

Name _____

STUDENT HANDBOOK 2018-2019

www.ddsb.ca/school/whitbyshores

*485 Whitby Shores Greenway, Whitby, Ontario L1N 0G8
(905) 666-6667*

“ON THE TRAIL TO LEARNING, CARING AND ACTION”

WHITBY SHORES PUBLIC SCHOOL

485 WHITBY SHORES GREENWAY
WHITBY, ONTARIO
L1N 0G8
TELEPHONE: (905) 666-6667

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Communication between the home and school is important for student success. We trust that this agenda will provide a better understanding of the school and its expectations of the students. More detailed information about school programs is available through contacting your child's teacher, checking out our website and by reading the Durham District School Board calendar.

The most direct line of communication continues to be the telephone. If you have a concern or question, please call. The following are some of the people willing to assist:

1. Your child's teacher: (905) 666-6667
2. Principal: David Hogg (905) 666-6667
3. Vice-Principal: Stacey Christopher (905) 666-6667
4. Office Administrator: Carolyn Sullivan (905) 666-6667
5. Administrative Officer: David Fitchett (905) 666-5500
6. Area Superintendent: Martine Robinson (905) 666-5500
7. Director of Education: Lisa Millar (905) 666-5500

8. Trustees: Christine Winters and Kim Zeppieri (905) 666-5500

Should you require accessibility accommodations for participation at meetings, please contact Mrs. Sullivan.

WELCOME

Welcome to Whitby Shores Public School. This agenda is designed for student organization of their assignments, communication between the classroom teacher and the home, and to provide an outline of school regulations and procedures. In partnership with you, we the staff at Whitby Shores P.S. hope that our children will 'learn to think, care and act.'

THE 4 A's

In addition to recognition for special achievements, we will use the 4 A's to recognize student success at our celebration assemblies.

Academics: Improving student achievement is a school priority.

Athletics: Healthy body, healthy mind. From athletics to daily physical activity, we will recognize those students with 'body smarts.'

Arts: Visual arts, drama, dance and music are areas that round out a student's educational experience.

Attitude: Underlining all that takes place in a child's development is their character. Attributes we look for and encourage are:

respect, perseverance, teamwork, honesty, responsibility, empathy, kindness, optimism courage and *integrity*.

SAFE SCHOOLS

At Whitby Shores we strive to build a positive learning climate:

_ Focusing on the safety of students and staff;

_ Healthy and inclusive relationships are promoted;

_ Students are encouraged to be positive leaders in their school community;

_ All education partners, including students, are actively engaged;

_ Bullying prevention and awareness-raising strategies for students and staff are reinforced through programs that address discrimination based on such factors as age, race, sexual orientation, gender, faith, disability, ethnicity and socio-economic disadvantage;

_ Improvement of student achievement is emphasized.

SCHOOL HOURS

8:40 - 8:50 a.m. Yard Supervised

8:50 a.m.	Student Entry
10:15 a.m.	Recess
11:35 a.m.	Lunch Dismissal
	12:35 p.m.
	Student
	Entry
	2:00 p.m.
	Recess
3:20 p.m.	Dismissal

A STUDENT'S CREDO FOR CANADIAN UNITY

We join together in gratitude for our country Canada, so rich in its people, its beauty, its differences between us do not divide us, but add to the richness of our land and our lives together.

Believing in these things, we will ever strive to cultivate harmony and tranquility among all who identify as Canadians, always thankful for the mosaic which is the true basis of our nation.

SCHOOL COMMUNITY COUNCIL

The Whitby Shores' School Community Council works as an advisory group to the school administration on issues that concern the school community. The S.C.C. will maintain a school-wide focus with special interest regarding student issues. The council will include parent representatives, teaching staff, non-teaching staff, administrative staff, students and a community representative.

All parents are welcome to attend SCC meetings and provide input. If there are any issues that you see as important for the school community, please contact a council member to discuss the issue. Meeting notices are posted on the website. There are currently vacancies for

heritage and resources.

We trust that our nation will ever be a truly human community and a place of peace, where we may live in respect for one another, having grown in wisdom and spirit through sharing our lives with people different from ourselves.

May we be strengthened in our unity through the appreciation of our various backgrounds of all kinds - ethnic, cultural and religious:

Recognizing that these

parent representatives on the council and we encourage you to join us. Watch for the notices regarding upcoming elections and meetings on the website.

ATTENDANCE / SAFE ARRIVAL

It is the parents/guardians' responsibility to see that children are regular and punctual in their attendance. Please encourage good habits early by ensuring that children are absent only when it is absolutely necessary.

The yard is unsupervised prior to 8:40 a.m. Students should not be dropped off prior to that time. If the weather is extreme, the children will be admitted at 8:40 a.m. and will be kept in at recesses and/or lunch hour. On inclement lunch hours, please send your child back at 12:30 p.m. in order to avoid overcrowding during lunch.

