



FAMILY HANDBOOK 2025-2026

Dr. S.J. Phillips Public School
625 Simcoe Street North,
Oshawa, ON
L1G 4V5
Canada
DrSJPhillipsPS@ddsb.ca

Mission Statement

Our mission at Dr. S.J. Phillips P.S. is to prepare students for life and to help them become productive and responsible citizens. Our staff is dedicated to providing educational programs that are relevant, challenging and meaningful. As a community, we strive to promote a safe and equitable environment that fosters a positive sense of self and instills in our students a desire to learn and achieve their personal best.

School Bell Times	
Entry Bell	8:50 a.m.
Lunch	11:35 -12:35
Dismissal	3:20 p.m.

Principal:	Chris Mackey
Vice-Principal:	Samantha Campbell
Head Secretary:	Justine Creagmile
Part-time Secretary:	Amanda Bidgood
Superintendent:	Michael Bowman
Administrative Officer:	Jonathan Ross
Trustees:	Mark Jacula
	Deb Oldfield
	Shailene Panylo



905 - 725-4232



<https://phillips.ddsb.ca/en/index.aspx#>

Dear Phillips Families:

Welcome to the 2025-2026 school year!

We believe that...

- Everyone has a responsibility to promote a safe environment.
- Everyone must treat others with respect and dignity. Kindness is an expectation at Dr. S.J. Phillips.
- Parents, students and school staff share the responsibility of student academic, social and emotional success, and must work together.

You can help by remembering to do the following:

- drop off and pick up your child in the school's designated area(s); children line up with their class (children will learn these spots when school starts)
- ensure your child is on time every day and report absences through Safe Arrival
- ensure your child understands and obeys bus safety and behaviour rules
- organize lunches and pick-up arrangements before school starts
- call or email for an appointment if you wish to meet with your child's teacher, administrator, or other school personnel
- make your child's teacher your first contact when you have educational concerns
- review all behaviour expectations/code of conduct with your child (link at end of document)

You support your child in the lifelong learning process when you:

- are on time for school and ready with the required materials
- show your child that learning is interesting and fun
- help your child talk about his or her experiences and feelings at home and at school
- encourage your child to be independent and responsible at an early age
- model and encourage respectful and kind behaviour
- help your child set attainable daily, weekly and monthly goals
- ensure that your child has had a good sleep and a proper breakfast before coming to school
- take time every day to talk with, and listen to, your child

As administrators, we feel so fortunate to work at Dr. S.J. Phillips with our amazing staff, parent community and students. Thank you for your support and commitment to making this year a positive one!

Chris Mackey
Principal

Samantha Campbell
Vice Principal

DURHAM DISTRICT SCHOOL BOARD
ELEMENTARY SCHOOLS - REGULAR SCHOOL YEAR CALENDAR, 2025-2026
X - First Day of Classes – Tuesday, September 2, 2025

Legend: **B** – Board Designated Holiday **H** – Statutory School Holiday **P** – Professional Activity Day **P*** – Prov Priority Day

	Number of Pro & Provincial Activity Days	Number of Instructional Days	1st Week					2nd Week					3rd Week					4th Week					5th Week				
			M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
August	1	0					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
							H																		P*	B	
September		21	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30			
			H	X	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1			
October	1	21			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
					2	3	4	5	1	2	3	4	H	5	1	2	3	P*	4	5	1	2	3	4	5	1	2
November	1	19	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28					
			3	4	5	1	2	3	4	5	1	P	2	3	4	5	1	2	3	4	5	1					
December		15	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
			2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	B	B	B	B	B	B	B	B	B	
January	1	19				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
						B	B	2	3	4	5	1	2	3	4	5	1	2	3	4	5	P	1	2	3	4	5
February		19	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27					
			1	2	3	4	5	1	2	3	4	5	H	1	2	3	4	5	1	2	3	4					
March		16	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
			5	1	2	3	4	5	1	2	3	B	B	B	B	B	B	4	5	1	2	3	4	5			
April	1	19			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	
					1	2	H	H	3	4	5	1	2	3	4	5	P*	1	2	3	4	5	1	2	3	4	
May		20					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
							5	1	2	3	4	5	1	2	3	4	5	H	1	2	3	4	5	1	2	3	4
June	2	18	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26					
			5	1	2	3	P	4	5	1	2	3	4	5	1	2	3	4	5	1	2	P					
Total	7	187																									

