

## THE SCHOOL DAY

9:15am	Start
11:10am-11:55am	Nutrition Break #1
1:25pm – 2:10pm	Nutrition Break #2
3:45pm	Dismissal

## 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 each school day.

### Reasons for Punctuality:

1. To encourage a positive life-style habit.
2. To show a measure of consideration towards others. Lateness is an inconvenience, not only for the teacher who spends long hours preparing lessons, but also for the students who have accepted the responsibility for preparing for class and arriving at school on time.

## EMERGENCY WINTER WEATHER CONDITIONS

For school closure and bus information, please check the local radio stations. We are **ZONE 4**.

Durham Student Transportation Services

[www.dsts.on.ca](http://www.dsts.on.ca)

DSTS: 1-800-240-6943 or 905-666-6395

Automated Telephone Line: 905-666-6979

**DSTS Inclement Weather Zones** Please note transportation service is cancelled if your **Bus Stop** falls within the cancelled zone.

## SCHOOL HOLIDAYS AND PA DAYS

Labour Day	Mon. Sept. 6, 2021
First day of school	Thurs. Sept. 9, 2021
Thanksgiving	Mon. Oct. 11, 2021
P.A. Day	Fri. Nov. 12, 2021
Last day in Dec	Fri. Dec. 17, 2021
Winter Vacation	Dec. 20 – Dec 31
P.A. Day	Fri. Jan. 21, 2022
Family Day	Mon. Feb. 21, 2022
March Break	Mar. 14– Mar.18, 2022
Good Friday	Fri. Apr. 15, 2022
Easter Monday	Mon. Apr. 18, 2022
Victoria Day	Mon. May 23, 2022
P.A. Day	Fri. June 3, 2022
Last Day	Thur. June 29, 2022
P.A. Day	Fri. June 30, 2022

## SAFE ARRIVAL PROGRAM

At the Durham District School Board, one of our greatest priorities is ensuring that all our students arrive safely to school each day. Safe Arrival Program allows parents to report their child's absence quickly and conveniently.

The absence reporting system, SchoolMessenger, will start on the first day of the 2021-2022 school year. Information will be emailed to parents this summer with instructions on how to create a new account and download the mobile app (available for Android and iOS).

**This system change requires Parents to create NEW accounts to report absences online.**

*Please note: Parents can continue to report absences through the automated telephone system by dialing 1-844-350-2646 without creating an account.*

## **NUTRITION BREAK AT CARRUTHERS CREEK**

Students are strongly encouraged to eat at home whenever possible. For those students remaining with us, lunch hour supervisors are hired to supervise.

Nutrition Break Expectations:

● **Students are, where possible, encouraged to head home for Nutrition Break #1 from the school day. Those staying for Nutrition Break #1 are reminded of the following:**

- Students are required to stay on school property unless they have provided a note for their teacher, signed by a parent/guardian indicating they have permission to leave school grounds on that particular day.
- Students stay inside only if supervised by a teacher.
- Students respond to supervisors in a respectful and courteous manner.
- Students respect the property of others.
- Students refrain from contact sports, physical aggression, or “play fighting”.
- Students are strongly recommended to bring a healthy **“Litterless Lunch”**.
- Student will follow Covid Lunch Room Protocol ( reviewed with the class )

Families who are dropping off a purchased food as a special treat or a missed lunch, should ensure the food is brought to the office prior to 11:15am.

## **PUFFERS**

In order to ensure the safe use of your son’s/daughter’s puffer we are asking that your child’s puffer be stored in the main office workroom. Each student with a puffer has a pocket, labeled with their photo, the instructions provided by you on the Health Information Form, as well as the emergency contact information. We also encourage you to review with your child the proper way to use your child’s puffer.

We recommend the chambers which the puffer can be attached to, in order that your child can truly get all of the immediate benefits of his/her medication. Lastly, please make sure that you have provided the school with a puffer that has not yet expired.

