Please keep this handbook for future reference.

This handbook is being distributed to the

YOUNGEST or ONLY student at Hillsdale.

Please read and review with your child(ren) the information contained in this handbook.

Complete applicable forms and return to the school promptly.

Update all forms if your situation changes.

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## Staff List 2012-2013

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<th>Voice Mail</th>
<th>Name</th>
<th>Assignment</th>
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<tbody>
<tr>
<td>58547</td>
<td>Mrs. Danielle Jones</td>
<td>Junior/Senior Kindergarten</td>
</tr>
<tr>
<td>58550</td>
<td>Mrs. Lauren MacInnis</td>
<td>Junior/Senior Kindergarten</td>
</tr>
<tr>
<td>58557</td>
<td>Ms. Tanya McLachla</td>
<td>Grade 1/2</td>
</tr>
<tr>
<td>58554</td>
<td>Mrs. Susan Tinney</td>
<td>Grade 2</td>
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<tr>
<td>58545</td>
<td>Ms. Rena Henriksen</td>
<td>Grade 3</td>
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<tr>
<td>58544</td>
<td>Mr. Brian Hache</td>
<td>Grade 3/4</td>
</tr>
<tr>
<td>58553</td>
<td>Mr. Steve Oberman</td>
<td>Grade 4/5</td>
</tr>
<tr>
<td>58551</td>
<td>Mrs. Jennifer MacKay-Patterson</td>
<td>Grade 6/7</td>
</tr>
<tr>
<td>58555</td>
<td>Mr. Mac Spears</td>
<td>Grade 7/8</td>
</tr>
<tr>
<td>58541</td>
<td>Madame Kathy Chamney-Gingras</td>
<td>French</td>
</tr>
<tr>
<td></td>
<td>Ms. Robin Hodgson</td>
<td>Library</td>
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<td></td>
<td>Ms. Elizabeth Lawrence</td>
<td>Library</td>
</tr>
<tr>
<td>58543</td>
<td>Mr. Larry Gardiner</td>
<td>Special Education</td>
</tr>
<tr>
<td>59012</td>
<td>Mrs. Brenda Tofts</td>
<td>Early Childhood Educator - K</td>
</tr>
<tr>
<td>58538</td>
<td>Mrs. Jan Andrews</td>
<td>Educational Assistant</td>
</tr>
<tr>
<td>58542</td>
<td>Mrs. Kim Drury</td>
<td>Educational Assistant “B”</td>
</tr>
<tr>
<td>58552</td>
<td>Mr. Ron Nelsons</td>
<td>Educational Assistant</td>
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<tr>
<td></td>
<td>Mrs. Meaghan LePage</td>
<td>Educational Assistant</td>
</tr>
<tr>
<td>58539</td>
<td>Ms Rachel Belcourt</td>
<td>Educational Assistant</td>
</tr>
<tr>
<td></td>
<td>Mrs. April King</td>
<td>Educational Assistant “A”</td>
</tr>
<tr>
<td>23901</td>
<td>Mrs. Gita Wassmer</td>
<td>Principal</td>
</tr>
<tr>
<td>23900</td>
<td>Mrs. Maggie Jenkins</td>
<td>Senior Admin Support</td>
</tr>
<tr>
<td>23903</td>
<td>Mrs. Sue Buchanan</td>
<td>Custodian (Day)</td>
</tr>
<tr>
<td>23903</td>
<td>Mr. Rob Foster</td>
<td>Custodian (Night)</td>
</tr>
</tbody>
</table>

### School Day Times

- **First Bell** ......................... 9:03
- **Start time** .......................... 9:05
- **Daily Physical Activity** .......... 9:05 to 9:25
- **O Canada** ............................ 9:30
- **Nutrition Break** ................... 10:45 to 11:05
- **Outdoor Recess** ..................... 11:05 to 11:25
- **Nutrition Break** ................... 1:05 to 1:25
- **Outdoor Recess** ..................... 1:25 to 1:45
- **Dismissal Bus Students** .......... 3:20
- **Dismissal Walkers** ................. 3:25
Procedures and Policies

Agendas
Each student in Grades 1 through 8 have been provided with an agenda. This is a tool to help students organize school projects, tests, assignments. We encourage you to use the agenda as a way of communicating with your child’s teacher. Students are expected to use their agendas each day.

The agenda has an information insert that includes the school year calendar, the SCDSB Code of Conduct, as well as the boards technology use policies. Please take a few minutes to review this insert.

Allergies – Scent Free Aware School
Due to the increased prevalence of scent allergies we are asking that all students, volunteers, and visitors refrain from using scented products while inside the building. This includes body sprays, perfume, cologne, scented soaps, etc.

Allergies – Peanut Allergies
We are striving to reduce the risk of allergic reactions to peanuts/tree nuts. Please do not bring or send any foods containing these nut products upon the premises.

