questions about the incident.

School staff will guide you and the victim by providing what to say when other's get involved.

Keep track of additional information related to the incident and encourage the victim to report it to the office right away.

What is Bullying?

The Ontario Education Act says that bullying means an aggressive behaviour that is usually repeated, by a child or youth, that is intended to cause fear, harm or distress to another person. This aggressive behaviour occurs in a relationship where is a real or perceived imbalance of power based on factors such as: sizes, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability and/or other reasons.

Types of Bullying:

Physical (hitting, shoving, stealing or damaging property)  
 Verbal (name-calling, threats, humiliating comments)  
 Social (excluding others, spreading gossip and rumours)  
 Electronic/Cyber (spreading hurtful rumours, images or comments using technology)

Teasing: Teasing can be positive or negative.

Positive Teasing:

Shows closeness, affection, and familiarity with another person  
 Person being teased is not distressed or upset  
 Takes place within a strong relationship  
 Strengthens the relationship

Negative Teasing:

Criticizes and embarrasses the other person  
Person being teased is distressed or upset  
Takes place within a weak relationship  
Undermines the relationship

When Does Teasing Become Bullying?

There is a power imbalance between the children/youth involved—the person teasing has more social power or social value among peers compared to the person being teased.

The child who is teasing intends to distress or harm the child being teased.

The child being teased is distressed or hurt by the interaction.

The negative teasing occurs repeatedly.

[https://www.prevnet.ca/sites/prevnet.ca/files/prevnet\\_facts\\_and\\_tools\\_for\\_schools\\_rev\\_apr2021.pdf](https://www.prevnet.ca/sites/prevnet.ca/files/prevnet_facts_and_tools_for_schools_rev_apr2021.pdf)

Need Help NOW?

24/7 Support

Kids Help Phone 1-800-668-6868

Text: CONNECT to 686868

### **Student Discipline**

The Greater Essex County District School Board supports a progressive discipline policy. It also encourages the development of self-discipline in students. Our schools are committed to excellence in education. Such excellence demands an environment which protects and promotes the dignity and self-esteem of each person and the mutual respect of one person for another.

At Eastview Horizon P.S., students are expected to behave appropriately and follow the rules put forth by the classroom teachers, the office, the board and the ministry. Students, who are unable to do so, will be consequence by the staff and/or the administration. Minor incidents may warrant a loss of a privilege. More serious or repeated actions may require more serious consequences.

In following a system of progressive discipline, more serious or persistent problem behaviours will lead to suspension or at worst, expulsion from school. Suspensions will increase in length should inappropriate behaviours continue.

Please keep in mind that students who violate the code of conduct are dealt with on a student by student and situational basis. Students are expected to be responsible for their own actions and choices. For minor issues or

classroom problems, the classroom teacher will handle the behavioural concerns on their own. More serious or repeated negative actions will lead to the Principal becoming involved. For most situations, but not all, parents will be contacted to discuss the behaviour and consequence. Below is a list of possible consequences that a student could face for inappropriate behaviour:

- Removal of privilege(s)
- Recess detention(s)
- Time out
- Apology/mediation
- Parent contact/removal
- In-school withdrawal
- Restitution
- Bus suspension
- Suspension (may include attendance at alternative suspension program; Turning Points)

### **STUDENT TELEPHONE USE**

Students are to ask their teacher for permission to use the office phone and receive a permission/request note from their teacher to give to the secretary or principal.

We do encourage students to plan their social events, etc. before or after school times. We ask that students only request the use of the telephone for emergency issues.

### **STUDENT MEDICATIONS**

School policy prohibits medication being given to children by school staff unless a Medication Form is completed and signed by the child's physician. This form is available from the school office and needs to be updated only if the dosage of medication changes.

Allergies: If your child has been diagnosed with severe allergies that require the use of an EPI Pen, we request that you contact the office so that arrangements can be made for the staff to ensure for your child's safety during school hours. There is a form that needs a physician's signature for EPI pens to be stored at school. We will be happy to send a form home with your child if it is required that they have an EPI pen at school.

### ***Concussions:***

Research indicates that a concussion can affect a student's school performance in both cognitive activities (school work) and physical activities (physical education program/interscholar activities). Research also indicates that engaging in cognitive and /or physical activities, while a child has a suspected and/or diagnosed concussion, can worsen concussion symptoms and make for a longer recovery period.

In the best interest of your child, parent/guardians are requested to communicate with the school principal, prior



to the student's attendance at school, whenever there is a suspected or diagnosed concussion that occurs off school site e.g. at home or at a sporting activity. It is with this communication of information that the school, in consultation with parents/guardians, can immediately begin the board/school concussion protocol with the child.