## **ALLERGY ALERT**

A number of our school community members have nut allergies with the possibility of anaphylactic reaction (severe allergic reaction which may result in death) when exposed to the scent of nuts or when they come in contact with nuts or nut products. Out of consideration to those individuals, students and visitors are reminded to bring nut-free products only for lunches and snacks. Food allergies in addition to nuts may be present in our school, and we will make these allergies known each school year. **Please do not send products that simulate peanut butter, such as WOW butter and pea butter.**

In addition, there are school community members who have similar strong allergies and sensitivities, which may cause anaphylactic reactions, to fragrances in colognes, perfumes, body sprays, hair sprays, and scented products (e.g. AXE). Students and community members are reminded not to use scented products before entering the school. Students or guests who are wearing such products or who use such products may be asked to return home in order that all of our community members can be safe. Students who bring deodorants to school should bring only unscented roll-on or stick type deodorant products.

## **MEDICATION / HEALTH INFORMATION**

In some circumstances students require medication to be administered at school. Board policy states that staff members can only administer medication to your child

when a “**Request for Administration of Medication**” form is completed and signed by the parent/guardian and the family physician. These forms are available from the office. ALL MEDICATION IS STORED AT THE OFFICE. STUDENTS ARE NOT TO CARRY MEDICATION WITH THEM. Please complete a **Health Information Form** if your child has any medical conditions, and/or allergies.

## **PEDICULOSIS ( HEAD LICE )**

Head lice is an annoying condition which from time to time surfaces at most schools. Parents are asked to regularly check their children’s hair for lice. If you suspect that your child may have this condition, please contact the school immediately. Students will be excluded from class until the condition has been treated. In accordance with Durham Health Department, all live lice must be removed before a student may return to the classroom.

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## **DROP OFF**

We encourage students who are within walking distance of the school to start their day with a healthy habit of walking to school with an adult or trusted older student, always keeping safety in mind. When that is not possible, parent need to park the car and walk their child to their assigned door. For the safety of students and drivers, we ask all families to follow our safety procedures.

**Due to Covid-19, we will no longer be offering a Kiss and Ride program.**

**When dropping off students ( West side of the School Building) , please remember to:**

- keep to the right and pull up to the drop off area, marked by the cones
- come to a complete stop before students exit the vehicle

- stop only at the drop off area; vehicles are not to stop in the bus lane at the front of the school
- exit the drop off zone with caution and watch for students or parents who are crossing the lane from the parking lot
- wait in the lane for vehicles ahead of you

**When picking up students, please remember:**

- pick up students only at the west side of the school building.
- circulate the parking lot carefully if your child is not at the zone right away. Do not park in the pick up zone.
- watch for children and parents who are crossing the lane

Please do not use the bus lanes to pick up or drop off students at any time.

For students who are meeting siblings, parents, or caregivers, we suggest that a meeting place be determined.

## **SCHOOL VISITORS AND VOLUNTEERS**

Following Public Health Guidelines, Carruthers Creek will not have any school visitors or volunteers.

During nutritional breaks, all visitors are not permitted on the yard and field.

## **BICYCLES, SKATEBOARDS, PERSONAL PROPERTY, ETC.**

Bicycles are to be kept locked up in the bike racks while they are at school. Ontario law states that bicycle helmets must be worn by all students under the age of 18. At all times, students must walk bikes on and off school property.

- Skateboards, roller blades and scooters are not to be used on school property.
- Hoverboards are not allowed on school property.

- The Durham District School Board has banned the use of laser pointers and cameras in the schools.

Carruthers Creek is not responsible for lost, stolen, or damaged items. Please leave all valuable items at home.

## **RESPECT FOR SELF, OTHERS, AND PROPERTY**

Each day students will have opportunities to practise positive and respectful behaviours that contribute to a safe and orderly school.

Carruthers creek students are encouraged to:

- BE THE BEST THAT THEY CAN BE in all that they do
- put forth their best effort in their academics
- arrive at school on time with their materials and a positive attitude
- remove hats upon entering the school
- keep personal devices (e.g. phones, iPods etc.) in backpacks/lockers during school hours, unless used for educational purposes with the school's permission and supervision
- enter and exit at their assigned doors
- do not use the school's front doors unless escorted by an adult or given special permission
- walk quietly on the right-side of the hallway and stairwells, never running
- never chew gum unless permitted during special occasions (i.e. rewards, etc.)
- keep hands/feet to themselves at all times
- be responsible for school resources (e.g. books, lockers, equipment, etc.)
- speak and behave with good intent
- maintain a vandalized-free school
- use appropriate language at all times

## **HOMEWORK**

School success is directly related to a reasonable amount of regular, systematic and effective home study.

