Dr. S. J. Phillips Public School



Dave Robson - Príncípal Susan D'Angelo - Více-Príncipal Jennífer Metcalf - Admínístratíve Assistant

625 Símcoe Street North Oshawa, Ontarío L1G 4V5 905 - 725-4232 24 Hr Safe Arríval/Absence Reportíng 1-844-350-2646 attendance.ddsb.ca

Welcome Back

Welcome to another exciting year at Dr. S.J., Phillips. The staff are very eager to welcome back your children and newcomers to our learning community!

Parents are encouraged to stay informed by visiting our school website:

http://www.ddsb.ca/school/phillips/Pages/default.aspx

We post our monthly newsletter on-line every month, we use our information sign near the main office and tweet regularly on twitter for information pertaining to the school, Professional Activity days and school and S.C.C. events. Please follow Dr. S.J. Phillips on Twitter @PhillipsFalcons and go to our website to subscribe to our monthly newsletter.

School Hours/ Yard Supervision

8:30	Yard Supervision	12:30	Lunch Entry Bell
8:40	Entry Bell	12:35	P.M. Classes Begin
8:45	Classes Begin	2:05 - 2:20	Afternoon Recess
9:45-10:00	Morning Recess	3:20	Dismissal
11:30	Lunch		

Attendance/Safe Arrival

Daily student absences are recorded by each teacher immediately after entry in the morning, and after lunch entry. Parents of absent children who have not already contacted the school will be called. Parents, guardians and caregivers are responsible for providing the school with complete and current emergency information to enable the school to make any necessary follow-up contacts. If your child is going to be away, please call the 24 hour safe arrival number 1-844-350-2646 or visit attendance.ddsb.ca.

Punctuality and Attendance.

Regular attendance at school is important in promoting social development and enabling students to keep up to date with the workload. Developing positive attendance and timekeeping habits at a young age will serve students well throughout their life. Students are expected to attend regularly and be on time for school each day. It is the parents' responsibility to see that their child is regular and punctual in their attendance.

Reasons for Punctuality:

- 1. To encourage a positive life-style habit
- 2. To maximize optimum learning opportunities
- 3. To show a measure of consideration towards others and not to disrupt the class.

Sign In/Lates

If your child is arriving or leaving at a time other than the regular arrival and dismissal times they must be signed in or out at the office. All adults in the building for any reason, must report to the main office first to sign in.

Emergency Contact – Sickness or Accident

Children who are ill should be kept at home. In the event of an accident or illness, parents will be contacted as quickly as possible. Parents are then requested to take their child home.

It is imperative that the school have current telephone numbers (home, work, cell, emergency contacts). If any of the telephone numbers change during the school year, please inform the office.

Administration of Medicine

From time to time a parent request is made for staff to administer medication for students. Board policy states that staff members cannot administer medication to a child unless a "Request for Administration of Oral Medication" form is completed and signed by the parent/guardian and the family physician. These forms are available from the office.

Severe Allergies

Several students attending Dr. S. J. Phillips P.S. have severe allergies that can result in an anaphylactic reaction. An anaphylactic reaction is a severe reaction that can result in death. The allergy is so severe that eating, touching, or inhaling trace amounts will trigger a life-

threatening reaction. Emergency treatment involves an immediate drug injection and an emergency trip to the hospital.

Parents whose children are anaphylactic must inform the office so that procedures for emergency action are established and proper medical forms are signed.

If a child in a classroom is anaphylactic, a letter is sent home with all of his/her classmates informing them of the potential hazards and the procedures which will be followed to help protect his/her safety. Our goal is to provide every child with a safe learning environment.

Parking

Our parking lot at Dr. S. J. Phillips P.S. does not allow for a Kiss and Ride program. We ask that parents park on adjacent streets and walk younger children to the school yard using the supervised cross walks for safety. The parking lot is meant for staff only.

Emergency Winter Weather Conditions

For school closures or busing information, please listen to your local stations, or check the Durham Transportation website: <u>http://www.dsts.on.ca</u> or <u>www.myschoolbusmonitor.com</u>

School Closures and Information re:

Bussing

Check your local radio stations.....

CKDO	1350 Oshawa
CFRB	1010 Toronto
CKFM	99.9 Toronto
CHFI FM	98.1 Toronto
CKQT FM	94.9 Oshawa
CFTR	680 Toronto
KX-96 FM	95.9 Ajax

auto a 1050 a 1

...or twitter @DurhamSTS, @DurhamDSB

Student Agendas

Our students in Primary and Junior will be issued agendas. This is an excellent tool to foster organizational skills, time management skills, and to promote communication between home and school. For the 2019-2020 school year, we are asking that each student pay \$5 to pay for their agendas. Students are expected to bring their agendas to all classes.