Our school has a Safe Arrival Program. The Safe Arrival Program was established to ensure that all of our students are either safely at home (with parental consent) or safely at school. **Parents must contact the school and leave a message if their child will not be in attendance on a particular day.**

USE OF THE SCHOOL TELEPHONE BY STUDENTS

Our telephone lines are in frequent use for important outgoing and incoming calls. Students will only be permitted to use the telephone if:

- they are required to stay for extra help.
- they have an unscheduled practice.

Note: Plans to stay with a friend must be completed at home.

SAFE WELCOME

In keeping with our commitment to put safety first in our schools we participate in the Ministry of Education's Safe Welcome program. The DDSB Safe Welcome Program includes the locking of all school doors 10 minutes after the entry bell. Doors are unlocked during the lunch period and at dismissal time. In addition, our front doors are locked after 4:15 pm with the exception of permit based events at the school.

EARLY LEAVING OF STUDENTS

If you need to pick up your child for an appointment, please report to the office and sign your child out. A note to the teacher that morning would be helpful.

VISITORS

We are glad to have you visit the school. For reasons of security, visitors and guests are to report to the office to sign in and receive a tag.

SCHOOL YEAR CALENDAR

The school year for students begins on

Tuesday, September 6, 2016 and ends on Thursday, June 29, 2017. There are **no early dismissal days** this school year.

PROFESSIONAL ACTIVITY DAYS

When the Ministry approves the calendar, these dates will be posted on our website.

Thursday, September 1, 2016
Friday, October 7, 2016
Friday, November 18, 2016
Friday, January 20, 2017
Friday, May 5, 2017
Friday, June 2, 2017
Friday, June 30, 2017

STATUTORY HOLIDAYS

Thanksgiving Day	October 10, 2016
December Vacation	December 26, 2016 - January 6, 2017
Family Day	February 20, 2017
March Break	Fri., March 10 - Fri., March 17, 2017
Good Friday	April 14, 2017
Easter Monday	April 17, 2017
Victoria Day	May 22, 2017

ENTRY AND DISMISSAL

Parents may be with their child on the yard in the mornings. At the entry bell, students will line up at their appropriate location and enter the school. If meeting your child for dismissal, please plan a meeting place **outside** of the school.

WALK AND RIDE TO SCHOOL

Walking to school has health, social and environmental benefits. At Whitby Shores students will be encouraged to walk, roller blade, skateboard, scooter or cycle to school. Cyclists are required to wear a helmet. Helmets are highly recommended for roller blades, skateboards and scooters. When

arriving on school property, these items **must** be walked or carried.

STUDENT DROP OFF / PARKING LOT SAFETY

A staff member will be present to escort Kindergarten children to their yard. If you must drop your child off, ensure that you stop at the

LUNCH HOUR POLICY

Parents are encouraged to have children eat lunch at home. We realize, however, that this is not always possible. Therefore, we have lunchroom supervisors on duty for those children who stay. Eating lunch at school is a privilege and the following basic expectations are for all students who must stay for lunch:

Pupils are expected to remain on the school grounds for the duration of the noon hour unless written permission from home has been received by the office. The parent/guardian assumes responsibility for the child during the time they leave school property.

Students who behave inappropriately during the lunch hour may have their lunch privileges removed.

We will continue to follow our “Boomerang Lunch” initiative in order to support environmental initiatives at the school. These include reducing our total garbage output and encouraging “litterless lunches.” To assist in this initiative, you are asked to use reusable materials to pack lunches.

NO SMOKING

Smoking is not permitted on Board property and is subject to a provincial fine.

SOME PROHIBITIVE ITEMS

Weapons or any items that could be used as a weapon are not permitted. Laser pointers and liquid paper white-out are prohibited. **Cell phones** and **cameras** may not be used during

stop sign BEFORE the sidewalk to ensure pedestrians’ safety.

NO DOGS ALLOWED

Dogs are not allowed on school property even if they are on a leash. Not all dogs are as well behaved as yours so the rule must apply for all. Thank you for respecting this request.

the school day except with a teacher’s permission/supervision.

LOST AND FOUND ITEMS

The Lost and Found boxes are located in the main hall and on the second floor near the library. Please encourage your child to retrieve lost articles. Unclaimed articles will be sent to a charitable organization at the end of each school term.

It is recommended that all personal items be labelled with the student’s name.

LOCKERS

Grade 8 students will be provided with a locker and are expected to keep it locked. The locker continues to be the property of the Durham District School Board, for the school year, and not the property of the student. Administration has the authority, with reasonable suspicion, to search personal property and lockers. A form outlining rights and responsibilities will be sent home.

SCHOOL ATTIRE

Students are expected to come to school suitably dressed for an educational environment.

Hats are to be removed upon entering the building. Clothes should be clean, neat, and of a style that is not offensive to fellow pupils and/or staff. Students are not allowed to wear

any clothing that contain any advertising logos for products such as alcohol, cigarettes, and illegal substances, or contain statements that are considered offensive by the administration and/or teachers.

Shorts and skirts must be an appropriate length.

