

General Information

School Hours

8:15 am	Entry
8:15 am to 9:55 am	Instruction
9:55 am to 10:10 am	Recess
10:10 am to 11:50 am	Instruction
11:50 am to 12:50 pm	Lunch
12:50 pm to 2:30 pm	Instruction
2:30 pm	Dismissal

**** Please note that yard supervision does not begin until 8:00 am. Students should not be dropped off at the school before this time.**

Attendance and Safe Arrival

Students are expected to attend regularly and be punctual in order to be successful in all classes. Parents are required to notify the office before 8:00 am if their child will be late for or absent from school. A message can be left on the answering machine. If we do not receive notification of an absence or late, office staff will call home or work to verify that the child is safe. All late arrivals must report to the office before going to class.

Parents picking up students during the school day must report to the office. Please **do not go directly to your child's classroom.** Office staff will call students to the office to meet parents. If the student returns during the school day they must sign back in at the office.

All students are to remain on school property during the entire school day. **Students are not permitted to leave school property without a parent/guardian.** If a student lives close to the school and parents wish for them to go home for lunch, written permission must be sent to the office by the parent.

Illness and Injury

When a student is sick in the morning he/she should remain at home. If a student is well enough to attend school, he/she will be expected to participate in regular classroom activities and go outside for recess and noon hour. When a student becomes ill during the day, parents will be notified and asked to pick up their child as we do not have appropriate facilities to care for ill students for a long period of time. In the case of contagious diseases/conditions (e.g., whooping cough, head lice, fifth disease) parents should notify the school. When students are injured at school appropriate first aid will be administered. If the injury appears more serious, we will notify the parent in order that the student may receive additional medical attention.

Personal Items

Students are discouraged from bringing personal items to school that are not required for instructional purposes. This is to promote safety and to also reduce the potential for loss of valuable items.

Cell Phones and Electronic Devices

The LDSB recognizes that cell phones and other electronic devices such as iPods are effective instructional and communication tools, however, these devices cannot be used in any way that will have a negative impact on our safe and caring school. All cell phones and other electronic devices must be turned off and not used during the entire school day. Cell phones and other devices with camera capabilities are prohibited in areas where there is an increased expectation of privacy (e.g., washrooms, change rooms). The school is not responsible for students' personal electronic devices in the event of loss, damage or theft. Cell phones and other electronic devices may be confiscated and returned to the parent/guardian when a student violates this policy.

Hot Lunch

Students will be able to purchase hot lunches from time to time. Order forms will be sent home throughout the school year. All orders for hot lunch must be placed in advance.

**** Microwaves are not available for student use. Please send hot lunch items to school in a thermos.**

Bicycles and Skateboards/Roller Blades

Students who choose to ride their bicycles to school must walk the bicycle on school property. All bicycles must be secured to the available bicycle racks. Parents are reminded that the use of bicycle helmets is the law and proper bicycle safety rules should be reviewed with children regularly. The school is not responsible for the loss, damage or theft of any bicycle.

Skateboards and roller blades are not permitted on school property.

Playground Safety

Students are expected to use all playground equipment in a safe manner. Students will be able to use a wide variety of equipment such as nerf balls, basketballs, tennis balls, soccer balls, skipping ropes and hula hoops. Hard balls are not permitted. Students are expected to participate in yard games in a safe and responsible manner. The throwing of objects (rocks, sticks, snow, ice) is not permitted.

Bus Safety

Students who ride the bus are expected to respect the driver of the bus and follow all safety rules:

- Remain seated when the bus is in motion
- Do not distract the driver
- Do not use profane language
- No loud or boisterous talking/yelling
- Do not open windows without permission
- Do not stick hands, arms or heads out the window
- Do not throw things out of the windows
- Do not touch the emergency exit door or any other bus equipment
- Do not eat or drink on the bus

Failure to comply with these rules may result in loss of riding privileges.

Head Lice (Pediculosis)

Head lice checks occur throughout the year as required. If a child is found to have head lice the parent will be contacted and expected to make arrangements to pick up the child. A fact sheet will be provided to parents that outlines treatment procedures. Students must be free of live lice in order to return to school and will be rechecked upon their return. If a parent is aware that their child has head lice, they are encouraged to report it to the school in order to try to prevent further infestation.

Medication

School staff are not required by law to administer medication to students. If a student requires medication (prescription or non-prescription) to be given at school, forms must be obtained from the school. Both the parent and the doctor must complete the forms. These forms are kept on file at the school. Medication needs to be sent to the school in a proper labelled container. Once the required forms are received, the medication will be administered as required according the LDSB policy.

