



CODE OF CONDUCT

R. Fraser
Principal

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Policies and Procedures for Parents(s)/Guardian(s)

THE SCHOOL DAY

9:15am	Instructional Time Begins
11:15 am-12 pm	Nutrition Break #1
1:30 pm – 2:15 pm	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 arrive at 9:15 am and make an effort to be at school.

Reasons for Punctuality:

1. To encourage a positive life-style habit and help realize the importance of time.
2. An etiquette that can show sincerity towards peers, teachers and the class—demonstrating care about the time of others and your own.

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**

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.

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. The 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 2022-2023 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 BREAKS AT CARRUTHERS CREEK

Students are strongly encouraged to eat at home whenever possible. A change 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. A regular, short break away from the school can help some students focus, and increase student productivity when returned.

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**".

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

PUFFERS

In order to ensure the safe use of your child'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 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 a 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 the Durham Health Department, all live lice must be removed before a student may return to the classroom.

CUSTODY

If there are any special arrangements concerning your child, make sure that these are clearly communicated in writing and discussed with school administration and the homeroom teacher. An updated copy of court orders for access or custody, signed by an Ontario court judge must be on file in the school office. The school provides information on a child's progress when requested by a non-custodial parent who has legal access.

DROP OFF/ Kiss and Ride Program

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, parents must 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.

The Kiss and Ride program is operated by staff whose goal it is to assist in the safe arrival of all students. A Kiss and Ride lane has been marked and designated as the area for dropping off. **At no time are cars to be left unattended in the Kiss and Ride area.**

When dropping off students (West and East sides 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:**
- park in a designated parking spot
- circulate the parking lot carefully
- watch for children and parents who are crossing the lane
- **If late pickup happens often, additional support services may be involved.**
- **If parents/guardians arrange for other people to pick up their children, like a private childcare provider, the parent/guardian is responsible to ensure the alternate person/program is picking up on time**

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

School property is private property. Anyone who is not a registered student and/or staff member is asked to report to the office upon arrival at the school.

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

SCHOOL CASH ONLINE

Carruthers Creek P.S. uses an online payment system called **School Cash Online (SCO)**. This system is used by parents to pay for school trips, hot lunches and more. Once registered, you will receive an automated email each time items are available for payment or purchase. The OEN can be found on your child's report card if you are not a new student in Ontario.

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.
- 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.

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.

- Respect other people's property and belongings while waiting for the school bus
- Treat the driver with respect and follow his or her instructions
- Be courteous and respectful to others on the bus at all times
- Act appropriately in a manner that does not endanger the safety of themselves or others including, but not limited to:
 - Not engaging in any activity that interferes with the safe operation of the bus
 - Remaining seated at all times, facing forward while the bus is in motion
 - Keeping hands, arms, feet, head and belongings inside the vehicle until you have exited at your stop
 - Avoiding distracting or speaking to the bus driver except in the case of emergency
 - Refraining from inappropriate behavior on the bus, e.g. throwing items, swearing, fighting, bullying, eating or drinking
 - Not bringing alcohol, drugs or weapons onto the school bus
 - Not touching safety equipment or emergency exits unless there is an emergency

- No eating or drinking on the bus

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
- 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
- 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.

- 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://ddsbc.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 encouraged 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, or 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

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.

According to the Ontario Ministry of Education your child can bring a personal mobile device to school and is allowed to use it during instructional time when permitted by the admin/teacher only under the following circumstances:

- for educational purposes, such as conducting research or access educational websites, as directed by the educator in the classroom
- for health and medical purposes
- to support special educational needs, including students with mental health needs

Cell phones are to be out of sight and on silent mode, and only used appropriately with admin/teacher permission.

Students will be asked to put their phone in their locker if it is used without permission. For repeat offences, the phone will be brought to the office and a parent/guardian can pick it up.

If students need to go to the washroom, their phone is to be left in the classroom. If you need to get a hold of a parent/guardian, you can ask for teacher permission to use a cell phone.

Phones are not to be used during Nutrition breaks as there is no direct teacher supervision.

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.

PROGRESSIVE DISCIPLINE

We have established SCHOOL-WIDE BEHAVIOURAL EXPECTATIONS

Our behavioural expectations include all students and target all forms of behaviour. They are known by all students and adults. These expectations have been put in place to allow for a positive, safe learning environment and are based on a progressive discipline model.

Example: Bias-free Progressive Discipline Chart.

We actively attempt to PREVENT and REDUCE BEHAVIOURS from happening

We want our students to meet with success every day. For some of our students success is only possible when the day is structured and choice is limited. They need an environment that recognizes that not all students are maturing at the same rate and not all of our children are equipped to meet with the many frustrations that are found in the classroom and the playground every day. Our plan to address this is simple. We match the level of supervision to the child's level of functioning in order to prevent and/or reduce academic, social and behavioural failures. Our prevention plans are also designed to prevent and/or reduce childhood frustrations from erupting into attacking behaviours.

Example: Drop In (a structured recess time with adult support, as opposed to the unstructured outdoor recess time)

We emphasize the need to RESTORE RELATIONSHIPS that are damaged by misbehavior.

One of the important features of our positive discipline model is the need for students to repair the relationships that are damaged after an incident occurs. We work directly with the student and come alongside them as they prepare to make it right with anyone affected by what has happened. A major focus of discussions is for students to take responsibility for their actions and the impact on others.

Example: Use of restorative questions and practices.

We use SUSPENSION to keep the school safe

There are times when it is necessary to remove a student from the school for safety reasons. Suspensions are a last resort. They occur when we cannot guarantee a safe environment after a number of interventions have been attempted or when a student refuses to comply with adult requests.

Example: See the Durham Boards Progressive Discipline chart.

We seek out the SUPPORT of BOARD SERVICES and OUTSIDE AGENCIES when in-school strategies fail

There are some students who require a larger group of caring adults to assist them with their struggles to be successful at school. We look for these supports when our in-school strategies, interventions and programs fail to meet a student's needs. Parent approval is always required to access these services and agencies.

We embed CHARACTER DEVELOPMENT into our everyday school life

The classroom is the best place for these topics to be addressed, both formally and informally. Recess is another place where incidental training can take place and where recognition for good choices can be celebrated. As well, assemblies, and certificates are examples of school-wide initiatives that celebrate healthy development in these areas. Opportunities for student leadership are varied and include the following: office help, special event helpers, learning buddies, peer helpers.

Our BULLYING PREVENTION AND INTERVENTION PLANS are also embedded into our everyday school life – HOW?

Our discipline strategies (see above) are designed to prevent the development of bullying behaviours. Our daily “talk” that reminds our students to Be Safe, Be Respectful, Be Responsible reinforces our intentions to keep the school free from bullying. But no school is completely free of bullying. When bullying behaviours are detected we intervene with an individualized plan of action that involves a team approach, regularly including teachers, parents and, if needed, Board support staff, such as our school psychologist, special education facilitator, or social worker. Time is also spent working with students who are the recipient of bullying behaviours. We intervene with a plan for them as well. Teaching about bullying in the classroom (incidental and planned instruction) is ongoing throughout the year.