Intermediates will not be issued an agenda as students move towards more communication and organization using online resources.

Use of School Phone

Occasionally, it may be necessary for a student to make use of the school phone. Permission must be obtained from a staff member and a valid reason given. Arrangements for visiting friends after school or at lunch time are not considered valid. Please encourage your child to make daily arrangements before leaving for school in the morning.

Lost and Found

Students who lose personal items should frequently check the "Lost and Found". The Lost and Found boxes are located on each floor. Parents are encouraged to visit the school and check the boxes periodically before unclaimed items are sent to charitable organizations. "Valuables" are kept in the office. Items brought to school should be labeled for easy identification.

We encourage parents not to allow students to bring expensive valued items to school as the school cannot accept responsibility for lost or damaged items.

Visitors and Volunteers

Dr. S.J. Phillips values all volunteers and welcome visitors. In order to maintain clear hallways, honour the learning environment by minimizing disruptions and keep all our students safe, please note the following school policy:

• All visitors must make their first stop at the office to sign in and wear an identification tag

- All volunteers must submit a current criminal reference clearance to the office or have an updated offence declaration on file.
- During recess and lunch time, visitors are not permitted on the yard or field.

Appropriate Dress

The school dress code responds to several needs: the need to uphold a healthy self-image, respect for self and others, and rules of etiquette. The school dress code assists in the creation of a positive learning environment. Inappropriate dress distracts and diverts us from our primary purpose - LEARNING!

Administration will make final decisions regarding appropriate dress. Students may be sent home to change.

- Students must not wear any type of clothing that serves to harass or intimidate others.
- Clothing is free of inappropriate logos, slogans, phrases, and pictures
- Clothing does not depict ethnic, cultural or racial slurs, violent scenes or slogans
- All undergarments are hidden from view. Cleavage is concealed
- Head is uncovered (religious and cultural attire permitted). Hats are to be removed when entering the school building
- Tank top shoulder straps follow the "2 finger rule"
- No short shorts/skirts for bottom garments
- Midriff area and back are covered completely
- Pajamas/nightwear (unless a Spirit Day) and transparent clothing are not permitted

Dogs on School Property

Dogs are to be kept off school property as many of our students become easily frightened by dogs. Even a friendly puppy can have a bad day.

Bicycles, Skateboards, Scooters, Personal Property

Students are not encouraged to bring bicycles (& scooters) to school. If they do, bicycles are to be kept looked up in the bike racks while they are at school. The law of Ontario states that bicycle helmets must be worn by all students under the age of 18. Skateboards, roller blades and scooters are not allowed to be ridden while on school property. The Durham

District School Board has banned the use of laser pointers in the schools. Dr. S.J. Phillips P.S. is not responsible for lost, stolen or damaged items.

Outdoor Recess

It is the expectation that all students participate in outdoor recess. Outdoor recesses provide students with fresh air and a chance to burn off energy. We will have indoor recesses on rainy days and in winter when frost bite becomes a factor. We follow the Environment Canada Wind Chill Guide at: <u>http://www.ec.gc.ca/meteo-weather</u>

School Lunch

Students are strongly encouraged to eat at home whenever possible. While going home for lunch provides a relaxing, healthy break for students, we recognize this is not an option for all families. A student, who regularly eats lunch at school, must have a signed note by a parent/guardian in order to leave school property. A signed note is required to be handed to the office **each time** the student leaves school premises. For those students remaining with us, lunch supervisors are hired to supervise.

Lunch Expectations

- Students remain on the school property for the entire lunch hour
- Students stay inside only if supervised by a teacher
- Students respect the property of others
- Students respond to supervisors in respectful, courteous manner
- Students are expected to behave in an acceptable manner which respects the rights of others to enjoy a peaceful lunch
- Students are strongly recommended to bring a "Litterless & Boomerang Lunch"

From 11:50 a.m. – 12:30 p.m. students go outside to play or participate in extra-curricular activities. Students need to dress appropriately for this time. Specific information regarding the Kindergarten lunchtimes will be communicated by the individual Kindergarten teachers.

Note: Eating lunch at school is a privilege, and not a right. Students whose behavior becomes an issue at lunchtime may lose this privilege and parents would have to make alternative arrangement for the lunch hour.