Attendance and Safe Arrival Program

Attendance checks are made each morning and afternoon to ensure that absent students are safe. Durham District School Board uses the Safe Arrival absence reporting software. **School Messenger Safe Arrival** (<https://go.schoolmessenger.ca>) will start on the first day of the 2025-2026 school year. **Parents are required to report absences online.**

It is the parent/guardian's responsibility to provide the school with complete and current information to enable us to make any necessary contacts in the event of an unexplained absence. All late arrivals MUST report to the office before they proceed to their classroom.

For appointments, please send a note beforehand to your child's teacher. At the time indicated on the note, the parent should report to the office where the child will either already be waiting, or will be called down. The parent/guardian will then be asked to sign the student out prior to leaving with the child. Only a parent/guardian, or their pre-authorized designate, will be permitted to sign out a student.

All students should arrive at school between 8:35 and 8:50 in the morning and just before the bell (12:35) if they go home for lunch. Parents/guardians are obligated under the Education Act to ensure their children attend school regularly and punctually.

Kiss and Ride

Phillips has created a designated area (bus lane) for drop-off and pick-up of students on Masson behind our school. To ensure a process that is safe and effective for everyone we ask that you adhere to the following expectations:

Kiss and Ride

- when dropping off your children, pull over to the curb as far down the lane as possible and ask your children to get out on the curb side for their safety
- do not park and leave your vehicle in the kiss and ride/bus lane area
- do not stop or drop off on the east side of Masson - there are signs saying no stopping. This is also not safe for the many cars unloading children
- do not turn around on Masson, or use driveways for drop-off. Enter the drop-off area from Rossland and head south down Masson for an easy and quick process
- you may park your vehicle on the street in the legally designated areas and walk your child onto the property should you wish to do so
- do not use the handicapped spaces for drop off unless you have the appropriate sticker/designation and your **child** needs assistance
- do not use our Simcoe parking lot (front of school) for drop-off or pick-up; this is staff parking or for anyone with an appointment
- please do not block buses if you see them arriving - they have right of way
- arriving late to avoid the congestion makes the office even busier first thing in the morning, and your child late for entry routines; please be on time
- have your children and backpacks ready for a quick drop off. Backpacks in the trunk delay the process. Parents should not need to exit the vehicle in most cases
- during pick-up, cars may be in the bus lane waiting for the bell, but please leave room for a bus at the south end of the lane. Please also do not exit your vehicle. There are areas to park around the school and in the neighbourhood if you wish to walk in and meet your child.

Please remember that both before and after school are busy times and there will be a volume of traffic that causes some congestion. When everyone respects the aforementioned expectations and exercises courtesy and patience, it is in everyone's best interest.

Supervision

Yard supervision for students begins at 8:35 a.m. Students are not to be dropped off, or to be arriving on school property, prior to this time. Yard supervision is also provided for students at all recesses and during the lunch break. When outside, students must play within the school boundaries and remain visible to the supervisor in the schoolyard. Students must have permission from a staff member or lunchroom supervisor before entering the school during any recess break. There is no yard supervision after the school day ends at 3:20 p.m. (except for loading the bus). Parents/guardians must make arrangements for their child to be picked up immediately after school, to walk directly home, or to an alternate care-provider.

Safe Welcoming School/ Visitor Policy

All doors including the main entrance door will be locked during regular school hours. A key fob is needed to open the doors and a monitor display is used in the office to acknowledge visitors. Please use the intercom located outside the main doors when you arrive. Someone in the office will buzz you into the Main Office. Please make an appointment if a meeting is required with a staff member or administrator. Parents may not enter the school to walk their children to class or to meet with a teacher without an appointment..

Entry/Exit

To ensure an orderly entry and exit, all students have been assigned an entry/exit door. Teachers will walk students/invoke students into and out of the school building. Parents/guardians or other caregivers (including older siblings walking a student home) are asked to drop off or meet students outside at an appropriate meeting area.

Emergency Procedures

The safety of students, visitors, and staff is of paramount importance. Following Durham District School Board policy, we conduct various emergency drills on a regular basis.

