

HILLSDALE PUBLIC SCHOOL  
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### **HILLSDALE CODE OF CONDUCT**

<p>YOU SHOW RESPECT FOR YOURSELF WHEN YOU</p> <ul style="list-style-type: none"><li>➤ keep yourself CLEAN</li><li>➤ dress properly for school</li><li>➤ follow a healthy lifestyle</li><li>➤ resist negative peer pressure</li><li>➤ watch out for your own safety</li></ul>	<p>YOU ARE RESPONSIBLE FOR</p> <ul style="list-style-type: none"><li>➤ understanding the dress code</li><li>➤ your own actions</li><li>➤ knowing and setting your own limits</li><li>➤ maintaining a positive attitude</li><li>➤ accepting the consequences of your actions</li></ul>
<p>YOU SHOW RESPECT FOR OTHERS WHEN YOU</p> <ul style="list-style-type: none"><li>➤ accept individual differences</li><li>➤ honour personal space and privacy</li><li>➤ value others' opinions and beliefs</li><li>➤ contribute to a violence, harassment and bully-free environment</li><li>➤ play safely and fairly</li></ul>	<p>YOU ARE RESPONSIBLE FOR</p> <ul style="list-style-type: none"><li>➤ knowing the school rules</li><li>➤ being respectful and considerate</li><li>➤ being polite to everyone</li><li>➤ resolving conflicts peacefully</li><li>➤ managing your own anger</li><li>➤ reporting strangers and trespassers to the office</li></ul>
<p>YOU SHOW RESPECT FOR LEARNING WHEN YOU</p> <ul style="list-style-type: none"><li>➤ strive to do your best</li><li>➤ uphold the right of everyone, including yourself, to have an uninterrupted learning environment</li><li>➤ ask for help when you need it</li><li>➤ hand in only your own work</li></ul>	<p>YOU ARE RESPONSIBLE FOR</p> <ul style="list-style-type: none"><li>➤ attending and being on time for all classes</li><li>➤ being prepared for class</li><li>➤ completing homework and handing in assignments on time</li><li>➤ participating in class activities</li><li>➤ managing your behaviour</li></ul>
<p>YOU SHOW RESPECT FOR LANGUAGE WHEN YOU</p> <ul style="list-style-type: none"><li>➤ speak politely and respectfully</li><li>➤ DO NOT swear, mock, harass, threaten, gossip, bully or use sexist or racist language</li></ul>	<p>YOU ARE RESPONSIBLE FOR</p> <ul style="list-style-type: none"><li>➤ knowing what language is appropriate to a school setting</li><li>➤ your TONE OF VOICE</li><li>➤ understanding when joking and kidding go too far</li></ul>

## **HILLSDALE PUBLIC SCHOOL CODE OF CONDUCT 2020-2021**

The Code of Conduct for Hillsdale Public School is designed to provide a framework to ensure that school is a safe, productive learning environment for all. The Code of Conduct is subject to change at any time, based on directions from the Ministry of Education or the Durham District School Board.

When staff, students and families work together, a positive and productive learning environment is established where goals are set and achieved. The Code of Conduct establishes the level of behaviour expected for all, so that we have the best possible school where success and achievement are reached through cooperation, courtesy and respect. We ask families to review this Code of Conduct at the beginning of the school year so that all parties are familiar with school expectations and procedures.

### **2020-2021 SCHOOL YEAR CALENDAR**

The school year will begin on **Tuesday, September 8, 2020**. The last day of elementary school classes is Tuesday June 29, 2021.

### **2020 - 2021 Noteworthy Dates**

Sept 8	First day of school	February 15	Family Day
Sept 22	Picture Day	March 15-19	March Break
Sept 23	Open House	April 2	Good Friday
October 12	Thanksgiving	April 5	Easter Monday
November 4	Picture Retakes	May 11	Welcome to Kindergarten
November 12	Parent/teacher interviews	May 24	Victoria Day
November 13	PD Day – interviews am only	May 25 – June 5	EQAO – gr 3&6
December 21	Winter Vacation begins	June 4	PD Day
January 4	Classes resume	June 21	Grade 8 Graduation
January 15	PD Day	June 29	Last day of school

### **ROLE OF PARENTS**

Parents play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students.

Parents fulfil this responsibility when they:

- show an active interest in their child's school work and progress;
- communicate regularly with the school via student agendas/phone/interviews;
- help their child be neat, appropriately dressed and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- become familiar with the Code of Conduct and school rules;
- encourage and assist their child in following the rules of behaviour;
- assist school staff in dealing with discipline issues;
- demonstrate respect for all students, staff and other parents.

## ROLE OF STUDENTS

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour.

Respect and responsibility is demonstrated when a student:

- comes to school prepared, on time and ready to learn;
- shows respect for themselves, others and for those in authority;
- refrains from bringing anything to school that may compromise their safety or the safety of others;
- follows the established rules and takes responsibility for his or her own actions.