Attendance and Punctuality
Please ensure that your children arrive at school on time and on a daily basis. This will help them achieve the highest results possible. It is expected that all students will strive for 100% attendance. Research shows the more contact time there is between student and teacher, the better the education the student will receive. Improved attendance develops improved attitudes towards school.

When students are absent from school, they are responsible for catching up on missed work. Children who are ill should not be sent to school as infection spreads rapidly.

Late students are to report to the office to sign in before proceeding to their classrooms.

The school's policy regarding student absenteeism is:
   a) Parents are requested to inform the school of their child's absence.
   b) Parents who fail to inform the school of their child's absence are required to write a note explaining the absence and send the note to school when the child returns.
   c) Punctuality is an important habit to be developed and practiced by every child. We encourage you to promote punctuality. Students who are habitually absent or late will be referred to the Principal, and if necessary, the Attendance Counsellor.

Bicycles, Scooters, In-Line Skates, Skateboards
All bicycles, scooters and skateboards must be walked in and out of the school grounds for safety reasons. Bicycles and scooters should be parked in the bike racks beside the portable area. It is advisable that bikes and scooters be locked since the school will not be responsible for missing bikes and scooters. The bicycle area is out of bounds to students during recess times. Students are asked not to bring in-line skates, wheeie shoes, or skateboards to school as we have no safe/secure place to store them.
Bullying

- Adults in all schools, both staff and volunteers, are expected to watch for signs of bullying and intervene when they are aware that it is happening.
- Staff members are expected to respond sensitively to bullying reports and assign consequences based on the school’s Code of Conduct.
- Parents are expected to report bullying situations and to work cooperatively with school staff.
- Students are expected to treat each other respectfully, refuse to watch or participate when they see others being bullied, and report bullying situations to an adult.

**Busing - All changes requested must be in writing.**

Simcoe County District School Board Policy states that students who normally travel on the school bus are permitted to travel on an alternate bus in emergency situations only. Parents must send a written request to the office in order for this to take place.

If your child needs to be dropped off at a different bus stop you must send a note to the school requesting this. These changes will only be allowed for an emergency. The bus driver is not allowed to change drop off locations without written permission from the school principal.

For insurance reasons: ONLY bus students may ride the buses. Students who normally walk to school are not allowed on the buses.

There are certain expectations for students who ride the bus. The safety of all is our primary concern. Students must:

- **ABIDE BY THE BUS DRIVER’S INSTRUCTIONS**
- **CONDUCT THEMSELVES IN AN ORDERLY MANNER**
- **REFRAIN FROM USING PROFANE LANGUAGE**
- **RESPECT THE SAFETY OF OTHER STUDENTS**
- **REFRAIN FROM EATING AND DRINKING ON THE BUS**
- **REFRAIN FROM THROWING OBJECTS IN OR OUT OF THE BUS**
- **CO-OPERATE WITH THE BUS PATROLLERS**
- **REFRAIN FROM SMOKING**

Students who do not respect these simple rules will not be allowed to ride the bus out of concern for the safety of all. The drivers and patrollers have been instructed to report pupils who interfere with the safety and comfort of others to the Principal.

**Change of address or telephone number**

Accidents can and do occur. It is essential that we be able to contact you. Please ensure we always have current information. We also need the name and phone number of someone, who will be responsible for your child in an emergency situation, in case we are not able to contact the parent or guardian.

**Cards, Trading**

Hockey cards, or other trading cards are not allowed at school. We cannot be responsible for lost, stolen, misplaced or traded cards.

**Child Abuse**

By law, we are required to report any disclosure or suspicion of alleged child abuse. Family Law Legislation requires a heightened level of reporting.
Co-curricular Activities
During the school year your child has many opportunities to become actively involved in various co-curricular activities. Many of these activities may require after school practice or preparation at home. Your help, support and encouragement is greatly appreciated. Students involved in athletic teams are required to sign a contract plus they are required to have proof of student accident insurance or a signed waiver on file at the school.

Code of Conduct
The principles of respect for self, others and property continue to apply. Hillsdale Elementary School will continue to be a safe and supportive environment for all. Please read the enclosed Code of Conduct, as well the SCDSB’s Code of Conduct which can be found in your child’s agenda. We ask that you share the information with your child(ren).

Code Red (see Lock-Down below)

Custody of Children
If you have legal custody of your child(ren) we require a copy of the court order outlining the rights of each parent/guardian.

Daily Physical Activity (DPA)
Hillsdale Students will be participating in DPA every morning, mostly outdoors. Please ensure that your child comes to school prepared to be outdoors in various weather conditions. DPA may also take place off school property as students and staff walk together through Hillsdale.

Dismissal Time – Notes required for all changes
1. Your child must have a note whenever his/her after school routine changes. Verbal messages, particularly those received at the end of the day, may be difficult to deliver to students.