Pediculosis- Head Lice

The following is the school policy with regards to lice:

- If head lice are discovered, the student will be counseled and the parent advised as soon as possible.
- Students will be excluded from school immediately until treatment has started.
- Students will be re-admitted to school when parents have confirmed that treatment has begun and the student is free of live lice.
- Parents of classmates will be advised by letter stating that head lice have been detected, and recommending that parents examine their own children.
- Students returning will be examined at school before going back to class

Lockers

Lockers continue to be the property of the Durham District School Board, for the school year, and are not the property of the student. As per Policy #5147, lockers may be searched by the principal (or designate) if deemed necessary. Lockers must be secured by a combination lock (Dudley locks preferred).

Computer Technology and Personal Electronic Devices

Technology continues to evolve, providing students with access to personal wireless technologies that are sophisticated and inexpensive such as cellular phones, smart phones, portable digital media players and recorders, gaming systems, etc.

Personal electronic devices that are used inappropriately inside of schools during the normal school day are disruptive to the teaching and learning environment. The privacy and personal dignity of others could be violated by the inappropriate use of personal electronic devices to text message, social network, and/or share digital media. In addition, communication through personal electronic devices during class time interferes with teaching and learning. An exception to this occurs when the teacher has approved the use of specific technology for purposeful instruction.

Unless deemed appropriate by the school administration for educational purposes, it is the practice of the Durham District School Board that the use of personal electronic devices is prohibited during the school-day on school property. If a student brings a personal electronic device to school, it should be off and out of sight. If a student is seen with a cell phone, the phone will be confiscated and returned to the student at the end of the day. If future incidents occur, parents/guardians will be called to pick up the cell phone from the school office and further discussion will take place. Personal electronic devices may be utilized off school property or in designated areas and during times assigned by the school. The Durham District School Board cannot assume the liability for lost or stolen personal electronic devices.

Co-curricular programs, such as field trips and after-school events, are an extension of the classroom, and the expectations of the use of personal electronic devices apply. Staff may approve the use of this technology for purposes of education and communication, such as calling parents for pick-up or taking photos or videos of trip highlights.

During an emergency, the administration in consultation with Emergency Services, may give students permission to use personal electronic devices to contact parents or guardians.

Use of Photos, Videos or Recordings

The taking of photos, filming or recording, or the broadcasting of live audio and/or video, while at school or at school related activity, is prohibited unless approved by the DDSB (or school), and/or where proper consents have been obtained, or may be appropriate

Accommodations of Religious Requirements, Practices and Observances.

The Durham District School Board and Dr. S.J. Phillips Public School follow the Guidelines and Procedures for the Accommodation of Religious Requirements Practices and Observances. This document has been produced in compliance with requirements of Ontario's Equity and Inclusive Education Strategy within the contexts of the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code. This document assists us in creating and maintaining equitable and inclusive environments within our schools and facilities, and guides the process of providing religious accommodations as the need arises.

The document is available for viewing at: http://www.ddsb.ca/AboutUs/EquityInclusiveEducation/Pages/default.aspx If you anticipate that you or your family might require religious accommodation at any point during the school year we ask that you inform the administration at your child's school as early as possible, preferably at the start of the school year. Areas that you might consider include, but are not limited to, the following:

- Observation of major religious holy days and celebrations
- Accommodation in, or exemption from, specific areas of the curriculum or other school activities
- Religious attire
- Modesty requirements in physical education
- School opening and closing exercises
- Prayer
- Dietary requirements

<u>Homework</u>

Homework is an important and relevant learning activity that supports student achievement of provincial expectations in all subject areas. Positive attitudes about school and learning routines are also enhanced through the application of effective home practices while the partnership between home and school is strengthened. Homework provides an opportunity for students to:

- complete work not finished in class
- consolidate learning to prepare for upcoming lessons
- review, practice, and apply material covered in class
- extend and create new understandings

If questions or concerns about homework arise, please contact your child's teacher.

Applying the School Code of Conduct to Include Bus Safety

Schools must consider all modes of transportation to be an extension of the classroom just as you would the hallways and the school yard. Therefore, the school's established code of conduct would fully apply to any and all behaviours that occur during the riding of a school bus. However, due to the nature of the activity there are some unique safety requirements that should be included into your school's code of conduct specific to riding a school bus.