Mandatory Daily Screening	
<b>Screening</b> <ul style="list-style-type: none"><li>• <b>All students and staff are required to undergo a daily self-screening</b> before arriving to school, childcare or work.</li><li>• Parents of school-age children must ensure that they conduct the DDSB screening for their child(ren) every day before sending them to a DDSB school.</li><li>• <b>Staff and students must <u>not</u> come to school if they have symptoms, are feeling ill, or if someone they have come in close contact with is positive with COVID-19 IN THE PAST 14 days.</b></li></ul>	
If you have any of these symptoms, you must stay home: <ul style="list-style-type: none"><li>• New or worsening cough</li><li>• Shortness of breath/difficulty breathing</li><li>• Fever of 37.8 degrees Celsius or greater</li><li>• Sore throat</li><li>• Difficulty swallowing</li><li>• Changes to sense of taste or smell</li><li>• Nausea/vomiting, diarrhea, abdominal pain</li><li>• Runny nose, or nasal congestion (not caused by seasonal allergies)</li></ul>	<b>Every morning, parents/guardians MUST screen their children BEFORE they board the school bus, come to school or childcare.</b>  DDSB staff and bus drivers will also be performing a self-screening before coming to work.  Daily records of attendance of all persons within the school building will be kept up to date and available to Durham Region Health Department to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.

## Suspected COVID-19 Cases

Hillsdale has designated a room as a temporary sick room used solely for isolating individuals who become sick. We will have a **COVID-19 Kit** to be used when a student, staff member or visitor displays

any signs or symptoms. The Kit includes mask, goggles or face shield, disposable gloves, disposable gown (if required).

If a student begins to experience symptoms of COVID-19 while attending school, they will be sent immediately to the designated sick room where they will be supervised by a staff member. Parents/guardians or emergency contacts for the child will be required to immediately pick up the child.

**The school will contact the Durham Region Health Department if COVID-19 is suspected in a student or staff member.**

If Covid-19 is ruled out by the health care provider, the child may return to school 24 hours after symptom resolution.

### **Confirmed COVID-19 Case**

If a COVID-19 case is identified at Hillsdale P.S., a COVID-19 will be declared by the Durham Region Health Department (DRHD).

- DRHD will take the lead and provide further direction on who else in the school may need testing and/or monitoring/isolation at that time.
- Staff/children with a confirmed diagnosis of COVID-19 must follow instructions from public health to determine when they can return to school.
- Individuals who have tested positive for COVID-19 will be contacted by DRHD and provided with information about their requirements to self-isolate and identify potential contacts.
- If a person was at a school/worksites while infectious, DRHD staff will determine if they posed any additional risk to the workplace.
- Public Health will consult with the DDSB or Child Care operator if additional information is needed related to the individual (e.g., to confirm their close contacts) or if any other measures need to be taken by the workplace or staff to reduce the risk of transmission

*What is a close contact?*

Health Canada defines “close contact” as a person who:

- Provided care for the individual, including healthcare workers, family members or other caregivers, or who had other similar close physical contact without consistent and appropriate use of personal protective equipment;
- Lived with or otherwise had close prolonged contact (within 2 meters) with the person while they were infectious;
- Had direct contact with infectious bodily fluids of the person (e.g., was coughed or sneezed on) while not wearing recommended personal protective equipment.

**All DDSB schools will participate in contact tracing through keeping records of classes, transported students, and visitors to schools.**

## Health and Safety Practices @ Hillsdale P.S.

Item	School Practices	Student practices
<b>Physical distancing</b>	<ul style="list-style-type: none"> <li>• Signage on floors and walls for hallways (directional/one-way markings) and outside the main office</li> <li>• Handwashing decals posted above all sinks</li> <li>• Respiratory etiquette (cough, sneeze, etc) posted in all classrooms</li> <li>• Self-assessment sign for Visitors posted on all main entryways</li> </ul>	<ul style="list-style-type: none"> <li>• respectfully follow signage and social distancing markers posted around the school</li> <li>• staggered entry/exit</li> </ul>
<b>Shared Equipment &amp; Materials</b>	<ul style="list-style-type: none"> <li>• Limited as much as possible</li> <li>• Provide disinfectants for cleaning between use</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain social distancing as much as possible</li> <li>• Wipe down after use</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>• Provide disinfectant</li> </ul>	<ul style="list-style-type: none"> <li>• Wiped down after each use</li> </ul>
<b>Washrooms &amp; Fountains</b>	<ul style="list-style-type: none"> <li>• Water fountains closed and taped off</li> <li>• Scheduled water bottle filling and w/c breaks</li> </ul>	<ul style="list-style-type: none"> <li>• Wash hands after use</li> <li>• Use designated w/c</li> <li>• Adhere to scheduled w/c breaks as much as possible</li> </ul>
<b>Busses</b>	<ul style="list-style-type: none"> <li>• Assign seating</li> <li>• Display and give copy of rider expectations</li> <li>• CLOSE OFF bus entrance during arrival and departure of school</li> </ul>	<ul style="list-style-type: none"> <li>• Remain seated until they can exit Respect rider expectations</li> <li>• Wear a mask</li> <li>• Sanitize hands before boarding</li> </ul> <p>**walk to/from school as often as possible</p>
<b>Masks</b>	<ul style="list-style-type: none"> <li>• Provided with medical masks and face shield</li> <li>• Staff who are in regular close contact with students will be provided with appropriate personal protective equipment</li> <li>• Gloves when disinfecting</li> </ul>	<ul style="list-style-type: none"> <li>• Grades K-3: encouraged</li> <li>• Grades 4-8: mandatory</li> </ul> <p>*students will be provided with 2 cloth masks</p> <p>*Masks are not required to be worn at recess</p>

