



# **STUDENT HANDBOOK 2022-2023**

**VALLEY VIEW PUBLIC SCHOOL  
DURHAM DISTRICT SCHOOL BOARD**

**Principal: L. Houston**

**Vice Principal: V. Hoselton**

**Head Secretary: S. Chabai**

## **SCHOOL INFORMATION**

**3530 Westney Road**

**Pickering, Ontario L1X 0J5**

**(T) 905-683-6208**

**Safe Arrival Phone Number: 1-800-350-2646**

## **SCHOOL TIMES**

<b>ENTRY:</b>	<b>8:00 AM</b>
<b>LUNCH:</b>	<b>10:45 AM - 11:45 AM</b>
<b>DISMISSAL:</b>	<b>2:30 PM</b>

**WEBSITE: [valleyviewps@ddsbc.ca](mailto:valleyviewps@ddsbc.ca)**

**TWITTER: [@valleyviewps](https://twitter.com/valleyviewps)**

## **DATES TO REMEMBER**

### **Holidays and Breaks for 2022 - 2023**

#### **NO Early Dismissal Days**

Labour Day Monday September 5  
Thanksgiving: Monday October 10  
Dec. Break: Dec 23, 2022 - Jan. 6, 2023  
Family Day: Monday February 20  
March Break: March 10 - 17  
Good Friday: Friday April 7  
Easter Monday: Monday April 10  
Victoria Day: Monday May 22

### **PA Days for 2022 - 2023 (No Classes for Students)**

Monday October 24  
Friday November 18 - Interviews  
Friday January 20  
Friday June 2  
Friday June 30

**EQAO** - The Provincial Assessments, for grade 3 and 6, will take place between May 10<sup>th</sup> – June 14<sup>th</sup> .

## **VALLEY VIEW WELCOME**

It is a pleasure to welcome everyone to a new and exciting school year. Staff value the Valley View community and are committed to providing a rich curriculum experience for each student. It is our goal to engage students and parents in a life-long love of learning, and provide growth opportunities through a variety of means, including athletics, arts, academics, community events, and a respect for student voice, family histories, and student identities.

You are encouraged to attend SCC meetings, or become involved in another facet of the school. As a school staff, we welcome your presence and value the time that you dedicate to working with small groups of students at school, running special activities, attending special events, and supporting student achievement through working with your child at home. You can keep track of school happenings by visiting the school website, reading the messaging shared through email or phone calls, and twitter. Classroom communication may be facilitated through personal agendas, class webpage, or other digital means (e.g., Remind, Google Classroom). As a staff, we appreciate your support, and thank you for your partnership, as we work together to uphold high expectations for our students by providing a safe, responsive, respectful, and inclusive learning environment.

We look forward to a wonderful year.

L. Houston and V. Hoselton

## **SCHOOL SAFETY**

Valley View P.S. has developed a Code of Conduct which serves as a guidepost for the behaviour of all members of the school community. This Code is based on the Durham District School Board Code of Conduct, and the Ontario Code of Conduct.

Valley View's Code of Conduct 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 the school expectations and procedures.***

Students, parents, guardians, visitors, teachers and other staff have the right to be safe and feel safe, in Valley View's school community. With this right comes the collective responsibility to contribute to a positive school climate.

It is expected that students will be outstanding representatives of Valley View P.S. when they are at school, on the school bus, or participating in school sponsored activities, and trips.

## **BUS BEHAVIOUR**

Safety is paramount on a school bus and it is where expectations for appropriate conduct are amongst the highest. The Durham District School Board's aim is to provide student transportation, on time, and have students ready to learn. We request the co-operation of all concerned in observing the following guidelines:

### **Arriving at the Pick-up Point**

- It is the responsibility of the parent/guardian to see that students are safely on the bus.
- Students should be on time, avoiding running to catch the bus.
- If students have to walk along the road to the bus stop, walk on the left side, facing oncoming traffic.
- Wait on the shoulder of the road in an orderly manner.

### **Crossing the Road**

- Wait until the bus has stopped and the signals are flashing.
- Look both ways to be certain all traffic has stopped.
- Cross the road at right angles.
- Walk, do not run.
- Always cross at least ten feet in front of the bus, never behind the bus.