2. If your child is a bus student and the teacher does not receive a written note detailing these alternate arrangements then we will proceed as normal and the child will be sent home on the bus.

Dismissal Time – Interruptions
Dismissal time is an extremely busy time in the school. This is the time when teachers review homework expectations, provide reminders about details for the next day, finalize comments in Agendas/Communication Books and supervise students while preparing to leave. Although emergencies will be accommodated we are asking you to leave students in their classrooms until dismissed.

If you must pick up your child before dismissal time, please send a note to the classroom teacher. Parents are reminded not to go to the child’s classroom or portable but to wait in the office area, students will be called when the parent arrives. All students leaving early must be signed out in the office register.

Please wait outside the school building until students are dismissed. Our school corridors get very crowded and safety is always our first concern. For safety reasons strollers must be left outside.
Electronic Devices
Walkmans, laptops, cell phones, mp3 players, ipods etc. please consider keeping these expensive items at home as the school is not responsible for lost, stolen, or misplaced items.

These items do disrupt learning and prevent interaction with peers during free times. If your child carries a cell phone to and from school it must be turned off and kept out of sight during school hours. First offence: item will be held in the office and returned to student at the end of the day. Second offence: items will be held in the office and a parent will be required to pick up the item.

Some teachers will be utilizing student devices during instructional times by encouraging students to use these devices in a way that enhances learning.

Field Trips
Carefully planned field trips are an integral part of our program and have significant educational value for students. Our Board supports field trips that correlate with the regular curriculum. It is our Board’s policy that no child should be prevented from participation in a school trip due to lack of funds. We will attempt to assist in such cases and to ensure confidentiality where any parent may wish to discuss with us such a financial need.

Field Trips – Consent Forms
Please ensure that the original consent form is returned to the school. Students who do not submit original permission forms will not be allowed on the trip. Verbal permission will not be accepted. Hand written notes will not be accepted.

Footwear
Students need two pairs of shoes – indoor shoes with non marking soles and another pair for outdoor use.

Students must wear appropriate footwear inside the school (running shoes, and indoor shoes) not stocking feet, slippers, or bare feet. During emergency evacuations/drills students will need to leave the school quickly and will not be allowed to stop for footwear. Students must always wear shoes while in the schoolyard.

All pupils need to have proper footwear and gym (t shirts and shorts) clothing. Running shoes (canvas or sneakers) are ideal for safety reasons. When purchasing running shoes please make sure that the sole is non-marking.

French as a second language
The Simcoe County District School Board and Hillsdale School offer a core program in French as a Second Language in Grades 4-8. Forty-minute or fifty minute classes are conducted daily. Emphasis is placed on the development of listening, speaking, reading and writing skills. Students are encouraged to participate actively in the lessons.

Hats, Caps, Hoodies, Hoods, etc.
Students are expected to remove hats, caps, hoodies, jacket hoods, etc. upon entering the building.
Head Lice
Simcoe County District School Board has developed a common procedure for all elementary schools to follow in the management of head lice. Head Lice screening is done in every school on designated days by trained volunteers under the supervision of the principal. Students are checked and sent home for treatment if they have head lice and rechecked upon return. Parents of a student with head lice are required to complete a form to indicate that his/her child has been treated and is free of lice and nits (eggs) before the child is allowed to return to the classroom. It is a parental responsibility to check for head lice on a regular basis. If you need more information contact the Simcoe County Health Unit.

Homework
Homework, in moderation, can be beneficial to children in many ways. It can help them to: • develop a sense of responsibility, • develop organizational skills, • practise skills, and • complete work begun at school.

Homework can also provide communication between parent and child by helping to clarify what your child is being taught in school. You can help your child through your interest and by ensuring a quiet time and place for homework to be done.

Types of homework: • unfinished class assignments, • review of class work, • memory work, projects and study for tests, • math facts drill, • reading for pleasure.

Insurance (please see Sports Teams)
Insurance brochures with a summary of insurance coverage available for students are provided in September each year. Parents are to return the form and premium directly to the company by mail. Students who wish to participate on a sports team must provide acknowledgement that they have purchased insurance coverage.

Laser Pointers
Serious concerns have surfaced about the hazards of laser pointers, particularly with respect to the potential damage they may cause to eyes. Since lasers may compromise the safety of others, students are not permitted to bring laser pointers on to school property.

Library
The library resource centre is an important focal point for school programs. Co-operative planning between the resource teacher and classroom teachers is an essential part of the successful delivery of programs, which are based on the Ministry of Education's "Partners in Action" guidelines. The teacher-librarian provides both scheduled and unscheduled time in the resource centre to meet program objectives. The teacher-librarian shares the responsibility for teaching a variety of skills in co-operation with other members of the staff and participates in the planning, implementation and evaluation of the total school curriculum.