<b>Sanitization</b>	<ul style="list-style-type: none"> <li>• hand sanitizer in all classrooms or a handwashing station for students and teachers</li> <li>• frequently touched surfaces will be cleaned and disinfected at least twice a day throughout the school building (door knobs/handles, light switches, push plates, faucet handles and buttons, flush handles, stall latches, hand dryer buttons, product dispensers, and accessibility buttons.</li> <li>• schools will undergo extra cleaning and disinfections at the end of each school day</li> <li>• each class will have a schedule to regularly clean hands (upon entering school, before lunch and recess breaks, after using bathroom, returning from playing outside and after sneezing/coughing)</li> <li>• students will be educated on proper cough and sneeze etiquette and to avoid touching their eyes, nose and mouth (**parents/guardians are encouraged to continue this practice at home)</li> </ul>
<b>Lunch and recess</b>	<ul style="list-style-type: none"> <li>• Proper hand washing before and after eating</li> <li>• Empty food containers to be taken home</li> <li>• Bring own utensils and water bottles. Water drinking fountains will be closed off but the water bottle refill stations will be available.</li> <li>• Food sharing will not be permitted</li> <li>• Practice physical distancing at recess</li> </ul>

### ENTRY AND EXIT

To ensure an orderly entrance and exit, all students have been assigned an entry and exit door. Parents picking up their children are to meet them at their designated exit door or at a pre-determined location, outside of the school.

### VISITOR POLICY

Visitors to the school, during school hours, must enter through the south doors closest to the parking lot. A **“push to talk”** intercom station is tied into the secretary’s workstation phone, and a **“camera”** located at the main entrance allows the office staff to view who is at the main entrance. The school secretary has a **“Door Release Button”** at her workstation allowing her to regulate access to our building. For those with a scheduled appointment, upon entry, please sanitize your hands and proceed directly to the office. If you need to pick up your child during the day, please call the office in advance to schedule the pick up. **Unscheduled visitors and family members of child(ren) may not be able to enter the building.** You may speak to the secretary through the intercom and wait for your child outside the building. It is important that we keep everyone safe.

**DRESS CODE: Appropriate Dress**

Students must wear:

- Clothing which includes both a top and a bottom layer
- Footwear

Students may wear:

- Any clothing that supports a human rights related need or accommodation
- Clothing (tops) that expose arms, shoulders, stomach, midriff, neckline, cleavage, and straps but will cover nipples
- Clothing (bottoms) that expose legs, knees, thighs, hips and expose waistbands but will cover groin and buttocks
- Any headwear that does not obscure the face, subject to human rights related needs and accommodations

**Inappropriate Dress**

Students may not wear:

- Clothing that promotes/symbolizes illegal activity (including gang activity) or drugs or alcohol or their use
- Clothing that promotes, symbolizes or incites hate, discriminations, bias, prejudice, profanity, pornography, incites harassment or bullying, threatens harm to the safety of self or others or that includes offensive (e.g. sexist, racist, homophobic, anti-Indigenous, anti-Black, anti-Semitic, Islamophobic, etc.) images or language
- Clothing (tops) that exposes nipples
- Clothing (bottoms) that expose groin and/or buttocks
- Clothing (mask/scarf) that obscures the face (unless required to meet human rights related needs or accommodations)
- Undergarments as outerwear
- Transparent clothing that fully exposes undergarments
- Swimwear unless required for curricular or co-curricular approved activities

For some special events, the school may allow students to wear a costume. The costume must not promote racial, gender, cultural or other negative stereotypes based on Human Rights Code grounds. Students still need to comply with the dress code requirements stated above.