Dress Code

The standards for dress at Yarker are based on common sense and are intended to support the comfort, safety and modesty of all students. There is a strong relationship between neat, clean and appropriate clothing and a positive learning environment. Students are expected to be neat and clean in appearance and to be dressed appropriately. Undergarments such as bras and underwear should not be seen and shorts/skirts should be an appropriate length. Clothing with suggestive pictures and/or slogans promoting profanity, alcohol and/or drugs, violence or sexual inappropriateness are not permitted. Hats are to be removed when students enter the school. Students are required to wear indoor shoes in the classrooms. Appropriate gym clothes (i.e., shorts or track pants and t-shirts) are required for all students. Jewellery must not be worn in gym class.

Code of Conduct

All students have a right to an education free from interference and violence. The Yarker Family School Community, students, staff, parents, volunteers and visitors, will do its best to ensure this right for all. Our goal is to create a vibrant, dynamic environment for learning which prepares students to face a changing world as life-long learners and responsible citizens. The Code of Conduct sets out the standards of behaviour expected of all members of the school community in order to create a positive climate in the school and govern the behaviour demonstrated by all members of the school community while on school property, on school buses, at school-related events, field trips or activities, or in any other circumstances that could have an impact on the climate of our school. The Code of Conduct will assist the school community in understanding what constitutes acceptable behaviour in the school and society and to be aware of progressive discipline and appropriate consequences.

RESPECT

Expected Behaviour

- Respect differences in people, including their rights, ideas and opinions
- Respect all members of the school community
- Treat one another with respect at all times especially when there is a disagreement
- Respect and treat others fairly, regardless of race, ethnic origin, citizenship, religion, gender, age, language, disability, or sexual orientation
- Respect yourself
- Respect the dress code
- Show respect and care for the school property and property of others

Reasons for Expected Behaviour

All members of the Yarker community have the right to:

- Be treated with respect and dignity
- An environment where conflict and differences are addressed in a respectful and peaceful manner
- The use of non-violent means to resolve conflicts
- An environment free from the influences of drugs and alcohol
- A positive learning environment



RESPONSIBILITY

Expected Behaviour

- Seek out assistance from school staff, if necessary, to resolve conflict
- Take appropriate measures to help those who need it
- Show honesty, patience and understanding
- Participate appropriately in the school community
- Not to swear at any member of the school community
- Take care of the school, the school equipment and the people in it
- Be responsible for my own actions
- Complete tasks, assignments, and homework


Reasons for Expected Behaviour

All members of the Yarker school community must:


- Be aware of their rights and rights of others
- Not interfere with the rights of others
- Keep the school building, equipment and supplies looking their best



ACADEMIC EXCELLENCE

Expected Behaviour	Reasons for Expected Behaviour
<p>Each student is expected to maintain good work habits by:</p> <ul style="list-style-type: none"> • Completing all homework and assignments on time and with care • Making up missed work • Coming to class prepared and ready to participate • Participating actively and positively in class 	<ul style="list-style-type: none"> • Students who are engaged in their learning are more successful • Good work habits learned and practiced in school will be valuable throughout life • Good work habits allow for others to learn in a positive and engaging environment 
<p>Attendance:</p> <ul style="list-style-type: none"> • Students are expected to attend school regularly and be on time 	<p>Attendance:</p> <ul style="list-style-type: none"> • Good attendance helps students achieve goals and benefit from all school activities • Arriving late interrupts the learning of others
<p>Academic Honesty:</p> <ul style="list-style-type: none"> • Each student is expected to submit work which represents their own efforts 	<p>Academic Honesty:</p> <ul style="list-style-type: none"> • Students have the right and responsibility to be assessed and evaluated on their own work and efforts

SAFETY

Expected Behaviour	Reasons for Expected Behaviour
<p>The following behaviours are not acceptable under any circumstances:</p> <ul style="list-style-type: none"> • Bullying • Sexual assault • Trafficking weapons or illegal drugs • Giving alcohol to a minor • Committing robbery • Being in possession of any weapon, including firearms • Using any object to threaten or intimidate another person • Causing injury to any person • Being in possession of, or under the influence of, illegal drugs or alcohol • Providing others with alcohol or illegal drugs • Inflicting or encouraging others to inflict bodily harm on another person • Engaging in hateful behaviours motivated by hate or bias • Committing an act of vandalism that causes damage to school property 	<p>All members of the Yarker school community have the right to be safe and to feel safe.</p> <p>All staff and students have the right to teach and learn in a respectful, safe, and caring environment.</p> 

Safe Schools: In Diverse and Inclusive Communities

Ensuring the safety of all students and staff is of utmost concern. A positive school climate is necessary to support an inclusive, responsive learning environment for all students and to maximize student success. A positive school climate exists when all members of the school community feel safe, included, and accepted, and actively promote positive behaviours and interactions. The Whole School Approach including parents, students, staff, and community partners is critical to promote a positive school climate and acceptance for all.