“Lock-Down” Procedure
An annual Lock-Down Drill allows students to practice safety measures in case of a violent incident or intruder in the school. Students and staff will be well prepared and informed regarding the time of the drill. This drill is executed under the guidance of the OPP School Liaison Officer.
Lost and Found
Please label your child’s belongings, e.g. lunch box, boots, coats, jackets, toys, sports equipment, etc. There is a lost and found bin located just outside the main office. Children and parents are welcome to look there at any time for missing items. Articles not claimed at the end of each term are donated to appropriate service clubs. We cannot be responsible for lost, stolen, or misplaced items.

Lunch Time
The crossing guard will be on duty during our second Nutrition Break for those students going home for lunch. Students who remain at school must stay on the school grounds during the entire Nutrition Break. Students who are repeatedly unco-operative will lose the privilege of staying for lunch and parents will be notified. Students are supervised during both our Nutrition Breaks and Physical Activity sessions.

Students who normally stay at school for lunch must have parental permission to leave school property at lunchtime. A note must be sent to the teacher whenever you give permission. An all year note is not allowed nor is verbal permission.

Medication
If your child requires medication please request an AUTHORIZATION FORM from the school office and return to the school once completed. We are unable to administer medications until the form is on file at the school. This form needs to be completed each school year.

Parking
Please use extra caution in and around the parking lot and roadways around the school. Remind your child(ren) to stay off the snow banks at the roadsides. Motorists are urged to use extra care around the school zone.

Parents we ask that you park on Agnes Street and on Albert Street east of our lower parking lot entrance thereby leaving space for school staff and board staff. Thank you very much for your cooperation in this matter.

Please make sure that you do not block busses entering and exiting the school.

Program Information
All classroom programs are based on the current policies and guidelines of the Ontario Ministry of Education and Training (MET) under the direction of the Simcoe County District School Board.

Ontario Curriculum documents for mathematics, language, science and technology, physical and health education, the arts, French, kindergarten, social studies, history and geography are available from the parent resource library located in our foyer, or from the Ministry of Education and Training’s website.

Reporting to Parents
The Provincial Progress report will be distributed in November. The Provincial Report Cards will be distributed in February and June. The November Progress Report will be accompanied with a three-way conference. More information will be forthcoming through our monthly newsletters.
School Crossing Guard and Safety Patrollers
Students will be involved in our street and bus patrols and will be on duty for the safety of your child(ren). The patrollers deserve the respect of all. Please encourage your child(ren) to cross at the appropriate times and the appropriate safe places: Highway 93 and Albert Street and at the school corner – 8:50 to 9:05 a.m. and 3:25 to 3:40 p.m. An adult crossing guard will be at Highway 93 and Albert Street at the above times and at lunch time, 1:05 to 1:45 p.m.

Schoolyard Boundaries
- Bike racks are out of bounds during school hours.
- East side stops at the baseball diamond
- North side ends at the tree line not the fence.
- West side ends at the edge of the portable with an invisible line to the brown fence post.
- On the tarmac students are to stay in sight.

Sign IN, Sign OUT
a) If your child is to leave during some part of the school day, please send a note to your child's teacher.
b) In order to promote a safe environment, parents must report to the office when picking up their children early or arriving late. Please sign your child in or out
c) If visiting the school please ensure that you come to the office and sign in.
d) For safety reasons visitor tags must be worn.

Special Education
The Special Education Resource Teacher (SERT) is an integral part of the school's teaching team and, under direction of the principal, is the on-site co-ordinator for matters pertaining to special education. The role of the SERT is to Resource, to Assess and to Teach. Resource assistance is provided in terms of materials and teaching strategies for staff. Student assessments can be undertaken to provide classroom teachers with useful information for student programming. The third aspect of the role provides direct teaching assistance to individuals and small groups of students both in the classroom and on a withdrawal basis. The Simcoe County Board District School Board provides a variety of programs to meet the needs of the pupils enrolled in its schools. The majority of students succeed in regular classroom placements with the program modifications made by their classroom teachers. Some students, however, need additional support. This support is provided in a number of ways, ranging from in-class to withdrawal programming, to special education class placements. Where students require some type of special programming, frequent consultations with parents are maintained.

Sports Teams
Students who wish to participate in sports teams are now required to have proof of student accident insurance.

Telephone Calls – Messages
It is important that disruption in the classrooms be kept to a minimum. Please do not phone the school asking to speak with your child or to leave messages for your child regarding changes in routine. All after school arrangements should be organized at home before the child leaves for school. If there is a true emergency we will be glad to assist.
All messages received (except end of day changes) will be transferred to the appropriate teacher’s voice mailbox for pickup when he or she is available. We can not guarantee that specific time requests for staff to call back will be met as this depends on teaching schedules and duties.