Student Dress Code violations that threaten the health and safety of the students or other members of the school community and/or promote violence, illegal activity (including gang activity), bullying, harassment, hate, prejudice against others are considered serious and will be dealt with accordingly using DDSB Progressive Discipline guidelines.

**DISMISSAL/REMEDIAL TIME**

Unless students are involved in a school sanctioned activity, they are asked to leave the school grounds promptly. Students may be required to remain for a half-hour after the first dismissal bell (3:10 p.m.) if:

- student requires extra instruction/time for school activity
- student is being spoken to for poor behaviour, or need to complete incomplete work
- student requires additional counselling by staff member

Students who have after-school babysitting responsibilities will bring their siblings (or child whom they are responsible for) to the assigned classroom where they may be engaged in quiet activity during remedial time. Students who stay after school will be allowed to use the phone to let caregivers know they are staying after school.

### SCHOOL/STUDENT EXPECTATIONS

COMMON AREA	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
<b>Lunch Room</b>	<ul style="list-style-type: none"> <li>Keep all food to self</li> <li>Sit with feet on floor, bottom on chair</li> <li>Keep all chair legs on floor</li> <li>eat only your own food</li> <li><b>Do not bring nut products to school</b></li> </ul>	<ul style="list-style-type: none"> <li>Use good manners</li> <li>Use a quiet voice</li> <li>Speak with supervisors in a respectful tone</li> </ul>	<ul style="list-style-type: none"> <li>Bring a healthy lunch everyday</li> <li>Clean up your area</li> <li>Take garbage and recyclables home</li> <li>Reduce waste, reuse containers and Recycle</li> </ul>
<b>Playground &amp; Recess</b>	<ul style="list-style-type: none"> <li>Stay within boundaries</li> <li>No wrestling or play fighting</li> <li>Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>Follow the directions of adults on duty</li> <li>Do not use offensive language</li> <li>Ensure that any garbage is disposed of in the appropriate container</li> </ul>	<ul style="list-style-type: none"> <li>Do not come into the school without permission</li> <li>Return to class when the bell rings</li> </ul>
<b>Halls, Stairways</b>	<ul style="list-style-type: none"> <li>Stay to the right</li> <li>Walk always</li> <li>Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>No food, drink or gum</li> <li>Use a quiet voice</li> </ul>	<ul style="list-style-type: none"> <li>Get to class on time</li> <li>Do not loiter</li> </ul>
<b>Washroom</b>	<ul style="list-style-type: none"> <li>Keep feet on floor</li> <li>Keep water in sink</li> </ul>	<ul style="list-style-type: none"> <li>Give people privacy</li> <li>Flush toilet after use</li> <li>Use a quiet voice</li> <li>Ensure that any garbage is disposed of in the appropriate container</li> </ul>	<ul style="list-style-type: none"> <li>Do not use the washroom without permission</li> <li>Wash &amp; dry hands properly</li> </ul>
<b>Arrival &amp; Dismissal Areas</b>	<ul style="list-style-type: none"> <li>Wait in designated area</li> <li>Do not block doorways</li> <li>Keep hands and feet to self</li> <li>Be aware of people around you</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words and actions</li> <li>Line up quietly</li> <li>Wait for your turn to enter</li> <li>Clean up after yourself</li> <li>Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>Arrive &amp; leave on time</li> <li>Enter and exit only through your class' designated doors</li> </ul>
<b>Bicycles Scooters Skateboard</b>	<ul style="list-style-type: none"> <li>Walk and ride safely</li> <li>Watch out for vehicles</li> <li>Wear helmets</li> <li>Only one person on a bike</li> </ul>	<ul style="list-style-type: none"> <li>Respect the crossing guard</li> <li>Carry skateboards/scooters/in-line skates/skateboards on school property</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands and feet to self</li> <li>Lock up your bike at racks provided</li> <li>Follow rules of the road</li> <li>No biking on school property, be sure to walk your bike while on school property</li> </ul>



<b>Dress Code</b>	<ul style="list-style-type: none"> <li>• Wear clothing that includes both a top &amp; bottom layer, &amp; shoes</li> <li>• No clothing that promotes/symbolizes/incites illegal activity, drugs, alcohol, hate, prejudice, profanity, discrimination, offensive language or images</li> </ul>	<ul style="list-style-type: none"> <li>• No offensive language or graphics</li> <li>• Clothing must completely cover under garments</li> <li>• Clothing is appropriate size, to completely cover chest, midriff and buttocks</li> </ul>	<ul style="list-style-type: none"> <li>• Be willing to change if asked to do so by a staff member</li> </ul>
<b>Out-of-Class Trips &amp; Programs</b>	<ul style="list-style-type: none"> <li>• Follow expectations for bus safety and safety expectations for specific setting of the trip</li> <li>• Stay with adult supervisors on excursions</li> </ul>	<ul style="list-style-type: none"> <li>• Use a quiet voice</li> <li>• Treat guides, presenters etc. with respect</li> <li>• All school rules apply when on excursions</li> </ul>	<ul style="list-style-type: none"> <li>• Return completed permission forms signed and on time</li> <li>• Look after personal belongings</li> <li>• Adhere to expectations specific to different trips</li> </ul>

### CONSEQUENCES FOR INAPPROPRIATE BEHAVIOUR

The progressive discipline approach is a process and model that is appropriate for all students. Procedures are in place for dealing with occasional instances of inappropriate behaviour. We all share the responsibility for promoting self-discipline and a positive learning environment.

