

Student name

École Dufferin School

2022-23



Principal: Mme Andrea Smith

Secretaries: Mme Melanie Banner, Mme Donna Brown

Phone: 519 752 8232

Website:

www.granderie.ca/schools/dufferin

Message from Administration

Welcome to the **2022-23** school year at École Dufferin!

We hope that everyone had a restful and relaxing summer, and that you are ready for another year of great adventures in learning. We look forward to watching our students continue to grow in both official languages as our journey continues.

We are excited to see our students and work with families to maintain and build upon our culture of Learning, Well-Being and Belonging, as we inspire our learners throughout the year.

We hope that the information in this document will support you in answering questions you may have about our school. If you have additional questions, please reach out to the school. We are always here to help!

Bonne rentrée!

Mme A. Smith
Principal

Daily Schedule

Office hours: 8:30 a.m.-3:45 p.m.

8:30 a.m.	Staff on yard duty
8:50 a.m.	School day begins
10:30 a.m.	Nutrition Break (40 min.)
11:10 a.m.	Classes resume
1:10 p.m.	Nutrition Break (40 min.)
1:50 p.m.	Classes resume
3:10 p.m.	Dismissal

Important Dates

September 6	First day of School
October 7	PD Day (Brant and Haldimand Counties)
October 10	Thanksgiving
November 11	PD Day
Dec. 26 - Jan 6	Winter Break
January 16	PD Day
February 20	Family Day
March 13 - 17	March Break
April 7	Good Friday
April 10	Easter Monday
April 21	PD Day
May 22	Victoria Day
June 2	PD Day
June 28	Last Day of School

Safe Arrivals and Departures

During the school year, you may pick up your child for appointments and other activities by coming to the office. All visitors and family members are required to check in with office staff upon entering the school, including signing in and out on our visitors' log in the main office. Students should not be arriving at school prior to 8:30 a.m. as there are no staff on supervision duty before that time. On rainy days, students are asked to arrive at school as close to the posted entry time as possible. (8:50 a.m.). Drop off and pick up of students is not permitted in the staff parking lot or in front of the school. The area in front of the school includes permit parking for neighbourhood residents. Please avoid using this area. The school will not be responsible for any parking tickets issued for street parking violations.

Students must follow the rules of good taste when eating with their peers, and they are encouraged to bring environmentally conscious lunches. Students whose parents expect them to stay for lunch will not be allowed to leave at lunch without a note from their parents or parents signing them out. Our designated lunch hour is the second nutrition break. Students who do not return to school on time from lunch or are behaving inappropriately in the community will lose the privilege.

Our school doors are locked at all times. In order to enter the school, the buzzer located at the front entrance must be activated and then office will open the doors.

Attendance and Absences

Regular attendance and being on time are essential for school success. Students are expected to be in attendance and at school on time each school day except for instances of personal illness or family emergencies.

At the beginning of each morning and afternoon, staff members take attendance. If your child is going to be absent, please call or email the school. If a student is absent and we have not received a note or a call from you, our school secretary will contact you to determine the whereabouts of your child. Your phone call will help us out greatly and ensure that your child is safe.

When a student has missed 15 days of school, a letter will be sent home from the office. If a pattern of poor attendance persists, our attendance counsellor may be contacted. It is the student's responsibility to complete work missed during periods of absence.

Bus Transportation

Riding the bus is a privilege. We want to ensure the safety of all students while riding the bus and the student behaviour should not infringe on this safety. All bus riders are expected to:

- Get on and off the bus in an orderly fashion and remain seated while the bus is in motion
- Be reasonably quiet and well-behaved. Refrain from using profane or crude language/gestures
- Avoid bringing hazardous or dangerous items on the bus
- Be courteous to the bus driver and patroller and obey his/her requests immediately

- Refrain from eating or drinking on the bus

Students who break one of the bus rules may receive a bus incident report from the bus driver. It is important to note that ONE severe rule infraction could lead to the loss of bus privileges immediately.

Students may not ride a bus other than their own. Also, students who do not regularly ride a bus may not ride the bus to a friend's home. This type of transportation is the responsibility of parents or guardians.

Inclement Weather

The safety of all Grand Erie students is our top priority. In the event that the forecasted road conditions will not allow for the safe transportation during the morning or afternoon travel times and/or when visibility is expected to be significantly impacted, transportation services will be cancelled, resulting in schools being closed to students and staff. If school is closed, asynchronous learning opportunities will be available for students online. Teachers will be in touch with students directly on how to access this.

The decision to cancel transportation services in a particular zone or across the district is made by 6:30 a.m.

Additionally, in the event of extreme cold weather (defined as minus 30-degree temperatures without wind-chill), transportation services will be cancelled – either by zone or across the district – however, schools will remain open to students and staff.

Our school is included in **Zone 4**.

Find Information about school closures and/or transportation cancellations:

- On Grand Erie's website: www.granderie.ca
- On Student Transportation Services' website: www.stsbhn.ca.
- On Grand Erie's Twitter account: @GEDSB

Paying for School Trips, Food Days, Miscellaneous Items:

Grand Erie uses School Cash Online to as a safe and easy way manage payments for trips or food programs. This program eliminates the need for students to carry cash to school for such purchases. For safety and efficiency, Grand Erie Is reducing the amount of cash and cheques coming to our school.