**Telephone Calls – Student Use**

Students are not permitted to use the school telephone unless there is an emergency. Emergencies do not include forgetting homework or other items at home. Any after school arrangements must be made in advance, with parental approval. (The school requires a note from the parents of bus students, stating the arrangements that have been made.)

**Yard Supervision**

Parents/Students/Guardians supervision of students begins at 8:50 a.m. No supervision will be provided for those who arrive before 8:50 a.m. On inclement weather days students may be called into the school shortly before the normal bell rings. At dismissal students must go directly home, as the yard is not supervised after 3:25 p.m.
Dear Parents/Guardians;

Please review our Code of Conduct with your child(ren). This Code outlines expectations for behaviour and consequences for individual infractions. The Code is consistent with the Simcoe County District School Board and the Ministry of Education expectations. For further details refer to:  http://www.scdsb.on.ca http://www.edu.gov.on.ca

TO OUR PARENTS

This code has been drafted from the input of the teaching staff, students, School Councils and community partners. We want our students to be fully informed of their responsibilities at School

• We will try to ensure that, in all cases, students will be treated in a fair manner.

• We will have a consistent approach to school discipline; thus rules will be applied as the situation and cumulative behaviour warrants.

• We will try to be firm, fair and consistent with decisions and communicate those to all parties concerned.

TO OUR STUDENTS

Students are expected to exhibit a commitment to learning and to achieving success.

They are expected to take personal responsibility for their behaviour. This responsibility applies not only to their academic duties, but also to their use and care of school facilities, equipment, textbooks and supplies.

Each responsible student contributes to the well-being and success of everyone.
HONESTY

Expected Behaviour:
You are expected to be honest in your relations with students and staff. Lying, stealing and cheating are forms of dishonesty and as such are unacceptable behaviours.

Reason for Expected Behaviour:
You will benefit from your relations with others by being open and honest in what you say and do. Dishonesty in your words, actions or written work has a negative effect on your reputation and that of your school and parents.

Consequences of Misbehaviour:
You must realize that proof of dishonesty carries very serious consequences. In the case of stealing, restitution will be made at your expense. Cheating on a test or project will require that the work be redone to be evaluated by your teacher. In the case of lying, your parents and your teacher will discuss the situation and determine the consequences.

ACADEMIC SUCCESS

Expected Behaviour:
To ensure success in your school year, you are expected to complete all class and homework assignments on time and to the best of your ability.

Reason for Expected Behaviour:
Effort and determination are the keys to success. If you don't put forth your best effort and take pride in your work, then it won't be acceptable.

Consequences of Misbehaviour:
If your effort on homework is unacceptable you will complete it or redo it during your free time at school or possibly after class time.

APPROPRIATE LANGUAGE

Expected Behaviour:
Your language should be such that it shows respect for staff and students. Put-downs, name-calling, swearing, rude and obscene language spoken, written implied or gestured are unacceptable.

Reason for Expected Behaviour:
Being able to use appropriate and tasteful language is a valuable life skill. When language is offensive to others, hurt feelings may lead to further conflict.

Consequences of Misbehaviour:
If you use inappropriate language, you will be given an immediate time-out and be required to write an account of the incident. Serious infractions will lead to further detentions, contact with your parents and/or a possible suspension.
TOBACCO, ALCOHOL, DRUGS AND WEAPONS

Expected Behaviour:
Tobacco, alcohol, drugs and drug paraphernalia will not be permitted on school property. As well, weapons or any such objects that can be construed as weapons are not permitted.

Reason for Expected Behaviour
In your formative years we want to help you develop a good self-esteem and a healthy lifestyle. The use of tobacco, alcohol and drugs is dangerous. For your own protection, the law forbids you to use these items. The safety of our students is foremost in our concern for appropriate student behaviour.

Consequences of Misbehaviour:
If you use or possess any of these items, your parent and the proper authorities will be immediately notified to investigate the incident and it may result in suspension.

ATTENDANCE, ABSENTEEISM AND TARDINESS

Expected Behaviour:
You shall report to class promptly each day, ready and willing and able to work. If for any reason you should arrive late for class, you shall report to the office before going to your classroom. Absenteeism requires a written note from your parent or guardian. Telephone calls may be made home to verify absences.

Reason for Expected Behaviour
Punctuality is a form of courtesy towards your teacher and your classmates. Punctuality is a learned skill in making good use of your time at home and at school. If you are late, you disrupt your class when you enter. Students who miss a great deal of time are certain to encounter difficulty in keeping up their school work. In order for you to achieve your maximum potential, regular attendance is essential.

Consequences of Misbehaviour:
On some occasions lateness and absences are unavoidable. However, if lateness and absenteeism appear to be a problem, they will be investigated as discipline problems. Your parents will be consulted and you will be required to make up work that you missed. Mediation, and our attendance counselor may be involved.
STUDENT MOVEMENT

Expected Behaviour:
In school you are expected to walk quietly in the halls at all times. During Nutrition Breaks you shall remain in your classroom for the first 20 minutes, the first 10 minutes will be designated as a quiet eating time after which you may go outside.