We hold the following beliefs:

- children must take responsibility for their own behaviour and for their learning, as age allows
- parents, as the prime educators of children, teach by example and by discussing types of appropriate and inappropriate behaviour and are ultimately responsible for their child's actions
- during school hours all staff are responsible for all students at Hillsdale Public School.

\* Minor incidents of classroom misbehaviour are dealt with by your child's teacher, which may include counselling, a restorative conversation, time out from the yard or classroom, after school detention(s), alternate/extra assignments, privileges withdrawn, and/or community service.

\* Major incidents (intimidating or physically harming other students, repeatedly disobeying the teacher(s) or school rules, deliberate rudeness, fighting, hitting or resisting a teacher, vandalism, substance abuse, having a weapon on school property, theft, habitually misbehaving in class) will be dealt with by the office.

When a major incident occurs, the student will be counselled, and details of the incident documented and shared with parent(s).

### Code of Conduct -Standards of Behaviour

The Durham District School Board and Hillsdale P. S. support the provincial standards of behaviour which include respect, civility, responsible citizenship and physical safety. All participants involved in the publicly funded school system –students, parents or guardians, volunteers, teachers and other staff members – are included in this Code of Conduct whether they are on school property, in the community, on school buses or at school-authorized events or activities. Recognition and acceptance of, and sensitivity toward, ethno-cultural diversity are expectations of and within the school community. Finally, the Durham District School Board and Hillsdale P.S. do not tolerate the use or abuse of alcohol,

illegal drugs and/or intoxicants within its jurisdiction and will respond accordingly as per Board Policy and Regulation.

### **Respect, Civility and Responsible Citizenship**

All school members must:

- Respect and comply with all applicable federal, provincial and municipal laws;
- Demonstrate honesty and integrity;
- Respect differences in people, their ideas and opinions;
- Treat one another with dignity and respect always, and especially when there is disagreement;
- Respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- Respect the rights of others;
- Show proper care and regard for school property and the property of others;
- Take appropriate measures to help those in need;
- Respect persons who are in a position of authority;
- Respect the need of others to work in an environment of learning and teaching.

### **Code of Conduct: Behaviour and Progressive Discipline**

Our school supports a proactive approach to discipline. **Bias-Aware Progressive Discipline** will be the underlying philosophical approach to determining the consequences for students whose behaviour is deemed to be inappropriate. It is our belief that students who experience logical and realistic consequences learn that they have positive control over their lives.

Progressive discipline helps students to learn to make responsible decisions and solve problems independently. Progressive discipline also leaves student dignity intact. High expectations for responsible and mature behaviour help to create a structure that serves as a backbone to teaching/learning and promotes a safe school environment. At Hillsdale Public School, we are committed to progressive discipline, a process that involves staff taking a proactive and progressive approach to discipline. This approach is a partnership between administration, teachers, and parents which aims to assist students in becoming safe, responsible and respectful members of our school community.

Students who do not comply with the School Rules and Expectations outlined in the Code of Conduct will be dealt with in a fair and considerable manner. Actions taken will depend on the circumstances of each individual case. Consequences will be flexible enough to accommodate varying levels of student maturity, and progressive enough to allow recurring or more serious offences to be consequence more firmly. A fulsome school investigation will take place for any incident.

**Mitigating circumstances and Bias-Aware Progressive Discipline will be considered before determining next steps.** The following are possible consequences that may be considered for inappropriate behaviour. These are not in sequential order.

- An informal or formal interview
- Problem solving exercises
- Counselling
- Loss of privileges
- Parental contact letter/phone/note in the agenda
- Temporary removal from class, yard, activity or event
- Classroom or Office detention
- Development of a behaviour contract with teachers/S.E.R.T.
- Compensation by students to the school, another student or a teacher for the damage, loss or destruction of property
- Out of school suspension
- Police involvement
- Expulsion

### **Suspension:**

Suspension is a consequence imposed upon a student whereby he or she is prohibited from attending at his or her school and from engaging in all school-related activities for a defined period of time.