Bullying Awareness, Prevention, and Intervention

Bullying will not be accepted on school property, at school-related activities, on school buses, or in any other circumstances (e.g., online) where engaging in bullying will have a negative impact on the school climate.

Bullying is typically a form of repeated, persistent and aggressive behaviour directed at another person that is intended to cause (or should be known to cause) fear, distress and/or harm to that person's body, feelings, self-esteem or reputation. Bullying occurs when there is a real or perceived imbalance of power. Bullying can be physical, verbal, social, or occur through electronic (cyber) communication.

When someone experiences or observes bullying behaviour, he/she is expected to report it to a teacher, teaching assistant or school administrator immediately. Bullying behaviour will be addressed using a progressive discipline approach with a range of interventions and consequences.

Staff are teaching students to identify bullying behaviour and giving them tools to respond and to stop it from happening as part of our awareness and prevention strategies.

Yarker Family School uses the WITS Program as a way to create responsive communities for the prevention of peer victimization. The WITS Program brings together schools, families and communities to help students deal with peer victimization. The WITS acronym stands for **W**alk away, **I**gnore, **T**alk it out and **S**eek help. This acronym represents strategies students can use when faced with conflict. WITS also provides a common language for adults, both in the school and in the community, enabling them to communicate positively and proactively about peer victimization and to respond effectively to a student's request for help.

Keeping Our School Safe and Caring

Peer abuse stops within 10 seconds if a bystander intercedes in a constructive manner on behalf of the person being abused.

Difference Between Reporting and Ratting

Everyone has a right to live, learn, work and play in a safe, caring, welcoming and respectful environment free from fear. Reporting unsafe, dangerous, mean and nasty behaviours to an adult is the right thing to do because it could...

- Save your life
- Save someone else's life
- Protect your feelings and your body
- Keep your school safe
- Prevent injury or harm
- Stop someone from doing something they would regret later

To Report or Not to Report

- Is the behaviour cruel, mean and nasty?
- Is someone scared?
- Is someone in danger of being hurt or killed?
- If you don't report, how might you feel if someone is seriously injured or harms his or herself?
- Is it against the law?

Progressive Discipline

Yarker Family School encourages, supports and recognizes acceptable behaviour in our students through a variety of positive practices. Progressive discipline is an approach that makes use of a continuum of interventions, supports and consequences, building upon strategies which promote positive behaviours.

We encourage students to take responsibility for their behaviour and to accept the consequences of their actions. A progressive discipline approach will be used to deal with inappropriate behaviour. This may include: oral reminders, review of expectations, contact with parent(s)/guardians(s), written reflection, volunteer services in the school community, conflict mediation and resolution, peer mentoring, and/or referral for support services.

We recognize that each student is a unique individual and that every situation that requires disciplinary action has its own set of extenuating circumstances. All factors that may have affected the student's behaviour will be considered before progressive discipline is applied. Students who behave inappropriately will receive an age and developmentally appropriate consequence. For a student with special education or disability-related needs, all progressive discipline approaches will be consistent with his or her Individual Education Plan and his or her demonstrated abilities.

Suspension and Expulsion

As part of progressive discipline, the school may also use suspension and/or expulsion for serious incidents as outlined in the Limestone District School Board's Safe Schools Policy.

Before considering whether to impose a suspension or make a recommendation for an expulsion, a principal must consider mitigating and other factors.

A principal or vice principal shall consider whether to suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

- swearing (written or verbal) at a teacher or at another person in a position of authority
- bullying
- uttering a threat to inflict serious bodily harm on another person
- committing an act of vandalism that causes extensive damage to school property
- possessing alcohol or restricted drugs
- being under the influence of alcohol or restricted drugs
- committing any act considered by the principal to:
 - have a negative impact on the moral tone of the school
 - have a negative impact on the physical or mental well-being of one or more school community members
 - be contrary to the school or Limestone Board Codes of Conduct.

A principal shall suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity, or in other circumstances where engaging in the activity will have an impact on the school climate. For the following incidents the principal will suspend and will also consider recommending to the Board's Discipline Committee that a student be expelled:

- physically assaulting another person causing bodily harm that requires medical treatment
- possessing a weapon or using a weapon to threaten or frighten another person
- trafficking in restricted drugs or weapons
- giving alcohol to a minor
- committing robbery
- committing sexual assault
- bullying, if the student has been previously suspended for engaging in bullying **and** the student's continuing presence in the school creates an unacceptable risk to the safety of another person
- any activity that a principal or vice principal shall consider for suspension that is motivated by bias, prejudice, or hate
- behaviour that:
 - is significantly detrimental to the school climate and/or to the physical or mental wellbeing of

- ▶ others, whether the incident occurred at school or outside of the school
- ▶ causes extensive damage to school property
- ▶ causes his/her continued presence at the school to pose an unacceptable risk to other members of the school community
- ▶ a pattern of behaviour so inappropriate the student's continued presence is detrimental to the effective learning or working environment of others
- ▶ demonstrates a persistent resistance to changes in behaviour that would enable him or her to be successful
- ▶ is a serious violation of the school or the Limestone Board Codes of Conduct.