Lockdown – This annual drill allows us to be fully prepared and practice procedures should an emergency arise within the school building making safe exit impossible or impractical. Classroom doors are locked, lights are turned off, and teachers have students gather in a protected area of the classroom.

Hold and Secure – This is used when potentially unsafe situations occur in the community (such as police activity) and is not related to school or school property. All exterior doors are locked, students return to classrooms, and regular lessons continue.

Shelter in Place – This is used for an environmental or weather-related situation, where it is necessary to keep all occupants within the school. All exterior doors are locked, students return to classrooms, and regular lessons continue.

Fire Drills – All schools are required by law to have 6 fire drills throughout the school year. The drills are for the protection of the students and staff; therefore, every drill must be seen as a real emergency situation

Lunch Room Conduct and Boomerang Lunches

We expect students who stay for lunch to willingly follow our reasonable and practical lunchtime expectations. Students are expected to demonstrate polite and appropriate behaviour during the lunch hour. The lunchroom supervisors, who watch over our students, are there to maintain order and to ensure everyone's safety during lunch and lunch recess. **Students who eat lunch at school will be expected to stay on school property for their entire lunch time**, including lunch recess, unless they are being picked up by a parent. Students in Grades 5-8 will have the option, with parent permission, to go home or into the community independently during their lunch hour. A signed note from a parent or guardian is to be handed in at the school office granting them permission, and they will sign out on the clipboard provided. **They are expected to stay off property until just before the bell.** Students who go home/out may not return in the middle of the lunch hour. When signed out, parents are responsible for their children and lunchtime activities in the community. Phillips' staff and students take pride in being stewards of the school and community environment. In conjunction with this philosophy, we participate in the Boomerang Lunch program. This means students are required to take home any uneaten food and garbage so that it can be properly disposed of, recycled or composted.

Healthy Body Equals Healthy Mind

Good food, daily physical activity and a healthy environment that supports learning and growth are vital to helping students reach their full potential.

The Ministry of Education is working in partnership with students, teachers, principals, parents and others to help Ontario's students do their best in school. Together, we are also making our schools healthier places for students to learn and grow. In accordance with this philosophy, Dr. S.J. Phillips P.S. is committed to supporting a healthy school environment. Since good nutrition is essential for the proper growth and development of children, and is proven to have a beneficial effect on learning, please consider the following ideas when planning your child's lunch or snack:

- send fruits and vegetables in place of candy and/or chips
- provide cheese strings and/or yogurt tubes as a great source of calcium
- white and chocolate milk, real juices and water are excellent drink alternatives

As part of our commitment to good nutrition, we will provide fresh fruit options in the office in addition to granola bars in classrooms as part of our snack program.

Accidents

If a student requires medical attention for a physical injury, an *Incident Report Form* will be completed at the office. Parents/guardians will be contacted. If parents/guardians cannot be reached, the school will take the appropriate emergency action to ensure the safety and well-being of the student. On the *Student Registration Form*, parents/guardians are asked to provide an emergency contact name and number for the safety of the student. It is critical that parents/guardians immediately inform the office of any changes to home or emergency contact information.

Allergy Alert

There are a number of students in our school who have life-threatening allergies. Parents/guardians are asked to inform their child's homeroom teacher of any allergies and complete the allergy section on the registration form.

One of the most common allergens in our school is peanuts, other nuts, and/or nut products or residue. As such, we require your assistance and cooperation to make our school an "Allergy Alert School". We ask that no products containing peanut or nut (cashew, pecan, walnut, hazelnut, and almond) products, traces, or by-products be brought to school. Please ensure that any caregiver who may prepare your child's lunch is advised of our "Nut Alert" status.

Furthermore, Board guidelines stipulate that WOW Butter, and other peanut butter replacement products, are not permitted within our school. While not posing an allergy threat, these products look and smell like peanut butter and make it very difficult to monitor the presence of real peanut butter in the school. Please ensure that your child doesn't bring this product in his/her lunches.

Classroom Treats

In an effort to respond to the Ministry of Ontario's School Food and Beverage Policy, encourage the healthy eating habits of our students, and minimize the chance of introducing allergens, **we kindly ask that parents/guardians refrain from sending in birthday treats to be shared in the class.** When celebrations are organized by the classroom teacher during the school year, we ask that food products be store bought and bear the "nut free" logo when possible, or relevant. We thank you for your cooperation.