### **Activities Listed in Section 306(1) of the Education Act – Considered Discretionary in terms of Suspension – grades 4-12:**

A Principal shall consider whether to suspend a pupil if she 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:

- Uttering a threat to inflict serious bodily harm on another person;
- Possessing alcohol or illegal drugs;
- Being under the influence of alcohol;
- Swearing at a teacher or at another person in a position of authority;
- Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school;
- Bullying; or
- Any other activity that is an activity for which a principal may suspend a pupil under a policy of the Board.

Other suspendable infractions including but not limited to:

- a) Possessing or dispensing controlled or intoxicating substances that are not prescribed for medical purposes
- b) Being under the influence of illegal, controlled or intoxicating substances that are not prescribed for medical purpose;
- c) Smoking on school property;
- d) Committing vandalism, destruction, damage to school property or to the property of others located on or in school premises;
- e) Stealing property;
- f) Engaging in intimidation, extortion, harassment, or verbal aggression;

- g) Misusing or misappropriating school property or services, including computers and other technology systems;
- h) Engaging in hate motivated incidents;
- i) Engaging in gang related activity;
- j) Possessing dangerous objects or substances, including for example laser pointers, gloves with studs on knuckles; or any other item deemed by the principal to be unsafe or a hazard to persons or property in the school;
- k) Committing physical assault on another person;
- l) Engaging in or encouraging a fight;
- m) Engaging in conduct that consumes opposition to authority;
- n) Demonstrating poor attendance that warrants disciplinary action;
- o) Engaging in behaviour that is disruptive to the learning environment of the class or school;
- p) Engaging in conduct that is detrimental to the moral tone of the school;
- q) Wearing clothing/apparel that is inappropriate, offensive or violates the school Dress Code;
- r) Engaging in unauthorized gambling or games of chance;
- s) Engaging in another activity that, under the Code of Conduct of the school is one for which a suspension is warranted.

#### **Activities in 306(1) of Education Act Considered mandatory in terms of Suspension and possible Expulsion – JK to Grade 12**

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:

1. Possessing a weapon, including possessing a firearm;
2. Using a weapon to cause or to threaten bodily harm to another person;
3. Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner; assault/physical intimidation of an employee;
4. Committing sexual assault;
5. Trafficking in weapons or in illegal drugs;
6. Committing robbery;
7. Giving alcohol to a minor;
8. Bullying if,
  - a) Grades 4-12 – the pupil has previously been suspended for engaging in bullying, and
  - b) JK-Grade 12 – the pupil's continuing presence in the school creates an unacceptable risk to the safety of another person
9. Any activity listed in subsection 9.2 that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor;
10. Committing an act of vandalism which can be regarded as particularly egregious, due to factors such as seriously compromising the learning environment, or posing a significant safety risk to others;
11. Any other activity that, under a policy of the Board, is an activity for which a Principal must suspend a pupil and conduct an investigation to determine whether to recommend to the board that pupil be expelled. Other suspendable infractions including but not limited to:
  - a) Hate motivated violence;

- b) Gang related violence;
- c) Trafficking in controlled or intoxicating substances not prescribed or dispensed for medical purposes;
- d) Uttering threats or threatening conduct intended to intimidate;
- e) Engaging in harassment;
- f) Ongoing conduct that is so refractory (persistent) that the student's presence in the school or classroom is considered by the principal to effect a danger or possibility of harm, physical or emotional, to others in the school or to the reputation of the school.

A student may be suspended up to 20 school days (which may lead to an expulsion). These circumstances all require police involvement.

### **INCLEMENT WEATHER**

The following procedures are used in the event that our students cannot be outside because of inclement weather.

Before School - it is anticipated that students will arrive between 8:30 and 8:40 am. Pupils will be allowed to stand quietly in the hallways until the bell rings respecting social distancing protocols.

Recess - pupils remain in their classrooms, supervised.

Lunch - after eating in assigned lunchrooms, pupils will remain in their classrooms where they can play quiet activities, supervised by our noon hour supervisors. Students who go home for lunch are expected to plan their return to school to coincide with the entry bell. If they return to school early, they will not be accommodated by our indoor lunch policy.

### **HEAD LICE/PEDICULOSIS**

Head Lice is an annoying condition which from time to time surfaces at most schools. Parents are asked to regularly check their children's hair for lice. If you suspect that your child may have this condition, please contact the school. Students will be excluded from class until the condition has been treated. Not only does special shampoo have to be used, but all nits must be removed.

Students will only be readmitted to class after a 24-hour period has elapsed following treatment.

### **HOMEWORK GUIDELINES**

The completion of assigned daily work and projects is a mandatory expectation for all students. Students who are not able to complete homework because of family circumstances may be asked to have a parent explanation shared with the teacher.

Any major or special projects will be accompanied by an assessment tool (like a rubric or explanation of the expectations and timeline) for the project.

### **TECHNOLOGY**

With the increasing use and need for technology in our classrooms, it is imperative that students know and understand the expectations placed upon them when using technology in our school.