If a student is suspected or appears to have concussion like symptoms, parents will be called immediately to pick-up the child and that the student needs to be examined by a medical doctor or nurse practitioner.

### **STUDENT SEARCHES**

The Administration has the duty to carry out an investigation to learn the nature and extent of an alleged wrong-doing. Desks and lockers are considered school property and their searches are allowed by school staff. The Principal or designate may conduct a search of a student's possessions, or any area of the school where his/her belongings may be stored in the presence of another person, if possible. In cases where a student may have a dangerous weapon or illegal drug, the Police will be contacted immediately.

### **TRANSPORTATION**

Riding on the bus is a privilege. If your child uses transportation to and from school, please take a few minutes to reinforce safety issues. Students whose behaviour makes the bus ride unsafe for others will be suspended from the bus. Transportation during the suspension is the responsibility of the parent(s).

Every pupil is responsible for his or her conduct to the principal of the school that the pupil attends while travelling on a school bus. Pupils who ride on our school busses are expected to behave in an appropriate and responsible manner. Rude, dangerous or offensive behaviour will not be tolerated.

- Every pupil is always expected to follow the rules of good conduct and obey the bus driver.
- Students are expected to remain seated and talk quietly and politely.
- Eating or drinking on the bus is not permitted.
- Every pupil is responsible to the principal of the school for his/her conduct while travelling on the school bus.
- **STUDENTS ARE NOT ALLOWED TO RIDE ON ANOTHER BUS!**

The responsibility of the principal for the conduct of the student begins when the child steps on the bus and ceases when the child gets off the bus at the neighbourhood bus stop.

**Principals will:**

- ensure the safety on the bus by teaching proper conduct by all students.
- carry out appropriate safety drills for students being transported.
- Discipline students who are reported by the bus driver as causing a disturbance by using any or all the following:
  - A. Warning students
  - B. Notifying parents
  - C. Withdrawing transportation privileges temporarily or permanently and advise the bus company
  - D. Other disciplinary measures as determined by the school.

Bus riding is a privilege, not a right. This privilege may be withdrawn if a student's conduct is a danger to the safe operation of the bus or to an individual's safety. If a student's bus riding privilege is suspended, parents are responsible for the transportation of their child. Your cooperation in reviewing our simple bus rules with your child is appreciated.

Parents/guardians are responsible for the safety and conduct of their children prior to boarding and after leaving the bus at neighbourhood bus stops. Junior and Senior Kindergarten students must be met at the bus stop by a parent/guardian or a designated responsible guardian.

### **VISITORS TO THE SCHOOL**

All persons entering the school must report to the office. When entering the school, please do so through the front doors closest to the parking lot go directly to the office to sign in. Please avoid going directly to your child's classroom without signing in. This is a necessary precaution to ensure the safety and welfare of all students. Your co-operation in this request is appreciated.

### **PARENT DRIVERS**

**DUE TO COVID PARENT DRIVERS WILL BE TEMPORARILY PAUSED**

Occasionally parents are asked to assist in transporting students in their vehicles during a school or board sponsored event. In those instances, parents who are driving and transporting students must complete the appropriate form prior to taking students in their vehicle for the first time. Once completed, the form is valid for the remainder of the school-year.

Drivers must be fully and adequately insured. There is always the possibility of an accident occurring and we would like to ensure that all liabilities are covered. Since insurance coverage varies from company to company, it is best that all of us review our own personal car insurance policies. To transport students for organized outings, it is sometimes necessary to add an extra clause to your

automobile insurance policy. To add the clause regarding transportation should be discussed with your insurance agent/company. Prior to transporting students for school events, it is always important to inform your insurance company and ensure your insurance is appropriate.

### **WEATHER ISSUES**

Periodically, school busses will not run due to fog, snow or icy road conditions. On these days, we urge you to gather this information through the local media or online. The decision to cancel busses is usually made at 6:30 am.

**PLEASE REMEMBER, DURING BAD WEATHER, THE ULTIMATE DECISION OF SENDING YOUR CHILD TO SCHOOL IS YOURS. SAFETY MUST ALWAYS BE THE FIRST CONSIDERATION.**

The web site '[www.buskids.ca](http://www.buskids.ca)' is the most accurate and up to date source for bussing information. Alternatively, you may use local radio stations as they report any school closure or bus cancellation by 6:30 am. We also encourage you **NOT** to call the school for this information as it becomes difficult to manage the large volume of calls we receive on those days.