Medication and Health Conditions

Please notify the office if your child suffers from asthma, allergies or any other special condition that could affect health or learning.

It is very important that you notify the office if your child requires any medication at school (Epipen, asthma medication, etc.) Please be advised that we need a physician's and a parent/guardian's signature before administering any medication to students. A *Request for Administration of Medication Form* must be completed and will be kept on file in the school office. These forms are available at the office.

Bikes, Skateboards, Scooters

Students may ride bicycles, skateboards and scooters to school. Once on school property, they must walk their bike or scooter and lock them at the provided racks. **At no time may bikes, skateboards or scooters be ridden on school property.**

Bicycles and scooters must be securely locked in the bicycle rack when not in use. **According to the Traffic Act, all students MUST wear a helmet when riding a bicycle.** It is the parents/guardians responsibility to ensure the use of protective head gear (approved helmet) and any other safety equipment.

Communication between School and Home

Communication will be frequent between school and home. The office will communicate important events, news and dates through School Messenger and Synervoice. Please make sure a current email and phone number is on file. Our "Phillips Weekly" is sent every Friday = please be sure to read it every week as it contains relevant information and dates.

Classroom teachers may use a variety of communication tools to ensure you are up to date with your child's progress and what is happening in his/her classroom. They may include one or more of the following: emails, phone calls, classroom newsletters, website, SeeSaw, or Remind. Please contact your child's teacher with any questions or concerns about your child specifically.

Homework Guidelines

Homework is a planned and purposeful part of the academic program which is connected to learning expectations and builds upon daily classroom experiences.

In the primary grades (JK-3), it is strongly recommended that students read daily and that families engage in games and activities that promote literacy and numeracy skills. For students in the junior grades (4-6), a typical evening might include daily reading, project research, or completion of work not finished in class. It is during these years that it becomes important that students develop the "positive habits of homework". As students enter the intermediate division (7-8), it becomes important they prepare for the demands they will meet in secondary school. There may be some assigned homework. It may take the form of completing unfinished work assigned in class, studying for tests and/or doing research for curriculum related projects.

Research suggests that there is a direct relationship between a positive home and school connection, and student achievement. Here are some easy to follow tips to assist you in supporting your child's development:

- ✓ Provide a quiet place for homework away from distractions such as television and cell phones
- ✓ Have your children engage in authentic literacy and numeracy activities
- ✓ Talk to your children about what they are learning in school
- ✓ Model reading, and read with your children daily
- ✓ Encourage your children to ask the teacher for help if they find the work difficult or confusing
- ✓ Keep in touch with the teachers and call when you have a question or a concern
- ✓ Check that homework is completed
- ✓ When appropriate, monitor the Google Classroom for assignments, feedback and work completion

Inclement Weather Procedure

Students benefit from outdoor play and may be outside at recess or lunch breaks for short periods during light drizzle, snow and cold weather. On those days, please monitor the forecast and dress accordingly.

During periods of very cold weather, we follow Environment Canada and Durham District School Board guidelines regarding risk of frostbite, and reduce student time outside when appropriate. Students must bring appropriate cold weather clothing (including snowsuits, layers, hats, gloves, winter coats, and boots, etc.) during periods of cold weather.

Before school - students will enter the school through their assigned door and wait quietly in their classrooms until the bell rings. Please do not delay arrival until the bell - drop off at the kiss n ride and your children can enter directly through their doors where staff will be supervising.

Lockers

Lockers are used by our intermediate classes. Lockers are at all times property of the DDSB and are to be used solely to store school related materials and authorized personal items. Students are solely responsible for the contents of their

lockers. The school reserves the right to access or search any locker at any time deemed necessary by the school administration.

Students may use lockers at entry, recess and lunch times. During class time, locker visits will not be necessary. Students are not to place stickers or other marks on their lockers that leave residue and/or permanent damage. Students are expected to keep their locker contents clean and organized, and free of open food and drink. Magnets are a great way to organize a locker. Lockers must be locked with a combination lock purchased by the student. Anything that goes missing from a locker that was not locked is the responsibility of the student.

Religious Accommodations

The Durham District School Board and Dr. S.J. Phillips P.S. 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. 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.