Along with a parent/guardian, students will sign an Acceptable Use Agreement for technology use within the DDSB. By signing this document, students agree to adhere to the policies to ensure optimal learning and their own safety when working in class and online.

Students who are unable to follow the policies set out by the Acceptable Use document may be disallowed from using technology at our school.

Students provided with a Chromebook (grades 7 and 8) will have additional documentation to sign and are expected to adhere to the requirements set out by the Chromebook program.

### **DISTANCE LEARNING CONSIDERATIONS:**

Due to the nature of the on-line environment (digital classroom) of distance learning, special considerations and expectations need to be in place to promote the safety and well-being of all students in a virtual environment. All members of the school community are entitled to be safe and to be treated with dignity and respect as within a regular classroom environment. Staff will promote responsible digital citizenship and monitor student conduct and intervene using Bias- Aware Progressive Discipline.

### **STUDENT EXPECTATIONS**

- Be engaged in your classroom activities - ask for help if needed.
- Complete your assigned work to the best of your ability.
- Protect your passwords and only access your own account.
- If posting or engaging in a video or video chat, adhere to acceptable use standards and follow your school dress code.
- If posting information or videos as part of an assignment, please ensure copyright rules are followed.
- All digital communications with others need to be done in a respectful manner and adhere to your School's Code of Conduct.
- Report any incident of cyberbullying or harassment to a parent or school staff member. You can also complete a Report Bullying Now Form from your school's webpage.

### **PARENTS/GUARDIANS ARE ENCOURAGED TO ....**

- Be engaged in your child's learning - if needed, contact the teacher by email if your child needs assistance.
- Support your child to complete their work to the best of their ability.
- Encourage your child to participate positively and remind them of the Code of Conduct.
- Allow the virtual classroom/live sessions to be focused between the educator(s) and students. Save your questions or comments for a follow up email if needed.

### **REPORTING STUDENT ABSENCE/LATE AND SAFE ARRIVAL PROCEDURE**

**SAFE ARRIVAL- BEFORE THE BELL TIME FOR THE CURRENT DAY, PLEASE CALL: 1-844-350-2646 OR VISIT [attendance.ddsbc.ca](https://attendance.ddsbc.ca)**

Though you may still phone the school to report an absence, **ALL PARENTS/GUARDIANS MAY BOOK ABSENCES EITHER THROUGH THE TOLL-FREE NUMBER OR THE ONLINE APPLICATION AS SOON AS YOU REGISTER ONLINE.**

The safety of our students is our first priority. Attendance checks are made each morning and afternoon. To assist in this process, please call the toll-free number listed above or the online reporting at the address listed above. The school office phone number is **(905.723.1231)**. If a student is absent and no call or note has been received, the office staff will contact the absent student's parent either at home

or work. If a parent cannot be reached, we will call the emergency contact listed on the registration form. Our safe arrival program relies on effective communication between the home and school.

**YOU must UPDATE your CONTACT INFORMATION through the PARENT PORTAL on our website. Ms Muller, our Secretary, can help you navigate the portal only.**

All students arriving after the bell rings are asked to go to the office and receive a late slip before proceeding to class. Students not participating in class excursions or school events are expected to attend school on that day. Assignments will be left by the homeroom teacher and the student will be allowed to work in another classroom for the duration of the trip. If the student is not participating and will not be attending school, a note is required from the parent.

### **Lateness**

Regular attendance is essential for student success. Students who are frequently late or absent will be counseled and may be required to make up missed time. If the situation does not improve, a letter explaining the circumstances will be sent home. The Attendance Counsellor of the Durham District School Board will be notified when persistent absence or late arrival at school interferes with teaching and learning. Note: students needing to obtain a late slip will receive one through the use of a late slip printer placed 2m from the office staff.

**Students must not leave school grounds for any reason** without the written permission of a parent/guardian.

### **USE OF SCHOOL PHONE**

Occasionally it may be necessary for a student to use the school phone. Permission must be obtained from a staff member and a valid reason given. A request to use the phone to make arrangements for visiting friends after school or at lunch time is not considered a valid reason.

Personal messages (unless in an emergency situation) cannot be taken and given to students. Please encourage your child to make arrangements before leaving for school in the morning. Students will not have telephone access during the lunch hour, unless it is an emergency. Students are not to make phone calls on their own cellphone. They can contact the office and use our telephone. This helps ensure the safety of our students.

### **STUDENT ILLNESS AT SCHOOL**

If you are aware that your child is not well, please keep him/her home. The school does not have the staff to supervise ill children (especially at recess). On occasion, students become ill or are injured at school and require parental or medical attention during school hours. Parents are requested to have a reliable and available emergency contact person if they themselves are not available. If we feel a student would benefit from immediate medical attention and his/her parent or emergency contact cannot be reached, a staff member will transport such a student to the Oshawa hospital for treatment. In the case of extreme medical need, ambulance service will be requested.