Students are expected to adhere to the following expectations: Respect other people's property and belongings while waiting for the school bus

• Treat the driver with respect and follow his or her instructions

- Be courteous and respectful to others on the bus at all times
- Act appropriately in a manner that does not endanger the safety of themselves or others including, but not limited to:
 - Not engaging in any activity that interferes with the safe operation of the bus
 - Remaining seated at all times, facing forward while the bus is in motion
 - Keeping hands, arms, feet, head and belongings inside the vehicle until you have exited at your stop
 - Avoiding distracting or speaking to the bus driver except in the case of emergency
 - Refraining from inappropriate behavior on the bus, e.g. throwing items, swearing, fighting, bullying, eating or drinking
 - Not bringing alcohol, drugs or weapons onto the school bus
 - Not touching safety equipment or emergency exits unless there is an emergency
 - No eating or drinking on the bus

Progressive Discipline

Progressive Discipline is a whole-school approach that promotes and fosters positive student behaviours and enables the school administration to choose from a continuum of interactions and supports to address inappropriate student behaviour. Positive student behaviour is promoted at school by helping students make good choices.

PROGRESSIVE DISCIPLINE: A BIAS-FREE APPROACH 2014

K to 12 Prevention and Intervention Model

Creating a Positive School Climate

- · Foster a safe, inclusive and accepting environment
- Review Code of Conduct annually
- Focus on Bullying Prevention and Intervention, Character Education and equitable, inclusive and culturally responsive initiatives

Staff/Classroom Level

- Focus on effective classroom management strategies, mindful of students' individual identities
- Co-construct and communicate classroom expectations that align with the School Code of Conduct
- · Redirect inappropriate behaviour
- Use Restorative Practice including Circles
- Teach and support problem solving/conflict resolution strategies
- Reflect upon/reward/reinforce improved behaviour
- · Ensure on-going communication with parents/guardians

Administrator/Student/Teacher/Parent - Interventions and Consequences

- Interview student(s)
- Review Code of Conduct and behaviour expectations
- · Communicate with parents/guardians
- · Refer to support staff and/or community agencies
- Use appropriate strategies and consequences as learning opportunities:
 - Detentions
- Reflection sheets

Suspended Students

- Please refer to Procedure 5500: Code of Conduct and Discipline for Students for a description of the process and reasons for suspension
- School investigation determines suspension
- Consider Mitigating/Other Factors and Human Rights Principles
- Continue the academic program
- Up to 10 days suspension academic program established by school and provided to student
- 11-20 day suspension academic and non-academic program required
- Develop a Student Action Plan
- Develop a Transition Plan for a successful student return

- Recognize and celebrate positive attributes/accomplishments
- Utilize a restorative approach
- Teach and model expectations and behaviours
- Provide a quiet area to work
- Use consequences as an opportunity to improve behaviour
- Develop Support and Responsibility Agreement (SRA) to transition student
- Implement Behaviour Contracts with related, achievable goals
- Consult with school team to create a plan to improve behaviour
- Conference with students/parents/guardians and school team
- Reparations
- Restorative Practice with a culturally responsive lens
- Support Responsibility Agreements (SRA)
- Behaviour contracts
- Suspensions/Expulsions (Refer to Procedure 5500: Code of Conduct and Discipline for Students)

Expelled Students

- Please refer to Procedure 5500: Code of Conduct and Discipline for Students for a description of the process and reasons for expulsion
- School investigation determines recommendation
 to expel
- Consider Mitigating/Other Factors and Human Rights
 Principles
- Trustee Panel decides on expulsion
- Expelled student attends Return Ticket program
- · Written notice to parents/guardians provided
- · Develop a Transition Plan for a successful student return

School Code of Conduct.

The Code of Conduct for Dr. S.J. Phillips P.S. was established following the Ontario Schools Code of Conduct and the applicable policies, regulations and procedures of the Durham District School Board. It is designed to provide a framework to ensure that school is a safe, productive learning environment for all. We ask families to review this Code of Conduct so that all parties are familiar with school expectations and procedures.

All school Codes of Conduct shall include the Ontario & D.D.S.B. Standards of Behaviour and must comply with all federal, provincial and municipal laws and regulations. The Code of Conduct was established following the *Ontario Schools Code of Conduct (2000)* and policies, regulations and procedures of the Durham District School Board.

The Code of Conduct for Dr. S.J. Phillips Public School is designed to provide a framework to ensure that school is a safe, productive learning environment for all. We ask families to review this Code of Conduct so that all parties are familiar with school expectations. The Code of Conduct is subject to change at any time, based on directions from the Ministry of Education or the Durham District School Board.

The D.D.S.B. does not tolerate the use or abuse of alcohol, illegal drugs, and/or intoxicants within its jurisdiction and will respond accordingly as per Board Policy and Regulation.

At Dr. S. J. Phillips, we strive for excellence and are committed to providing a safe, supportive and nurturing environment that empowers the individual and fosters a love for learning.