### **Boarding the Bus**

- Line up in a single file with younger students at the front.
- Keep off the travelled portion of the road until the bus has stopped.
- Board the bus in an orderly manner.
- Proceed directly to your seat.

### **On the Bus**

- Remain seated while the bus is in motion.
- Keep windows closed unless the driver gives permission to open them.
- Never put hands, arms, head, or legs out of the window.
- Never throw anything inside the bus or out of the bus window.

- Do not distract the bus driver with loud or boisterous talking.
- No smoking, vaping, eating or drinking is permitted on the bus.
- No skis, snowboards, golf clubs or other large recreation equipment are permitted on the bus.
- Respectful behaviour to other students, the bus driver and other adults is expected at all times

### **School Bus Stopping Law**

The Highway Traffic Act requires that all traffic must stop when approaching from the front or overtaking from the rear. If the school bus is stopped with red signal lights flashing on the front and rear, traffic must remain stopped until the red signal lights and stop arm are no longer flashing. The law applies regardless of the speed limit.

### **School Bus Rules & Regulations**

The Ministry of Education regulations state that every pupil is responsible to the School Principal for their conduct while travelling on a school bus. Bus riding is a privilege, not a right. This privilege may be withdrawn if a student's conduct is a threat to the safe operation of the bus or to an individual's safety or for continuous disrespectful behaviour. If a student's bus privilege is suspended, parents are responsible for the transportation of their child.

## **THE SCHOOL YARD**

We are fortunate to have such a large school yard at Valley View, surrounded by mature trees and shrubbery, with a tremendous amount of space for students to enjoy. With student safety in mind, they are to remain within the play boundaries - out of the shrubbery along the perimeter of the yard, off the fences, and out of the trees. We are committed to keeping everyone safe at school.

## **BIAS-AWARE PROGRESSIVE DISCIPLINE**

At Valley View, students are given opportunities to learn from mistakes and to gain their own ability to maintain self-regulation. Maintaining a positive school climate is our focus. However, students are held accountable for their behaviour and there are times when Bias-Aware Progressive Discipline approaches are used. Depending on the situation, the frequency, the duration and the intensity of the problem, resolutions and follow-ups are based on School, Board, and Ministry Policy.

## **SCHOOL CODE OF CONDUCT**

Please review this Code of Conduct at the beginning of the school year and keep it in a safe place where it can be referenced as necessary.

1. All participants involved in the publicly funded school system - students, parents or guardians, volunteers, teachers and other staff members - are included in the Ontario Schools Code of Conduct whether they are on school property, on school buses or at school-authorized events or activities.
2. All members of the school community are to be treated with respect and dignity.
3. The possession, use or threatened use of any object to injure another person, endangers the safety of oneself and others, and will be acted on in accordance with DDSB protocols.

4. Alcohol, illegal drugs, and other intoxicants are prohibited at school. As well, smoking/vaping in school buildings and on school property is prohibited by law. Ontario schools will work cooperatively with police, drug and alcohol agencies to promote prevention strategies and, where necessary, respond to school members who are in possession of, or under the influence of, alcohol, illegal drugs or intoxicants.
5. On-line activity by staff, students and parents/guardians that is directly or indirectly related to the school should comply with the School Code of Conduct, in particular, that a school is a place that promotes responsibility, respect, civility and safety in the teaching and learning environment.
6. The taking of photos, filming or recording, or the broadcasting of live audio and/or video, while at school or at a school related activity, is prohibited unless approved by the DDSB (or school), and/or where proper consents have been obtained, as may be appropriate
7. Insults, disrespect and other hurtful acts, including physical aggression, cause harm, and disrupt learning and teaching in a school community. Members of the school community have a responsibility to maintain an environment where conflict and differences are addressed in a manner that shows respect and dignity.

When staff, students and families work together, a positive and productive learning environment can be established. The School Code of Conduct establishes the level of behaviour expected for all, so that we have the best possible school where success and achievement are reached through cooperation, courtesy and respect.

### **DDSB CODE OF CONDUCT**

It is the policy of the Durham District School Board to support practices that promote a safe, inclusive, and accepting school climate in all schools. Appropriate discipline practices acknowledge the responsibility of individuals to exercise self-discipline, self-regulation and the right of individuals to equitable and fair treatment. There will be appropriate consequences based on Bias-Aware Progressive Discipline for unacceptable student conduct, as defined in Board regulation and procedure, and in School Codes of Conduct. In the event of a serious incident, school staff will work in partnership with the school community, and emergency services, in order to ensure the safety of all parties.