Reason for Expected Behaviour:
These guidelines are necessary to ensure that all students are being supervised during their school day. Working classrooms have the right not to be disturbed by unnecessary noise.

Consequences of Misbehaviour:
If you are behaving inappropriately in any general area of the school, you will be reminded of the expected behaviour.
If the offence is serious or repeated, appropriate action will be taken - you may lose one or more of your privileges and your parents may be contacted.

UNAUTHORIZED AREAS

Expected Behaviour:
You will be in the following DESIGNATED AREAS only if you have the permission of your teacher: gymnasium, library, washrooms, staff room and classrooms other than your own. You may not go into the gym equipment room and take out any equipment unless you have the permission and supervision of your own classroom or physical education teacher.

Reason for Expected Behaviour:
These guidelines are necessary to ensure that all students are being supervised during their school day. Working classrooms have the right not to be disturbed by unnecessary noise.

Consequences of Misbehaviour:
If you are behaving inappropriately in any general area of the school, you will be reminded of the expected behaviour.
If the offence is serious or repeated, appropriate action will be taken - you may lose one or more of your privileges. You will be reminded of the rule and may have restricted privileges for a time. If the offence is serious or repeated, further privileges will be removed and your parent will be contacted.

EXTRA-CURRICULAR ACTIVITIES

Expected Behaviour:
On school buses, at extra-curricular activities or on field trips, all relevant school rules apply.

Reason for Expected Behaviour:
Remember that on these activities you represent your school, yourself and your family. Don't let your misbehaviour ruin the opportunity for others. Always let others know that you are proud to be a student at School.

Consequences of Misbehaviour
The supervising staff member will take appropriate disciplinary action. A serious offence will result in your removal from the field trip, event or team. Further action may be taken upon your return to school.
RESPECT FOR OTHERS

Expected Behaviour:
You are expected to treat all people with consideration and respect. Respect the rights of others to a school environment that is free from fear, prejudice, (racial or other), gender discrimination, distractions and verbal or physical interference. Threatening fighting, pushing, shoving, tripping, kicking, biting, spitting, gum chewing and rough play are not acceptable student behaviours. Treat others, as you would like to be treated.

Reasons for Expected Behaviour:
Every person needs a good self-image and has the right to be treated with respect. Getting along with others is a very important skill in making your way in today’s world. In addition, rough behaviour may hurt someone’s feelings or physically injure them.

Consequences of Misbehaviour
Disrespect or inappropriate behaviour may result in an immediate time-out and a behaviour form. Serious infractions will lead to further time-out, contact with your parent and a possible suspension.

CARE OF SCHOOL PROPERTY and THE PROPERTY OF OTHERS

Expected Behaviour:
You are expected to respect all property: parking lot classrooms, halls, washrooms, playground, gym, library, equipment textbooks and supplies. You are expected to respect your property and the property of others.

Reason For Expected Behaviour:
In taking care of school property you display pride in your school; you also help to maintain attractive surroundings and facilities that are necessary to successful learning for you and your fellow students.

Consequences of Misbehaviour:
If you damage school property or the property of others, you are expected to pay for repair or replacement costs. If a textbook is destroyed, lost or stolen, you or your parents will be expected to pay the replacement cost. Intentional damage is a crime and will be dealt with through your parents.
PERSONAL APPEARANCE

Expected Behaviour
You are expected to dress in a clean, neat, appropriate manner. Clothing covering the body to the mid-thigh is expected. Clothing with offensive words, slogans or pictures is considered inappropriate, as any clothing that promotes alcohol, drugs or tobacco products. Hats are to be removed while you are in the building. Coats and outside footwear are to be neatly arranged in your coat and boot area. **Midriffs and shoulders should be covered, spaghetti straps are not permitted.** Inside footwear should be worn at school.

Reason for Expected Behaviour:
Your appearance reflects your good judgment and your respect for yourself and others.

Consequences of Misbehaviour:
If you wear inappropriate clothing, you will be asked to cover up or put on something more suitable. If this causes any difficulty or the issue continues, your parents will be contacted to help resolve the matter.

DRESS CODE FOR PERSONAL APPEARANCE

Reason for expected behaviour:
The principles underlying the dress code serve to foster a sound learning environment, mutual respect and safety. Staff, students and parent volunteers are expected to dress in a clean, neat and appropriate manner. Although we recognize that it is the good judgement of parents to determine what is appropriate for their children to wear, the following guidelines are recommended.

Expected Behaviour:
Clothing should be non-distracting and non-disruptive to the learning environment. Revealing clothing is not considered acceptable. Apparel or jewelry that promotes or refers to alcohol, drugs, gangs, violence, tobacco products, sex or rudeness is not appropriate. Hats are to be removed while you are in the building. Coats and outside footwear are to be neatly arranged in your coat and boot area. Inside footwear should be worn at school.