We teach the "whole child," and embed character education within the curriculum, through co-curricular events and in social relationships. Discipline is based on a positive, restorative approach. When inappropriate behaviour occurs, we utilize a range of interventions, supports & consequences that are developmentally appropriate and comply with D.D.S.B.'s Progressive Discipline document.

All students, parents, teachers and staff have the right to be safe and feel safe, in their school community.

All members must:

- respect & comply with all applicable federal, provincial, and municipal laws
- demonstrate honesty and integrity
- respect differences in people, their ideas and opinions

- treat one another with dignity and respect at all times, especially when there is disagreement

- respect and treat others fairly and equitably
- respect the rights of others
- show proper care and regard for school property and the property of others
- take appropriate measures to help those in need
- respect all members of the school community, especially persons in a position of authority
- respect the need of others to work in a positive learning and teaching environment

For more information: <u>www.edu.gov.on.ca</u> or <u>www.ddsb.durham.edu.on.ca</u>

Character Education

The Phillips community strives to foster, model and imbed Character Education into our school on a daily basis through curriculum, community service and leadership opportunities.

Ontario Ministry of Education Definition of Bullying

Bullying is typically a form of repeated 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 can take many forms: physical, verbal, social (e.g. excluding others from a group or spreading gossip or rumours about them), written, or electronic (commonly known as cyber-bullying)

At Dr. S.J. Phillips P.S. we are committed to fostering a safe, accepting and supportive learning environment that promotes positive mental health and well-being, as well as the academic achievement of all learners. We believe that this is achieved through a Whole School Approach. We will respond to any student behaviour that is likely to have a negative impact on the school climate and will investigate all reports of bullying. Together we create and review our Bullying Prevention and Intervention plan each year to ensure a safe environment for all our students.

Cyber-Bullying

Bullying includes bullying by electronic means (commonly known as cyber-bullying), including

- Creating a web page or a blog in which creator assumes the identity of another person
- Impersonating another person as the author of content or messages posted on the internet
- Communicating materials electronically to more than one individual or posting material on a website that may be accessed by one or more individuals

The 4 R's of Bullying Prevention

Recognize

- Know what bullying looks like, sounds like and feels like
- Understand the difference between bullying and conflict

Refuse

- If you don't like what you see happening, invite the victim to walk away with you
- Choose an upstander action

Report

- Report facts to a trusting adult
- Know the difference between "tattling" and reporting

Restore

- Choose to make positive choices
- Be part of the solution
- Choose to be an upstander

Report Cards and Student Assessment

Parents/ guardians and students will be issued one Progress Report and two Provincial Report Cards per school year. A guide to the Provincial Report Card can be found at

www.gov.edu.on.ca

Elementary Schools Report Schedule:

November 2019	Progress Report sent home
November 14^{th} (evening) and 15^{th} (AM), 2019	Parent Teacher Interviews/Student-led conferences
February 2020	Term 1 Report sent home
June 2020	Term 2 Report sent home

Assessment and Evaluation.

The primary purpose of assessment and evaluation is to improve student learning. Your child's learning is continuously assessed through the gathering of information from a variety of sources throughout the learning process. Your child's achievement is assessed and recorded by the teachers throughout the year, and the goal is to see growth and development. Teachers provide descriptive feedback to the students that guides the students in achieving their learning goals. Teachers will take various considerations into account before making a decision about the grade to be entered on the report card. They will consider all evidence collected through observations, conversations, and student products (tests/exams, assignments for evaluation). To ensure a fair and balanced evaluation, teachers consider that some evidence carries greater weight than other evidence; for example, some performance tasks are richer and reveal more about students' skills and knowledge than others. The report card grade represents a student's achievement of overall curriculum expectations, as demonstrated to that point in time.

School Community Councils

The School Community Council of Dr. S.J. Phillips P.S. have always been a vital part of our school community providing strong links between home and school to create a positive learning environment for students. At Dr. S.J. Phillips we value the collaboration between school and home in supporting our students. Our SCC is comprised of parents, school staff, students and community members who work together to support student achievement. SCC members are elected by the school community, within the first 30 days of the school year, and work together to advise the principal on matters related to the school. If you are interested in being a member of this valuable organization, please contact the school. The SCC meets monthly throughout the school year.

Dr. S. J. Phillips Public School

"Soaring to Success"

Routines, Expectations, Code of Conduct, Safe and Appropriate Use of Technology

I have read and understand Dr. S. J. Phillips Public School's routines, expectations, Code of Conduct and Safe and Appropriate Use of Technology.

Student Name: _____

Signature: _____

Parent Name: _____

Signature: _____