Through School Cash Online, you can pay for purchases and check out either through eCheque (which requires you sharing some of your banking information) or your credit card (like most online shopping experiences).

Visit www.schoolcashionline.com to register, and follow the process outlined on that site. There are flyers at the school outlining more detail about School Cash Online. For more information and support contact the Parent Help Desk at: 1-866-961-1803 or parenthelp@schoolcashionline.com

Student Cell Phones and Devices

Parents are encouraged to make sure students leave valuables and treasured items at home. Electronics, special clothing, toys or jewelry should not be brought to school. Often, these items end up missing and this causes a great deal of distress. Cell phones are to be turned off and in backpacks during the school day. Cell phones will be confiscated, and parents will need to pick them up from the office should there be a violation of the policy.

Dress Code

Student dress guidelines apply principles of anti-oppression, anti-racism, anti-colonialism, equity and inclusion to what students wear to school and school functions. They support student health, well-being and safety and foster positive school climates, affirming the diversity of social and cultural identities reflected in student clothing and respecting student choice and freedom of expression.

Students are expected to show good taste in selecting clothing for school. While differences in seasons and school activities will require clothing suitable for the occasion, some clothes are not suitable for the classroom. Distasteful slogans or revealing clothes are not acceptable and students will be asked to change these. Hats must be removed when in the school building, unless for a specified activity. Footwear must be worn at all times and indoor shoes are recommended during inclement weather. We also remind primary students to pack an extra set of clothing in their back packs.

Illness and Injury at School

At all times, the safety and well-being of students is our priority. It is extremely important that illnesses, undiagnosed rashes, infections (Pink Eye/Conjunctivitis) and lice/nits be treated prior to your child arriving at school. Students should stay home if they are not feeling well and not return for 24 hours after vomiting or receiving medical treatment in order to prevent infection to others.

School is a busy environment in which accidents can occur. We do have First Aid trained staff members who will access an injury when necessary. Parents or guardians will be notified through a phone call or note in the planner when a child has injured themselves while at school. All blows to the head, known to staff, are reported to parents. If a child is in medical distress, an ambulance will be called, and parents will be responsible for the cost of the ambulance. Please ensure that the school has updated contact information at all times.

If your child is too ill to attend class, you will be asked to take them home.

Contagious Diseases/Head Lice

Students found to be at school with contagious diseases, undiagnosed rashes or eye infections will be sent home for medical attention and/or treatment. All cases of these conditions should be reported to the office as soon as possible to reduce spreading to other students.

Head lice needs to be managed in the best interest of students through the partnership of parents or guardians, students and the school community. The treatment and eradication of head lice is ultimately a parent or guardian responsibility. Students diagnosed with head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun.

Medication

Students bringing non-prescription medication to school are responsible to care for it. School staff members are not permitted to dispense non-prescription medication at any time or to hold the non-prescription medication. Students requiring assistance with non-prescription medication need a parent or guardian to come to the school at the appropriate time to administer this medication. We do not encourage students to bring non-prescription medication to school, unless there is a medical reason.

In the case of prescribed medication, a Request for Administration of Prescribed Medication in School form (available from the school) must be completed and forwarded to the principal. Prescribed medication needs to be in the prescription container, clearly labelled, and must clearly indicate dosage. authorization form must be completed by the parents or guardians and forwarded to the principal for each school year, or whenever a modification of the prescribed medication occurs. It also must be received prior to medication being administered.

Bicycles, Skateboards, Roller Blades, Scooters

Parents who give permission for their child to ride a bike, scooter, skateboard or rollerblades to school are encouraged to review the traffic safety rules with their child. Remember that the law requires children to wear a CSA approved helmet. Storage racks are provided for bicycles or scooters at the school, however, the school cannot assume responsibility for loss or damage to a bicycle or scooter. Students should lock up their bicycles or scooters since they are not permitted in the school. Skateboards and rollerblades are to be kept at the cubby area.

If students ride to school they must dismount and walk their bike, scooter or skateboard and remove their rollerblades while on school property.

Nut-safe environment

Some people have severe, life-threatening, allergic reactions to certain foods; therefore, students are not allowed to bring any snack, lunch or treat items to school that have, or may contain, peanuts or traces of any nut products in them. It is critical

for the children's safety to keep the classrooms free of peanut or nut-related products e.g., products that say "may contain traces of nuts" which may have traces of nuts such as cashews, hazelnuts, walnuts, pecans, brazil nuts, or almonds in them.

Peanut butter substitutes are often indistinguishable from peanut butter, and therefore are also not permitted at school. Parents who wish to find a list of snack foods that are peanut-free can find such information at snacksafely.com.

Standards of Behaviour

Grand Erie is committed to partnering with parents and guardians to build a culture of learning, well-being and belonging to inspire each learner.