You are also welcome to speak to your school administration about unanticipated religious accommodation needs as they arise.

Emergency School Closing

On rare occasions, schools may need to be closed due to severe weather or other emergencies. School closings are usually announced early in the morning prior to the beginning of the school day.

School Bus Services:

If inclement weather forces cancellation of school bus service for students, the following FM and AM radio stations will be notified no later than 7:00 a.m.

AM Stations			FM Stations				
CKDO 1580	CKLY 91.0	CFRB 1010	Y92 91.9	The Rock 94.9	KX96 95.9	EZ Rock 97.3	CHFI 98.1
			CBC 99.1	CHUM 104.5	CICX 105.9	Q107 107.1	CKDO 107.7

Television Stations:

City TV	CFTO	Global TV
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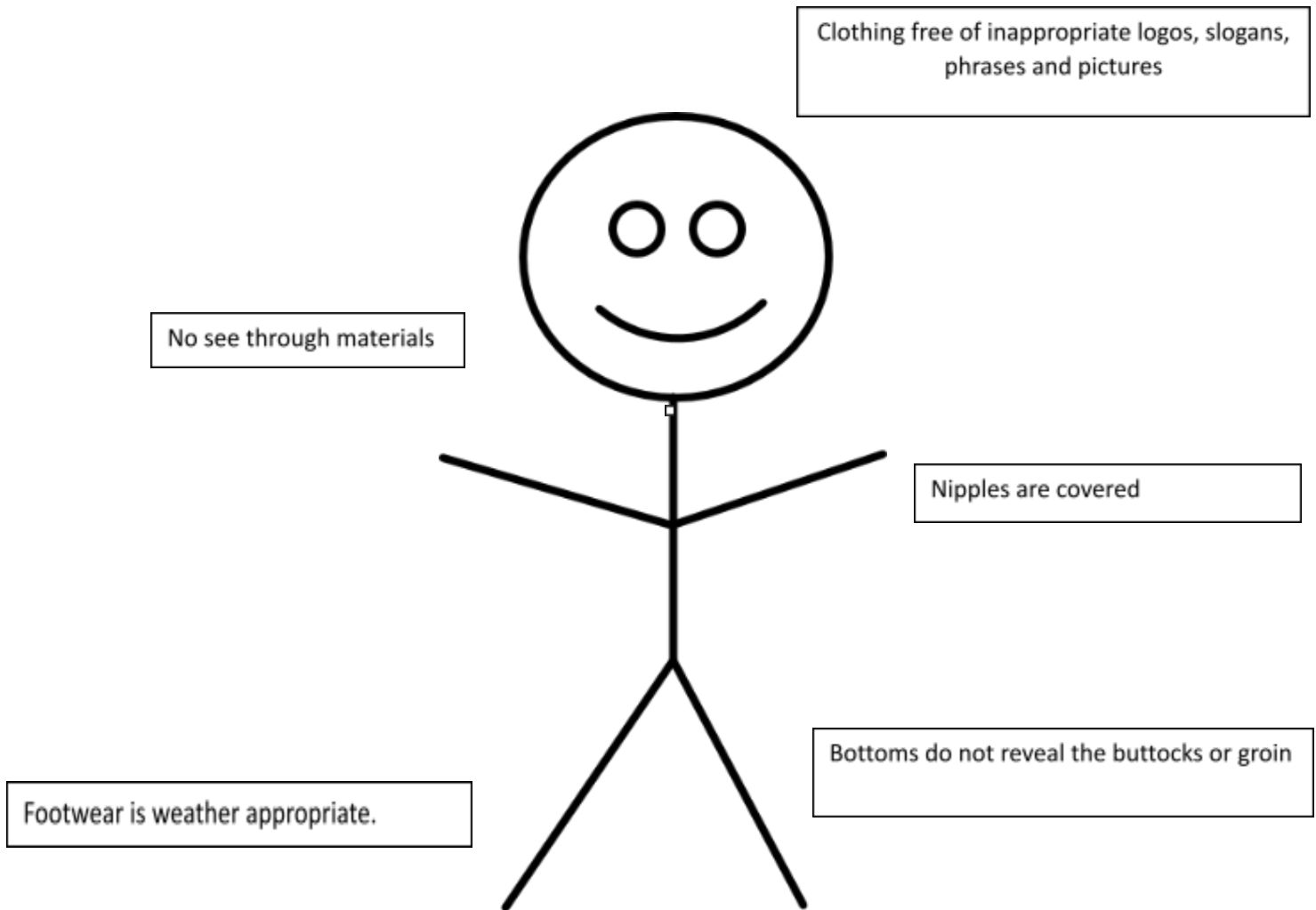
School closing information will also be posted on the DDSB website www.ddsb.ca and our school website as early as possible in the morning. Parents/guardians are asked to check these sources before sending students to school on mornings of severe weather.