Tobacco Products, Alcohol, and Illegal Drugs

The school recognizes the benefits of a tobacco-free environment to all persons. By law, smoking is not permitted at the school, on Board property, on school buses or while attending any school-related activity. School property includes cars that are on school grounds and all lands to the edge of the street. The no smoking rule will be enforced within these areas. Other tobacco products also may not be used on school property.

Providing tobacco products to anyone under 19 years of age is illegal.

Alcohol and restricted drugs may be addictive and represent a health hazard. Possessing, using, trafficking in, or providing others with restricted drugs and/or alcohol is illegal and is unacceptable at the school, on Limestone property or at any school-related event or activity at any time. Lighters and drug-related paraphernalia that can be used for substance abuse are not permitted on school property.

Weapons

Possessing or displaying weapons of any kind, including real, toy or replica, and all other objects that could inflict or threaten bodily harm, including all types of knives, are not permitted at the school, on any Limestone Board property, or at any school-related event or activity at any time. Any weapon found will be confiscated, and potentially involve police contact, forfeiture of the item, and disciplinary consequences.

Lockers and Desks

- If you are assigned a locker and/or desk they are school property and should be kept clean and in good condition. The locker and/or desk are being loaned to you, and the school has the right to access all lockers and withdraw locker privileges if necessary.
- If you are assigned a desk and/or locker, the school has the right to access the desk and/or locker.
- Remember that items such as alcohol, drugs, weapons, or substances which threaten health or safety are prohibited on school property including lockers. If there is suspicion that a locker and/or desk contains any of these items, it will be opened and searched. Consequences will apply if a prohibited substance or weapon is found and police will be contacted.
- The school is not responsible for lost or stolen goods. Do not store valuable items or money in lockers or desks.

Children in Need of Protection

In April 2000, the amended Child and Family Services Act came into effect. This legislation has an impact on everyone in our community. For Children's Aid Societies, the definition of a child in need of protection because of suspected child abuse or neglect has been expanded. For the school system, every person who has reason to believe that a child is or may be abused or neglected must report his/her suspicions immediately to the Children's Aid Society. The Limestone District School Board is fully committed to supporting staff in meeting the legal requirements of the act.

This law means that:

- School staff do not have a choice if they suspect that a student is or may be in need of protection. They **MUST** report their suspicions to the Children's Aid Society.
- When staff report concerns to Children's Aid, they must also share with Children's Aid any information about the concern which might otherwise be confidential. *It is not the school's responsibility to investigate suspicions, evaluate the situation, or assign blame

Safe Schools...Building Positive Places to Grow and Learn... Together. What You Need to Know...

As part of the Safe Schools requirements for schools and the amended Threat Assessment Protocols for the Limestone District School Board, this is information in a condensed form to give you an overview of the efforts made to provide the safe and inclusive education opportunities our students deserve. It's important for all students and parents to be aware of these school safety procedures.

All schools have established procedures for Shelter in Place, Hold & Secure, Lockdown, and Evacuation. Staff and students will be trained in how to implement the procedures. As with fire drills, lockdown drills will be held without the prior awareness of students and/or staff.

Threats to School Safety

In order to facilitate common understanding among all community partners, school boards across Ontario, police services, Emergency Medical Services, and fire safety officials are using the following terminology:

- **Shelter in Place** - used for an environmental or weather-related situation where it is necessary to keep all occupants within the school (protecting them from an external situation) Examples: chemical spills, blackouts, explosions or extreme weather.
- **Hold and Secure** - used when it is desirable to secure the school due to an ongoing situation outside but not related to the school Example: Bank robbery occurring near a school but not on property. School functions normally with exterior doors locked until the situation is resolved.
- **Lockdown** - used only when there is a major incident or threat of school violence within the school. Overuse or misuse of this high level might result in not taking the lockdown seriously, so please note that two lockdown drills for each school year will occur.
- **Evacuation** - used in the event that students and staff must leave a school building due to some environmental concern in the school. Example: gas leak in the school or fire.

before you speak

THINK

T

~ is it **true?**

H

~ is it **helpful?**

I

~ is it **inspiring?**

N

~ is it **necessary?**

K

~ is it **kind?**