### ***Homework could include:***

- completion of daily class work
- reading for pleasure
- review of work previously taught
- practising basic skills on the computer

## **APPROPRIATE DRESS**

The school dress code responds to several needs: the need to uphold a healthy self-image, a sense of modesty, 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 of LEARNING! Administration will make final decisions regarding appropriate dress. Students may be sent home to change or be provided with school clothing to put over top

- Clothing is free of inappropriate logos, slogans, phrases and pictures or gang affiliations
- Clothing does not depict ethnic, cultural or racial slurs, violent scenes or slogans
- All undergarments are hidden from view
- Appropriate footwear for gym is highly encouraged

## **HOW PARENTS CAN HELP THEIR CHILD SUCCEED**

- Celebrate and acknowledge your child's strengths and achievements
- Communicate regularly with your child(ren)'s teacher(s)
- Spend each day discussing your child's interests and accomplishments
- Insist on punctuality and regular attendance

## RELIGIOUS ACCOMMODATIONS

The Durham District School Board and Carruthers Creek P.S. follow the guidelines and Procedures for the Accommodations of Religious Requirement, Practices and Observances. The 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://ddsb.ca> ( Click "About Us", then Equity and Inclusive Education )

If you anticipate that you or your family might require religious accommodations at any point during the school year, we ask that you inform the Principal and Vice-Principal as early as possible, preferably the start of the school year. Areas that you might consider include, but are not limited to:

- Religious attire
- Modesty requirements in Physical Education
- School opening and closing exercises
- Prayer
- Dietary requirements

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

## CODE OF CONDUCT

The Code of Conduct for Carruthers Creek P.S. was established following the Ontario Schools Code of Conduct (2000) and 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. Recent changes under the Safe Schools Act include:

*Equity and Inclusive Education*  
*Bill 14 - Anti-Bullying Act*  
*Bill 157- Keeping Our Kids Safe At School*  
*PPM 144 - Bullying Prevention and Intervention*  
*PPM 145 - Progressive Discipline and Promoting Positive Student Behaviour*  
For more information:  
[www.edu.gov.on.ca](http://www.edu.gov.on.ca), or [www.ddsb.ca](http://www.ddsb.ca)

### **The Ministry of Education definition of bullying:**

Bullying is a form of repeated, persistent, 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 of imbalance."

At Carruthers Creek P.S., students are encouraged to take on a positive role to end bullying by:

- Standing up to bullying behaviours: using your words; telling a staff member; or being a positive leader
- Being a self-advocate: speaking up; telling someone; or doing something

All students are continually learning how to manage conflict in a respectful, safe, and appropriate manner.

More information is available on the DDSB website, [www.ddsb.bullyfreedocument](http://www.ddsb.bullyfreedocument)

## COMPUTER TECHNOLOGY AND DIGITAL CITIZENSHIP

The Durham District School Board's "Accepting and Safe Use" procedure establishes guidelines regarding access, personal use and appropriate content. All students and parents must read the policy and sign a contract

As technology evolves, electronic devices become more visible in our everyday lives. Personal electronic devices that are used inside the school during the regular school

day are disruptive to the learning environment. The privacy and personal integrity of others can be violated by the inappropriate use of personal electronic devices such as camera cell smartphones, iPods, games, social networking or recording devices. If a student brings these items to school, they must be turned off and kept in lockers or backpacks during school hours, unless used for educational purposes with teacher permission and supervision.

Students with cell phones or iPods in sight on school property will be asked by staff members to give the cell phone to a staff member who will hand it in to the office until the end of the day. When this occurs a second time, parents will be contacted to review the appropriate use of cell phones and the phone will be released to the parent(s) at that time. Please note that the school cannot accept responsibility for lost or damaged cell phones.