School Community Council

The Dr. S.J. Phillips School Community Council meets monthly to discuss issues relevant to parents, education, fundraising, and the school community. The Council is composed of parents, a student representative, and staff. All members of the school community are welcome to attend meetings as observers and are encouraged to participate in SCC activities. The council begins each year with nominations and elections.

We all strive to meet the needs of the students and the community. Dates for meetings are established at the first meeting and will be communicated through our Friday "Phillips Weekly" messages from the office.

APPROPRIATE DRESS FOR PHILLIPS STUDENTS



A) Appropriate dress students must wear:

- Clothing which includes both a top and bottom layer
- Footwear appropriate for school activities; we are asking families to send indoor running shoes appropriate for the gym to school to help ensure our school and classrooms remain as clean as possible
- Clothing (tops) may expose arms, shoulders, stomach, midriff, neckline, cleavage, and straps, but will cover nipples
- Clothing (bottoms) may expose legs, knees, thighs, hips and waistbands, but will cover groin and buttocks
- Any headwear that does not obscure the face, subject to human rights related needs and accommodations

B) Inappropriate dress students may not wear:

- Clothing that promotes /symbolizes illegal activity (including gang activity), or drugs, or alcohol, or their use
- Clothing that promotes, symbolizes or incites hate, discrimination, bias, prejudice, profanity, pornography, incites harassment or bullying, threatens harm to the safety of self or others, or that includes offensive (e.g. sexist, racist, homophobic, anti-indigenous, anti-Black, anti-Semitic, Islamophobic, etc.) images or language
- Clothing (tops) that expose nipples
- Clothing (bottoms) that expose groin and/or buttocks
- Clothing (mask/scarf) that obscures the face (unless required to meet human rights related needs or accommodations)
- Undergarments as outerwear
- Transparent clothing that fully exposes undergarments
- Swimwear unless required for curricular or co-curricular approved activities

C) Health and Safety Dress Code Requirements

Students must comply with Health and Safety requirements for specific courses and/or co-curricular programs. Specialized dress requirements including personal protective/safety equipment occur in many classes/programs including science, STEM and physical education. Parents, guardians, and students must be informed well in advance, and individual needs will be accommodated by the school short of undue hardship. For some special events, the school may allow students to wear a costume. The costume must not promote racial, gender, cultural or other negative stereotypes based on Human Rights Code grounds. Students still need to comply with the dress code requirements.

The school dress code assists in the creation of a positive learning environment. When school administration determines that a student's clothing does not meet these expectations, students will be spoken to in private. They may be provided with alternative clothing, parents/guardians may be asked to deliver alternative clothing, or students may be sent home to comply with the dress code before re-entering the school.

Digital Citizenship

As our students are growing up in a digital world, and we recognize its power as an educational tool, it is imperative that we help them become safe, responsible and respectful digital citizens. At Phillips, we expect our students to **BE SAFE, BE RESPONSIBLE, and BE RESPECTFUL**. Remember that inappropriate or harmful online behavior that starts at home may impact the school climate in a negative way, and as such, may result in consequences. Please monitor online interactions at home to help build responsible, safe and kind behaviour in the online world.

At school, **cell phones and other personal devices are to be locked in lockers or zipped into backpacks during the school day**. Exceptions are when a child needs to urgently connect with a family member and has sought permission at an appropriate time to call or text. We have a school phone in the office for student use, so a cell phone is not necessary at school. Making after school arrangements before school is very helpful as well.

The DDSB has a detailed code of conduct. Please read the document below to understand expectations for students, parents, community members and staff.

<https://www.ddsb.ca/en/family-and-community-support/resources/Documents/Safe-Schools/DDSB-Code-of-Conduct.pdf>