### **ROLES AND RESPONSIBILITIES (Ontario Schools Code of Conduct)**

In addition to school staff, students, parents, and other members of the public who interact with members of the school community while present in or on school property or premises, have a responsibility to respect others in the school and to conduct themselves accordingly.

**Principals**, under the direction of their school board, take a leadership role in the daily operation of a school. They provide this leadership by: demonstrating care and commitment to academic excellence and a safe teaching and learning environment;

- holding everyone, under their authority, accountable for their behaviour and actions;
- empowering students to be positive leaders in their school community;
- communicating regularly and meaningfully with all members of their school community.

**Teachers and School Staff**, under the leadership of their Principal, maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, staff upholds these high standards when they:

- help students work to their full potential and develop their self-worth;
- empower students to be positive leaders in their classroom, school, and community
- communicate regularly and meaningfully with parents;
- maintain consistent standards of behaviour for all students;
- demonstrate respect for all students, staff and parents;
- prepare students for the full responsibilities of citizenship.

**Students** are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time and ready to learn;
- shows respect for themselves, others and for those in authority;
- refrains from bringing anything to school that may compromise the safety of self/others;
- follows the established rules and takes responsibility for their own action.

**Parents/Guardians** play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents/Guardians fulfill this responsibility when they:

- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or safe arrival;
- become familiar with the Code of Conduct and school expectations and encourage and assist their child in following them;

## **STUDENT RECOGNITION**

Throughout the year, students are recognized for their commitment to learning and for their demonstration of positive, respectful and responsible actions, as well as student leadership. This recognition occurs in both formal and informal ways. We especially enjoy rewarding students for demonstrating the DDSB character attributes which include Teamwork, Responsibility, Respect, Perseverance, Optimism, Kindness, Integrity, Honesty, Empathy, and Courage. Regular assemblies celebrate the 4As, where students are acknowledged for attitude, academics, arts and athletics.

## **ATTENDANCE**

One of the factors contributing to school success is good attendance. Regular attendance is necessary if a child is to benefit from educational programming. In as much as possible, we ask that you make attendance and punctuality a priority.

If a child arrives at school late, they must sign in at the office. **Under the terms of the Education Act, the school must verify the reasons for absence before we re-admit a student.**

Under some circumstances we understand that an absence or late is unavoidable, in that event, **please call the Safe Arrival Number.** Remember that too many absences, missing 10% (about 18 school days in the year) can make it harder for your child to read, and also contributes to falling behind in school.



## **SAFE ARRIVAL**

Please call the **Safe Arrival Number before the bell time at 8:00**, of the current school day, to communicate your child's absence **1-800-350-2646**. You may also use the attendance app or enter your child's absence using the board's website. Planned absences may be reported in advance. Your child's safety is our prime concern. **If you are dropping your child off at school in the morning please be reminded that yard supervision begins at 7:45 a.m.**

## **LEAVING SCHOOL BEFORE DISMISSAL**

For safety reasons, students leaving early (before 2:30pm) require a signed and dated note, or phone call into the office, from a parent/guardian. Students are also required to sign out at the office before leaving the school, or check in with Mrs. Chabai.

## **VISITORS**

Visitors are welcome in our school and need to begin their visit by signing in at the Office. Visitors need a Visitor or Volunteer Pass so that staff know who should be in our school. If you are dropping off your child's forgotten homework, etc. please bring them to the Office. We will ensure that the items are given to the student in a timely manner, with minimal disruption to the program. **Lunches being dropped off must be labeled, and placed on the shelves by the front entrance.**

## **VOLUNTEERS – Procedure 1600 DDSB**

Volunteers are an important part of our school community and contribute in many ways to the experiences for our students. We are always happy to have school volunteers. Volunteers help by: reading with students; helping to edit stories; transporting students; assisting with individual skill practice in math, reading and writing; assisting with clubs; preparing curriculum materials; and accompanying out-of-classroom trips. If you are interested in becoming a volunteer, please visit the office to pick up a Volunteer Application Form. In accordance with the procedure, all applications are reviewed and approved by the school Principal.