Student access to the internet is monitored and inappropriate use of the computers will follow progressive discipline measures. All students will sign a computer use contract prior to access to school computers.

**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.**

On-line activity by staff, students, 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.

## **FAIR NOTICE – COMMUNITY THREAT ASSESSMENT & INTERVENTION PROTOCOL**

The Durham District School Board and Community Partners are committed to making our schools safe for students and staff. As a result the Board will respond appropriately to all student behaviours that pose a potential risk to other students, staff and members of the community. It is hoped that support for early identification and intervention measures by Durham District School Board and Community Partners will prevent school violence.

There are many initiatives in place to support our schools as safe places for students to learn. One important initiative is the Community Threat Assessment and Intervention Protocol and the training of Board administrators and associated staff in Threat Assessment and Intervention. School teams work to assess potentially high risk student behaviour and evaluate the level of threat to others and the student exhibiting the behaviour. This training and response plan was developed by Kevin Cameron, The Director of the Canadian Centre for Threat and Risk Assessment.

The timely sharing of information about students at risk for violence towards self and/or others ensures that supportive plans are put in place to enhance safety. In addition, the effective implementation of The Community Threat Assessment & Intervention Protocol will support collaborative planning to prevent traumatic events.

### **DUTY TO REPORT**

In order to keep our school communities safe, the Durham District School Board expects anyone in a school community having knowledge of high-risk student behaviour to promptly report the information to the school Principal or designates. All Board policies, procedures

and protocols align with the Ministry of Education's Safe Schools initiatives and other appropriate legislation.

- Not touching safety equipment or emergency exits unless there is an emergency
- No eating or drinking on the bus

## **BUS SAFETY**

Students who have the privilege of riding the bus to and from school or while on excursions to school activities are expected to adhere to the school Code of Conduct and the expectations for safety of the bus company. Students who do not comply with these expectations may lose the privilege of bus transportation.

- The use of non-medical masks for all students (K-12) riding the bus will be required.\*
- 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

\*Exceptions for medical conditions or special needs that prevent masking.

**PLEASE SIGN AND RETURN TO**  
**SCHOOL**

Please use this page to record the review of the various sections of the Expectations and Code of Conduct for Carruthers Creek P.S.

We have read and understand the following sections outlined:

**A. GENERAL SCHOOL OPERATIONS /  
CODE OF CONDUCT:**

Parent(s)/ Guardian(s)  
Signature: \_\_\_\_\_

Student  
Signature: \_\_\_\_\_

**B. TECHNOLOGY USE AT SCHOOL**

1. General Technology Use
2. Use of Personal Devices

Parent(s)/ Guardian(s)  
Signature: \_\_\_\_\_

Student  
Signature: \_\_\_\_\_



If your child is going to be absent, notify the school by:

1

Safe arrival  
portal login

[attendance.ddsb.ca](http://attendance.ddsb.ca)

2

Parent toll  
free number

1-844-350-2646

3

Smartphone  
application

[safearrival](#)

4

Questions?

*Call the  
school directly*

## Make every day count!

### Send me to school if:

I have a runny nose  
or a little cough, but  
no other symptoms.

I haven't needed to  
take medication for  
a fever in the last  
24 hours.

I haven't thrown up  
or had diarrhea in  
the last 24 hours.

### Keep me home if:

I have a fever higher  
than 37.5° C.

I'm throwing up or  
have diarrhea.

My eyes are pink  
and crusty.

I have a cough that  
keeps me awake.

I have a sore throat.

I have an infection/  
disease that can  
be spread to my  
teachers and friends.

### Call a doctor if:

I've had a fever  
higher than 37.5° C  
for longer than  
2 days.

I've had a runny  
nose for more than  
a week and it is not  
getting better.

I still have asthma  
symptoms after  
using my regular  
asthma medication.



**Attendance  
MATTERS** 

To report a student absence  
please call 1-844-350-2646

To talk to a public health nurse, call Durham Health Connection Line at [1-800-841-2729](tel:1-800-841-2729) or [905-666-6241](tel:905-666-6241)