It is our goal to provide a positive school climate in which each student can reach his or her full potential. This is a place where we foster respect, civility, responsible citizenship and safety. We endeavour to create a student-centred educational community whose members support one another with mutual respect, understanding, and acceptance.

All students and staff members will:

- Show respect for the rights, property and safety of themselves and others at all times
- Accept personal responsibility for their behaviour
- Demonstrate socially acceptable behaviour
- Refrain from all forms of bullying by respecting and appreciating the diversity of all school members regardless of their race, culture, ethnicity, religion, creed, sexual orientation, gender, gender identity, gender expression, physical disability or mental disability, mental illness, age, national or aboriginal origin, socio-economic status or appearance
- Attend regularly and punctually
- Show respect for the roles and responsibilities of students, principals, teachers, parents, volunteers and the school board
- Demonstrate and promote positive behaviour through the avoidance of all types of violence
- Use information and communications technology, including the internet, digital resources and e-communication and all forms of social media in a responsible and acceptable manner

All Grand Erie District School Board employees take seriously all allegations of bullying, harassment, racism, gender-based violence, homophobia, sexual harassment, inappropriate sexual behaviour, and any other negative behaviour which would impact on the school climate.

Progressive Discipline

Grand Erie District endorses early and ongoing prevention and intervention to promote positive behaviour. Opportunities for students to learn from their choices is a critical element. We use a whole-school approach that employs a continuum of interventions, supports and consequences to address inappropriate student

behaviour and to build upon strategies that promote positive behaviours. Interventions include opportunities for reinforcing positive behaviour while helping students make good choices.

Lost & Found

Found items are placed in a bin in the library. Please have your children check if items are missing. You can assist us by putting your child's name on all belongings including gym bags, jackets, shoes and boots. Unclaimed items are given away at the end of each term.

Personal Information

Student/family information must be kept up-to-date. Any changes in information throughout the year should be reported to the office by phone, fax, e-mail or note. Please report all changes in address, phone numbers, emergency contact numbers and custody arrangements as soon as possible so that all information will remain current.

Personal information is securely stored centrally by Grand Erie on servers located in Canada.

Voluntary, Confidential Indigenous Student Self-Identification

If you are of First Nations, Métis or Inuit ancestry, we encourage you to let us know. Through voluntary self-identification program, we are able to further improve the educational experience so that Indigenous students can thrive in school.

The information collected through voluntary self-identification helps Grand Erie determine the effectiveness of current programs, monitor student achievement and provide important information for future decision making.

Students can self-identify their First Nations, Métis and Inuit ancestry at any time. This can be done when completing registration forms, or by simply notifying the school. The decision to self-identify is voluntary. Information on individual students will not be released and is kept completely confidential.

Visitors

All visitors to the school must check in at the office. Visitors include everyone who is not a student or staff member. For safety reasons no one is permitted to be in our school without a specific purpose approved by the office and known to the staff. This not only increases our security, but also minimizes hallway activity, which distracts many students if their classroom doors happen to be open.

Volunteers

We are grateful for those who are able to volunteer their time. An active school relies on the support of families and friends. There is a wide variety of volunteer opportunities available in our school that enhance the programs and school life. Contact your child's teacher or the office to let us know if you are interested in becoming a volunteer.

Volunteering that involves direct contact with students requires a police check with vulnerable sector clearance to be done. Police checks are valid for three calendar years and are available if a letter from the school is presented to your local police service with the request. Please contact the school for the police check request letter, or to check on your renewal date (if you already have a police check in at the school). There is also a one-time only mandatory Accessibility Awareness Training (AODA) session that is completed online (approx. 20 min). A certificate of completion can be printed out and brought in or emailed to the school.

Parent Council

The Parent Council meets regularly to support and promote student learning, achievement and parent involvement in our school. Notice of meetings will be shared in the school newsletter and posted on our website. Information can be found on the Parent Council bulletin board in our front hallway. Contact the school if you would like to get involved.

Communication

Newsletters, notes in the agenda, marked work sent home, conferences, phone calls, presentations and performances are all excellent ways for parents to learn about what their child is doing at school and the levels of their achievement. Report cards and interviews represent the formal evaluation of student progress. If you wish to speak directly with a staff member, please phone the school so that a mutually convenient time can be arranged.

Safety Drills

Grand Erie schools are required to practise a minimum of six fire drills throughout the year. We make every effort to practise when the weather is conducive to being outdoors. Typically, these drills are spread throughout the year.

Grand Erie schools also practice a minimum of two lockdown procedures in the school year.

School Security Protocols

“Hold and Secure” – Used when it is desirable to secure the school due to an ongoing situation outside and not related to the school (e.g., significant police action occurring near a school but, not on school property). In this situation, the school continues to function normally, with the exterior doors being locked until such time as the situation near the school is resolved.

“Lockdown” – Only used when there is a major incident or threat of school violence within the school, or in relation to the school. During a lock down students and staff are directed to a secure room, doors locked, windows and curtains closed, and all sight lines into rooms blocked.

“Shelter in Place” – Used for an environmental or weather-related situation, where it is necessary to keep all occupants within the school, to protect them from an external situation (ex. chemical spills, blackouts, explosions or extreme weather conditions).