School volunteers are required to have a current Criminal Background Check each year, before beginning to work in the school. The school will provide you with a Volunteer

letter to give to the Police. Please bring the Criminal Background Check to the school as soon as you receive it.

## **LUNCH POLICY**

Those eating lunch at school will eat lunch in their classrooms from 10:45 to 11:15 and then will proceed outside for lunch recess until 11:45. Students will be supervised by DDSB Lunch Supervisors.

**The following expectations are for all students who stay at school during lunch:**

1. Students eating lunch at school are to remain on the school grounds the entire time.
2. Students are expected to be courteous and respectful to lunch supervisors and staff.
3. Students are expected to be responsible for their own clean-up and to bring litterless lunches.

## **ALLERGY AWARE SCHOOL**

Anaphylaxis is a life-threatening condition related to allergies. We are concerned for all of our students and therefore maintain an “allergy aware” building. Please read labels carefully and **do not** bring foods that contain shellfish, or nuts/traces of nuts. Wow Butter (or other substitutes) are not permitted as staff are unable to determine the difference between these and regular nut substances.

In our school we have a variety of different types of allergies including reactions to animals, therefore, dogs are not allowed on DDSB property. Please keep your pets at home. We thank you for doing your part for student safety!

## **TREATS FROM HOME**

Although it is very thoughtful, to want to bring treats for classmates, to celebrate a special occasion, please do not bring food items to Valley View to share. Thank you for your understanding.

## **ADMINISTRATION OF MEDICATION**

Medication is administered by the school only when directed by a doctor and when a “Request for Administration of Medication” form has been submitted to the office and signed by the parent/guardian. Prescription medications will be stored in the office to be administered by the Principal, Secretary or designate.

## **DROP-OFF AND PICK-UP (Kiss and Ride)**

Student safety is paramount, especially during drop-off and pick-up time. This is when the parking lot and bus loop are extremely busy. With student safety in mind, for drop-off, cars must pull up to the front of the school to unload. Cars cannot be left unattended when dropping off or picking up. If you'd like to walk your child to the yard, or pick them up from the yard, then you must park along Westney or in the parking lot, in a designated parking space. Kiss and Ride is a safe alternative, where



a staff member, in an orange vest, will open the vehicle door, and your child(ren) can safely exit. Unloading must be on the sidewalk side, and not in the parking lot (driver's side). For safety reasons, when you are in the loop, do not cross between buses, or pass buses or cars. We are practicing safety over convenience.

## **BICYCLES**

Schools provide a designated spot for students to lock up their bicycles. Wearing a bike helmet is the law and students are expected to wear a helmet if they are riding their bike to school. When a student brings a bike to school, they must have their own lock. Students are expected to dismount and walk bicycles once on school property.

## **GUIDELINES AND PROCEDURES FOR THE ACCOMMODATION OF RELIGIOUS REQUIREMENTS AND PRACTICES AND OBSERVANCES**

We welcome a diverse population of families and students; therefore, if you anticipate that your child might require religious accommodation, we ask that you inform the administration at Valley View as early as possible. Areas of consideration may 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

You are also welcome to speak to Mrs. Houston, Mrs. Hoselton, or your child's teacher, about unanticipated religious accommodation needs as they arise.

## **APPROPRIATE DRESS CODE – REGULATION 5550 DDSB**

Parents/Guardians and children are encouraged to consider the weather each morning and dress accordingly. Since we want all students to enjoy fresh air and exercise during the recess periods, it is important that students dress with this in mind, particularly during the winter months - students need to wear hats, boots, mitts or gloves, snow pants (if available), and warm coats/jackets.

Appropriate dress must meet the school's expectations of promoting a safe and responsible learning environment.

Students **must** wear;

- Clothing which includes both a top and bottom layer
- Footwear

Students **may** wear;

- Clothing (Tops) that expose arms, shoulders, stomach, midriff, neckline, cleavage, and straps, but will cover nipples
- Clothing (Bottoms) that expose legs, knees, thighs, hips and expose waistbands, but will cover groin and buttocks
- Any headwear that does not obscure the face
- Any clothing that supports a human rights accommodation

Students **may not** wear;

- Clothing (Tops) that exposes nipples
- Clothing (Bottoms) that expose groin and/or buttocks
- Clothing (mask/scarf) that obscures the face (unless it supports a human rights accommodation)
- Clothing that promotes /symbolizes drugs, alcohol, illegal activity, violence, hate or discrimination, profanity, pornography, incites harassment or bullying, threatens harm to the safety of self or others
- Undergarments as outerwear
- Transparent clothing that fully exposes undergarments
- Swimwear, unless required for curricular or co-curricular approved activities

Clean shoes need to be worn in the classrooms and the gym.