A good guideline for short and skirt length is to ensure that shorts and skirts extend to the finger tips when arms are at your side. Tops must not be low-cut and must cover the midriff/waist and

REPORT CARDS

Progress Report

Report sent home, November 16th

Parent Interview Day, November 18th

First Provincial Report Card

Report Card sent home - February 10th

Second Provincial Report Card

Report Card sent home - June 28th

CARE OF SCHOOL PROPERTY

The facilities, texts, books and equipment in the school are supplied by the Durham District School Board for the use of staff and students. It is the policy of the school and the Board that if a book or piece of equipment issued to a student for his/her use, is lost, mutilated or willfully damaged, that book or piece of equipment must be replaced at a price determined by the school

HEALTH INFORMATION

Student Illness at School:

In the event of an accident or illness, parents will be contacted as quickly as possible. It is imperative that we have up-to-date phone numbers on file (home, work and emergency). Should any of these numbers need updating during the year, please send the changes to the office administrator.

Medical Conditions and Medications:

back. Spaghetti straps are not permitted. Underwear is not to be shown. See-through mesh tops or pyjama bottoms are not to be worn.

Students who arrive at school in attire will be given the opportunity to change or to cover up. During the colder months, outer clothing such as outdoor jackets and hats are also not acceptable for in-class instruction.

We strive to support student well-being at school so it is important that you complete the ***health conditions/allergies/medication*** portion of the registration form. Conditions such as asthma, diabetes, epilepsy and anaphylaxis may require special plans to keep students safe and healthy at school.

Students sometimes need medication for a temporary condition and a request is made for staff to administer medication to students. Board policy requires that a formal *Request for Administration of Medication* form be completed and signed by the parent/guardian and the family physician. These forms are available at the school office. All medicine will be stored and dispensed in the office.

AN "ALLERGY ALERT SCHOOL"

At our school, we believe in protecting the social, physical and emotional safety and well being of all of our students and staff members. As such, our school has been declared an "***Allergy-Alert School***", due to the numbers of students that we have currently in our school population who have a life-threatening allergy to peanuts, nuts, mustard seed and/or nut products. If exposed, a child can go into anaphylactic shock which can result in death.

How can **YOU** help? If your child has a

severe allergy, please contact the school. To limit the possibilities of a child being exposed to the taste or smell of such products and to avoid the residue of such products on school materials (including desks, pencils, books, door knobs, etc.), we ask that you help us keep the school **PEANUT/NUT/MUSTARD SEED FREE**. The key to preventing an emergency is absolute avoidance. Should your child bring such a product to school, we will have the snack or lunch items set aside and returned to you at the end of the day, still in the wrapper/container. While we are not able to guarantee a student's non-exposure to nuts, nut byproducts or nut residue, we need your cooperation to help reduce the risk to these students.

DDSB ACCEPTABLE AND SAFE USE FOR COMPUTER AND TECHNOLOGY USE

The Durham District School Board's computers are available to help students with learning. When using the computers, students must follow all rules as outlined by their teacher. These rules appear within the Elementary School Acceptable and Safe Use Procedure of the Durham District School Board. It is the student's responsibility to understand and follow these rules. Any vandalism, inappropriate use, or invasion of privacy by a student will result in disciplinary actions to be determined by the principal. This may include loss of computer access and/or legal action.

INTERNET USE AGREEMENT

2016 - 2017

WHITBY SHORES PUBLIC SCHOOL,

DURHAM DISTRICT SCHOOL

BOARD:

The use of the Internet is an excellent educational tool. Because of the nature of the Internet, there must be

avoidance at all times.

We would ask that your child NOT bring any snacks or lunches to school that contain peanuts, nuts, or nut by-products at all. This includes products such as soy butter (WOW butter).

certain constraints placed upon the use of the Internet within the school. It is to only be used for the exchange of information in order to support the user's education.

INTERNET USER RULES

The Internet shall be used only to gain access to material that supports classroom activities and research. Material shall not be accessed that is of a sexist, racist, homophobic or pornographic nature or that Canadian law prohibits.

File or topic searches shall not contain profanity or other objectionable material.

E-mail use, both sending and receiving, is prohibited.

Illegal activities are strictly forbidden and any use relating to illegal activities will be reported to

the proper authorities. Software downloading is not allowed for reasons of possible viruses or copyright.

CONSEQUENCES FOR VIOLATIONS

Students who violate the school Internet rules and/or school network rules will face loss of network privileges and/or other consequences consistent with the schools Code of Behaviour, including suspension and possible criminal prosecution.

PROGRESSIVE DISCIPLINE AND THE CODE OF CONDUCT

“Discipline is about preparing children for all the choices they will be making and ensuring they are ready to handle them.” (Morrish) This is done through training, teaching and managing students to succeed in making good choices. At Whitby Shores P.S., we are committed to a step-by-step process that involves staff taking a proactive and progressive approach for handling discipline. This approach is in partnership with administration and parents and the goal is to assist students in becoming responsible members of the school community.

All students, parents, teachers and staff have the right to be safe, and feel safe, in their school community. With

this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or themselves.

The *Provincial Code of Conduct* sets clear standards of behaviour and possible consequences for student actions that do not comply with these standards.

More information can be found at:

<http://www.edu.gov.on.ca/eng/safeschools/code.html>

Our goal is for students to achieve academic, physical and social success in an environment of courtesy, cooperation and respect.