Undergarments: Boys' or girls' undergarments should not be visible.

Shorts: Should be of a modest length (approximately finger tip or longer)

Tops: No "off the shoulder" look allowed; appropriate length and size; no bare midriff; appropriate sized armholes

This dress code applies to all school-related activities, field trips and other special events unless it is a special day i.e. School Spirit Days.

Consequences of Behaviour:
If you wear inappropriate apparel, you will be asked to cover up or put on something more suitable. If this causes difficulty or the issue continues, your parents will be contacted.
SAFE ARRIVAL PROGRAMME

IT IS IMPERATIVE THAT THE SAFE ARRIVAL CONSENT FORM IS RETURNED, INDICATING YOUR DECISION TO PARTICIPATE OR NOT TO PARTICIPATE

CALL 835-2108 EXT 4

The Safe Arrival phone line is accessible 24 hours.
Please include the following information in your message
- the student’s first and last name
- teacher's name
- expected length of absence and reason

If your child is a bus student and the bus is cancelled for any reason, it will be assumed that your child is home for the day. No safe arrival calls will be made.

If your child is a walker and the bus is cancelled for any reason, please call 835-2108 Ext. 4 to notify school that child is at home. We will attempt to call safe arrival for students who are not reported as absent by parent or guardian.

Safe Arrival phone calls will be made based on the contact numbers supplied on the Student Verification Form.

Important information for participating families ONLY:

The success of the programme will depend upon a number of crucial factors, namely:
- Parents' acceptance of their responsibility to phone every time a child is absent or late.
- Updating contact numbers as they change.
- Time for designated Safe Arrival person to make the phone calls.

DISCLAIMER

We cannot guarantee that the system will be foolproof and neither the school nor the Safe Arrival Program accept legal implications from a parent’s voluntary use of the programme. It still remains the legal RESPONSIBILITY OF THE PARENT/GUARDIAN to ensure that the child arrives at school.

Revised September 2009
It is each parent's responsibility to decide whether or not it is safe for a student to leave for school under severe weather conditions.

**Buses Cancelled**
- When buses have been cancelled in the morning they are cancelled for the entire day and will not run.
- Students who normally ride the bus should not be sent or taken to school unless the parent arranged for their child’s safe return home at the end of the regular school day; or during the school day if conditions worsen and it becomes necessary to close the school at any time before the end of the regular dismissal.
- Students who normally walk to school are expected to attend, if parents deem it safe.
- Programming will be provided for attending students.

**School Closed Early Morning**
- When a school has been declared closed it will be considered closed for all students and staff.
- Do not send your children, as there will be no staff on duty.

**School Closed During the Day**
- Deteriorating weather conditions may affect bus schedules and school closures.
- Unexpected emergencies (loss of heat, electricity, potable water, etc) may necessitate closing a school before the end of the regular school day.
HILLSDALE ELEMENTARY SCHOOL

STUDENT ACCEPTABLE USE FOR INFORMATION COMMUNICATION TECHNOLOGY

Inappropriate Use/Activities
Students shall not:

- plug personal devices into network cables. All personal devices must connect to the wireless guest network only.
- share passwords, except as may be required by staff for maintenance and support purposes.
- login to anyone else’s account, nor will they attempt to access the personal data of others.
- deliberately attempt to disrupt the system or to destroy data by spreading computer viruses or by using other means. These actions may be illegal. Any attempt to do so, shall be referred to the appropriate authorities.
- use ICT to engage in any illegal activities.
- use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
- use racial slurs, comments, jokes or teasing and defamatory or discriminatory communications and postings, graffiti and other behaviour that might cause a negative school climate.
- share information that, if acted upon, could cause damage or danger of disruption to the system or bring about harm to others.
- harass others; (Harassment is persistently acting in a manner that distresses or annoys another person).
- cyberbully others.
- knowingly or recklessly post false or defamatory information about a person or organization.
- share private information about another person.
- access, store or distribute material that encourages conduct that would be a criminal offence. This includes materials that are profane or obscene (pornography), that advocate illegal or dangerous acts, or that advocate violence or discrimination towards other people (hate literature).
- use ICT to record or photograph other students unless authorized by school teaching or administrative staff prior to any recordings being made. Such equipment includes board and personally-owned devices, such as cell phones, smart phones, iPods, iPads, computers, personal digital assistants (PDAs), cameras, MP3 players, tape recorders, video-recorders, digital audio recorders and any other technological equipment that allows for recordings to be made of visual images and/or sounds. This is to respect the privacy and ensure the safety of all students and staff.