The purpose of a dress code is to maintain the standards expected by the school community that supports a safe and respectful environment for teaching and learning. On-going discussions of standards will be conducted with the school community council, and in partnership with families, over the appropriateness of dress.

### **LOCKERS – POLICY 5147 DDSB**

Student lockers are the property of the Durham District School Board and not the property of the student, as per Policy 5147. They are on loan for the school year and need to be treated respectfully. Lockers are to be used to store school related materials and authorized personal items only, such as outer garments, footwear, and a lunch. Students are solely responsible for the contents of their lockers, and the contents must be secured. A record of the student's locker, combination, and serial number will be maintained by the homeroom teacher. Administration has the authority, with reasonable suspicion, to search personal property and lockers. Principals have the right to seize contraband material, to be held by the administrator for disciplinary proceedings, and may be turned over to law enforcement officials. The right to search is established to assist Principals and Vice Principals in providing for the safety and welfare of all students and staff by the authority of the Education Act.

### **PERSONAL ELECTRONICS**

Technology continues to evolve, providing students with access to personal wireless technologies that are sophisticated and expensive such as cellular phones, smart phones, smart watches, tablets, portable digital media players and recorders, gaming systems, etc. In keeping with the Freedom of Information and Privacy Act, unauthorized video or audio recording on school

grounds, for any purpose, is prohibited. Further, the taking of photos, filming or recording while at school or at a school related activity, is prohibited, unless approved by DDSB staff for educational purposes. In particular, the use of cameras for filming and/or recording is strictly prohibited in washrooms and change rooms. However, this is not intended to prohibit sanctioned recording of activities at events open to the general public.

Teachers are embedding the use of personal technology into learning opportunities for students. The DDSB supports these actions and encourages this use as it is educationally based and provides opportunities for our students to develop digital citizenship skills. 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, unless deemed appropriate by the school administration for educational purposes. **If a student brings a personal electronic device to school, it should be off and out of sight unless permission is granted by school staff for an intended use (permission needs to be granted each time).** 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. Personal electronic devices that are used inappropriately inside of schools, or on school property, 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, activities such as personal communication, game playing and social media use during class time will distract students from the teaching and learning unless it is part of the teacher's lesson design. Co-curricular programs, such as field trips and after-school events, are an extension of the classroom, and the expectations for the use of personal electronic devices apply. Staff may approve the use of this technology for purposes of education and communication.

**If a student uses personal technology without staff permission, the following progressive discipline measures will be implemented:** first offence – student to hand over device, when asked, and will be returned at the end of the day with a verbal warning that includes a review of the electronics policy; second offence – student to hand over device, when asked, with a call made to parent/guardian and device returned at the end of the day; third offence – student to hand over device, when asked, and returned when a parent/guardian and student meet with administration.

During an emergency, the administration in consultation with Emergency Services, may give students permission to use personal electronic devices to contact parents or guardians. Even in this age of technology, it is important that staff be aware of students who are not well or need assistance from home. In these instances, students are requested to report to the office, rather than use personal cell phones, so we are aware of student needs and can provide assistance.

## **COMPUTERS, INTERNET AND TECHNOLOGY**

One of the core priorities of the Durham District School Board is Leveraging Digital. In support of this priority all students in Grades 7-12 are provided with a device (Chromebook) which may be used during the instructional day, with permission by the teacher. Students in Grades K-6 are given access to shared devices for instructional purposes. The DDSB Chromebook is the

preferred technology enabled learning tool for most instructional purposes. The Durham District School Board does not assume the liability for lost, damaged or stolen personal electronic devices.