NOTE - No staff member is permitted to administer any medication, including over-the-counter drugs, to any student without having a completed "Request for Administration of Oral Medication" form. These forms are available at the office. Please let the school know if your child has serious allergies and if there is an EpiPen. Please also notify the office if your child requires an inhaler for asthma-related illnesses.

## **SCHOOL TRIP**

At this time, there will be no school trips due to COVID-19 pandemic.

## **LUNCH PROCEDURE**

Students who stay for lunch for legitimate reasons must eat in the designated lunchroom, not outside. Students are to remain in the lunchroom / classroom. Lunchroom supervisors who are employees of the DDSB along with teachers monitor the students during this time. It is an expectation that all students staying for lunch respect the direction of all lunch supervisors.

Students who go home for lunch, must go directly home; no lingering about the school yard. Only students who have no parent or caregiver at home during the day may stay for lunch. The school does not have adequate staff to appropriately supervise large numbers of students at lunch. This situation will be monitored closely.

To help us monitor students who normally stay at school for lunch a written note/phone call is necessary for every occurrence a lunchroom student wishes to go out. Students will not be allowed to phone at lunch to ask permission to go out for lunch. If your child will be leaving school property at lunch throughout the year, a single note can be provided to the office so we are aware they are allowed to leave the premises. This can also be indicated on your personal information form in the Parent Portal. The same lunchtime rules apply that they are not to return to the school until the conclusion of the lunch hour.

Please help us protect our environment. We encourage our staff and students to bring litter-less lunches/snacks to school. We also expect staff and students to regularly recycle, reuse and reduce waste. In order to ensure all students are safe at our school, we respectfully ask that students not bring food products that contain nuts and/or peanut oil.

## **STAYING AT SCHOOL TO EAT LUNCH IS A PRIVILEGE**

Poor behaviour may jeopardize your son's/daughter's status as a lunchroom student. Should this be the case a letter may be sent home advising parents of possible loss of lunch privileges. A parent/guardian with the student may be asked to meet with an administrator to discuss the situation, and LUNCH PRIVILEGES MAY BE REMOVED for a period determined by the office. Alternative lunch arrangements must be made by parents.

## **SCHOOL COMMUNITY COUNCIL**

Our School Community Council (SCC) meets at least five times a year to discuss issues relevant to parents, education, child rearing, fundraising, and the school community. The Council is comprised of parents, staff, students, and a community member. Community members, and particularly parents, are invited to attend either regular meetings or special functions, because everyone's input is vital to the success of Hillsdale Public School. We all strive to meet the needs of the students and the community.

## **PERMISSION TO ENROL "OUT OF AREA" POLICY**

The Durham District School board has a policy in place which allows parents to request permission to have their child(ren) attend a school other than the school designated as their "home" school.

Permission may be granted subject to the following conditions:

- there is space to accommodate the student in the requested grade/class;
- all requests are provisional until enrolment is confirmed on the first Friday of the new school year. Enrolment shifts may necessitate the need for the student to return to the home school;
- the parent will provide the transportation for the student;
- the "Permission to Enroll" form must be completed each year.



The acceptance of the student is made on a yearly basis and renewal is subject to accommodation changes created by shifting enrolments.

**This means that it is possible that a student who has attended a school in the past may be asked to return to their home school.**

### **PHOTO/VIDEO POLICY**

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.

In keeping with the Freedom of Information and Privacy Act, unauthorized video or audio recording on school grounds for any purpose is prohibited. Further, the taking of photos, filming or recording while at school or at a school related activity, is prohibited unless approved by Durham District School Board (DDSB) staff for educational purposes. In particular, the use of cameras for filming and/or recording is strictly prohibited in washrooms and change rooms. However, this is not intended to prohibit sanctioned recording of activities at events open to the general public.

Please note: no meetings between adults are to be recorded without expressed consent prior to the meeting.

### **EMERGENCY SCHOOL CLOSING**

(i.e. snow storms, hydro/heat loss)

Dismissal will be at 3:10 p.m., unless a parent has given permission for the school to release a child early to a responsible adult or, in the case of older children, to send them home. In the case of an emergency situation (i.e. school closing), the Durham District School Board's main source of communication will be:

640 News Toronto

680 News Toronto

CFRB 1010 Toronto

CKDO 1350 Oshawa

MAGIC 94.9 Oshawa

KX96 95.9 Oshawa

CJEZ EZ ROCK 97.3 Toronto

CHFI 98.1 Toronto

KX96 95.9 Ajax

CBC 99.1 Toronto

MIX 99.9 Toronto

CHUM 104.5 Toronto

If there is no bus to school, there will be no bus at the end of the day to take the students home.