Security/Safeguards

- The SCDSB uses appropriate Internet filtering and blocking to reduce the risk of students accessing inappropriate content online; however no software is capable of blocking all inappropriate material.
- Students are responsible for the use of their individual account and shall take all reasonable precautions to prevent others from being able to access and use their account. Students must not share their password, except to staff when necessary to obtain technical support and assistance. If a password has been shared with staff it must be changed immediately following service.
- Students will immediately notify the system administrator if they have identified a possible security problem. Students will not intentionally search out security problems. This may be construed as an illegal attempt to gain access.
- Students will avoid the inadvertent spread of computer viruses by using virus protection procedures when downloading software.
Expectation of Privacy

- **Students should not expect that online work is private.** Staff may access student digital media work spaces for assessment and support purposes, to maintain system integrity and to ensure that students, in accordance with the appropriate use, are using the system responsibly and safely. A search may be conducted if there is reasonable cause to suspect that a student has violated the law, the Code of Conduct or the Student Information Computing Technology Appropriate Use Agreement.
- When using social networking sites outside of the classroom (i.e. in their homes), students are reminded that appropriate behaviour and anti-bullying guidelines apply in the online world. Protect your privacy, safety and reputation and the privacy, safety and reputation of others.

When working online students shall practice safe computing practices including:

- Protecting their identity and reputation;
- not posting personal information about self and others (the internet is a public place); and
- protecting their digital footprint (what goes online stays online).

Plagiarism and Copyright Infringement

- Students will not plagiarize works they find on the Internet. Plagiarism is taking the writings or ideas of others and presenting them as if they were original to the student. (see Policy 4181 Plagiarism and Cheating and APM1460 Assessment, Evaluation and Reporting)
- Students will respect the rights of copyright owners and shall not download protected works (i.e. images, movies and music, etc.). Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, the student should follow the expressed requirements. If the student is unsure whether or not they can use a work, they should request permission from the copyright owner.
- SCDSB software is for school use unless licensed otherwise. Use of SCDSB licensed software on equipment for which it is not licensed is a copyright infringement and is **illegal**.
- Use of software on SCDSB equipment that is not licensed for use on SCDSB equipment is a copyright infringement and **illegal**.

Responsibilities of Parents

- Parents/guardians must review and agree to the appropriate use agreement.
- Parents/guardians may request the termination of their child(ren)’s individual account.
- The SCDSB Appropriate Use Guidelines for Students contain restrictions on accessing inappropriate materials. Student use will be supervised during instructional time. Parents/guardians should be advised that a wide range of materials are available from the Internet, some of which may not be fitting with the particular values of their families. Parents/guardians are encouraged to specify to their child(ren) those materials which are not appropriate.

The Student Information Computing Technology Appropriate Use Agreement is a separate document, please review, sign and return to the school.
Potential strangulation from drawstrings on children’s outerwear

OTTAWA - Health Canada is warning Canadians about the potential danger of children being seriously injured or strangled by drawstrings on children’s outerwear. Drawstrings, especially on snowsuits, jackets and sweatshirts, can become caught on playground equipment, fences or other objects. Recently, a child in New Brunswick narrowly escaped serious injury when the drawstring on her coat became caught in a school bus handrail.

Parents and caregivers are advised to check all children’s outerwear for loose drawstrings and:

- Remove all drawstrings from the head and neck area of children’s outerwear.
- At the bottom of children’s outerwear, either remove the drawstrings completely or trim the exposed length to 8 cm, with the garment fully stretched.
- Make sure the end of the drawstring is free of knots, loops or toggles, as they can get caught.
- To keep it from slipping through its channel, make sure the drawstring is tacked to the garment.
- Ensure that new purchases of children’s clothing have alternative closures to drawstrings: elastics, buttons, Velcro, or snaps.

For further information, consumers should contact the nearest Health Canada Product Safety Office listed below.

Playgrounds – Danger of strangulation

Each year in Canada, thousands of children get hurt at playgrounds playing on slides, monkey bars or swings. Some children have died when their clothing or drawstrings got caught on playground equipment or fences. Some children have died when they became entangled in ropes or skipping ropes attached to playground equipment. Loose clothing, hoods, scarves, drawstrings, mitten cords, ropes and skipping ropes can strangle a child!

Safety Tips

- Remove cords and drawstrings from children’s hoods, hats and jackets.
- Tuck in all clothing that can get caught on playground equipment.
- Wear a neck warmer instead of a scarf.
- Take off bicycle helmets before using playground equipment. Bicycle helmets can get trapped on equipment and strangle a child.
- Make sure children do not tie ropes or skipping ropes to slides and other playground equipment.
- Supervise children on the playground.
- Teach children how to use playground equipment and play safely.

Safe Kids Canada at 1-888-723-3847 or visit their web site at: www.safekidscanada.ca.

For more information, contact the Product Safety Bureau, Health Canada at:

Toronto, ON (416) 973-4705

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