## **CHEATING AND PLAGARISM – PROCEDURE 5122 DDSB**

The Durham District School Board defines cheating as any attempt to give or obtain unauthorized assistance in a formal or informal academic exercise (the use of unauthorized materials during a quiz, test, examination etc., including using notes, copying from other students, use of information from print, electronic devices or other sources). Plagiarism is a form of cheating involving the use of the thoughts or ideas of another individual by a student, without crediting the sources. The use of part or all of any other person's book, essay, magazine, article, chart, drawing, diagram or any other piece of work in an assignment, without proper acknowledgement, is considered plagiarism. Cheating and Plagiarism will result in consequences being administered in accordance with Procedure 5122 – *Cheating and Plagiarism, Prevention and Intervention* and Regulation 5500 *Durham District School Board Code of Conduct and Safe School Regulation*

## **LEARNING COMMONS PAGE AND PASSWORDS**

The Learning Commons Page, on the School Website, is an excellent resource for students in K-8. It can be used for on-line research using a variety of databases and encyclopedias, and provides home access for other programs regularly used in the classrooms. In order to access many of these fantastic resources from home, passwords are needed and they are as follows:

*Username: durham*

*Password: research12*

## **RESTORATIVE PRACTICE**

Restorative Practice builds community through avoidance of blame and focus on repairing harm while strengthening relationships. The process separates 'the doer from the deed.' Research has found positive links between restorative practice and student achievement and this is one practice that may be used for healing social relationships at Valley View.

### **Restorative Practice is:**

- a philosophy and practice that strengthens relationships and fosters a healthy school community.
- a framework that involves teachers, students and parents/guardians, engaging them in a collaborative approach.
- a process that promotes respect, responsibility and accountability encouraging students to "make things right" and teaching them how to "fix their problems".
- transforms student behaviour and reduces disciplinary problems
- improves relationships among students, between students and adults and among adults themselves.
- increases safety and harmony while building healthy school community.

## **LEARNING GOALS AND SUCCESS CRITERIA**

Research shows that when students are able to clearly understand and communicate their learning goals, their learning is deeper and longer lasting. Learning goals are developed using the Ontario Curriculum and are written in student-friendly language.

What is a learning goal? We can compare a learning goal to using a Global Positioning System (GPS) which helps someone to find out where they are going. Unlike a printed map, a GPS provides up-to-the-minute information about where you are, the distance to your destination, how long until you get there, and exactly what to do when you make a wrong turn. But a GPS can't do any of that without a precise description of where you want to go. A learning target conveys to students the destination for the lesson—what they are learning and how to demonstrate they have learned.

Success criteria describes what success “looks like” for students and helps students understand how to be successful in achieving the learning goal. Learning goals and success criteria are critical pieces of information students need to be successful. Students and teachers must have a common understanding of what is to be learned, and what successful achievement looks like. With this information, students have the beginnings of what they need to become independent, self-monitoring learners.

Teachers share learning goals with students orally, visually, and in writing. Some teachers choose to display a long-term goal for a cycle of learning, together with a cluster of related smaller goals; others may use a different learning goal for each lesson or concept.

Clear communication between teachers, students, and their parents/guardians is the key for success. This ongoing communication of learning goals and success criteria ensures that students are involved and engaged in their own learning. Remember to ask your child about their learning goals and success criteria!

## **EVACUATION PROCEDURES**

### **Fire Alarm and Lockdown Procedures**

The school conducts fire drills and lockdown drills during the course of the year. During a fire drill, everyone in the school is expected to proceed quickly and quietly to a designated area where attendance will be taken. No time is allowed to put on outer-wear or shoes; therefore, everyone in the school should be appropriately wearing indoor shoes at all times. During a lockdown drill, students are expected to remain silent, move to the safest designated spot in the secure location, and turn off cell phones.

## **EMERGENCY SCHOOL CLOSING/BUS CANCELLATION**

Infrequently, schools are faced with emergency situations (e.g., inclement weather, breakdown of heating system). The school may need to be closed. If the school day has begun, students will be dismissed, as per family directions contained on student

registration forms. The main sources of communication for the Durham District School Board will be the board website, as well as:

CKDO – AM 1350 Oshawa	CKGE – FM 94.9 Oshawa
CJKX – FM 95.9 Ajax	CFRB – AM 1010 Toronto
CHUM – FM 104.5 Toronto	CHFI – FM 98.1 Toronto
CFTR – AM 680 Toronto	MIX 99.9 Toronto

### **ACKNOWLEDGEMENT OF STUDENT HANDBOOK INFORMATION**

As a class, the Student Handbook information has been read and reviewed.

Date: \_\_\_\_\_

Student Signature \_\_\_\_\_ Teacher Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_