

2020 – 2021 Student Agenda

2010 BUSHMILL STREET
 PICKERING, ONTARIO
 L1X 2M2

PHONE (905) 420-4103

FAX: (905) 420-8493

www.ddsb.ca/school/mapleridge



POUSSONS VERS L'AVENIR

BRANCHING OUT FOR THE FUTURE

PRINCIPAL: MR. J. ROSS

VICE-PRINCIPAL: MRS. S. PRICE

**DURHAM DISTRICT SCHOOL BOARD
 ELEMENTARY SCHOOLS - REGULAR SCHOOL YEAR CALENDAR, 2020-21**

First Day of Classes – Tuesday, September 8, 2020

Legend: **B** – Board Designated Holiday **H** – Statutory School Holiday **P** – Professional Activity Day **P*** – Prov Priority Day

	Number of Professional Activity Days	Number of Instructional Days	1st Week					2nd Week					3rd Week					4th Week					5th Week				
			M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
August		0	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31				
September	3	17		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30		
October		21				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
November	1	20		2	3	4	5	8	9	10	11	12	15	16	17	18	19	20	23	24	25	26	27	30			
December		14		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
January	1	18					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
February		18	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26					
March		17		1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31	
April		20				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
May		20	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31				
June	2	20		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30		
Total	7	187																									

Outdoor student supervision for students begins at 8:45

Entry – 9:00

Lunch Dismissal - 11:50

Afternoon Entry - 12:45

Dismissal - 3:35

This agenda belongs to:

NAME: _____

TEACHER: _____

Maple Ridge P.S. Student and Parent Handbook

Academic Expectations.....	3
Accidents	3
Allergy Alert	3
Attendance and Safe Arrival Program	3
Bikes, Skateboards, Scooters	4
Bus Routines	4
Bullying Prevention	4
Child Custody	4
Code Of Conduct	4
Communication Between School and Home.....	5
Dogs and Other Pets.....	6
Dress Code	6
Emergency Procedures.....	7
Entry/Exit	7
Extra-Curricular Activities	7
Hall Movement.....	8
Homework Policy	8
Indoor Recess and Inclement Weather	8
Instrumental Music	8
Library Information Centre	8
Lockers.....	8
Lost And Found	9
Lunch Room Expectations.....	9
Medication and Health Conditions.....	9
Parent Volunteers	9
Parking Routines.....	9
Physical Education.....	10
Progressive Discipline	10
Report Cards and Interviews.....	122
Religious Accommodation	12
School Closing And Bus Cancellations	12
School Community Council (S.C.C.)	13
School Property.....	13
Special Education	13
Student Registration and Verification Forms.....	13
Technology – Safe and Acceptable Use	144
Trips.....	155
Student Phone Calls.....	15
Valuables	15
Visitors.....	15
What to Bring to School (and What Not to Bring).....	15
Yard Supervision.....	15

ACADEMIC EXPECTATIONS

At Maple Ridge P.S., we are proud of our high academic expectations and the consistently excellent performance of our students. Students are expected to be prepared for class with all necessary materials and work completed, so that programs can be taught effectively. Students are expected to work to the best of their ability. Students are expected to complete all assignments by the deadline set. Students are taught, with age-appropriate expectations, to credit their sources and follow copyright laws.

ACCIDENTS

If a student requires medical attention for a physical injury, an Incident Report Form will be completed at the office. Parents will be contacted. If parents cannot be reached, the school will take the appropriate emergency action to ensure the safety and well-being of the student. On the student registration form, parents are asked to provide an emergency contact name and number in the event that the school cannot contact the parents. It is critical that parents immediately inform the office of any changes to parent or emergency contact information.

ALLERGY ALERT

There are a number of students in our school who have life-threatening allergies. Parents are asked to inform their child's homeroom teacher of any allergies, and students who have an anaphylactic allergy are asked to bring an epi-pen and instruction sheet in a zip-lock bag to school. These are kept in the office for easy retrieval in case of emergency.

One of the most common allergies in our school is to peanuts, other nuts, and/or nut products or residue. As such, we require your assistance and cooperation to make our school an "Allergy Aware School". We ask that no products containing peanut or nut (cashew, pecan, walnut, hazelnut, and almond) products, traces, or by-products be brought to school. Please ensure that any caregiver who may prepare your child's lunch is advised of our "Nut Alert" status.

Furthermore, WOW Butter, and other peanut butter replacement products, are not permitted within our school. While not posing an allergy threat, these products look and smell like peanut butter and make it very difficult to monitor the presence of real peanut butter in the school. Please ensure that your child doesn't bring these products in his/her lunches.

ATTENDANCE AND SAFE ARRIVAL PROGRAM

Attendance checks are made each morning and afternoon to ensure that absent students are safe.

Parents may choose to report their child's absence in advance, or before bell time for the current day in one of two ways:

1. **Toll Free Number: 1-844-350-2646**
2. **Website: go.schoolmessenger.ca**

The automated notification system will contact parents when a student is absent but no notification was relayed to the school. If our automated system is unable to reach a designated contact, office staff will follow up. It is the parent/guardian's responsibility to provide the school with complete and current information to enable us to make these necessary contacts.

All students arriving late (after 9:00 or 12:45) **MUST** report to the office through the front doors for an Admittance Slip before they proceed to their classroom.

For appointments, be sure to send a note beforehand to your child's teacher. At the time indicated on the note, the parent should report to the office where the child will either already be waiting or will be called down. The parent will then be asked to sign the student out prior to leaving with the child. Only a parent/guardian, or their pre-authorized designate, will be permitted to sign out a student.

Parents are required to complete an Extended Absence Form when their child is going to be absent for an extended period of greater than five days. This form is available through the school office.

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 assigned to work in another classroom for the duration of the trip. If the student is not participating in a trip and will not be attending school, a note is required from the parent.

All students should arrive at school between **8:45 and 9:00** in the morning and prior to **12:45** if they go out for lunch in the afternoon. Parents are obligated under the Education Act to ensure their children attend school regularly and punctually. When persistent absence or late arrival at school interferes with teaching and learning, parents will be notified.

BIKES, SKATEBOARDS, SCOOTERS

Students may ride bicycles and scooters to school. Once on school property, they must walk their bike or scooter and lock them at the provided racks. At no time may bikes or scooters be ridden on school property. Failure to comply with this policy will result in removal of the student's privilege to bring these objects to school. Bicycles and scooters must be securely locked in the bicycle rack when not in use. According to the Traffic Act, all students **MUST** wear a helmet when riding a bicycle. As with other valuable personal possessions, the school does not assume responsibility for damage or theft of bikes or scooters. When a student brings these objects to school, students and their parents assume responsibility for loss or damage. Skateboards, roller blades and roller shoes are not permitted on school property.

BUS ROUTINES

All students in our English program live within walking distance and are ineligible for bus transportation. Some students in our French Immersion program are eligible for bussing. All inquiries about eligibility, routes, and schedules should be directed to Durham Student Transportation Services (DSTS). You can direct your inquiries to the DSTS by contacting them at 905-666-6979 or 1-866-908-6578 or by visiting their website at www.dsts.on.ca. Students arriving at school by bus will be greeted at the front of the school by adult bus supervisors. At the end of the day, primary bus students will meet in the front foyer and be escorted to their assigned bus.

BULLYING PREVENTION

The school community at Maple Ridge P.S. is committed to providing a positive school climate and a culture of respect. The Ontario Ministry of Education defines bullying as "a form of repeated, persistent, aggressive behaviour that is directed at an individual(s) that is intended to cause (or should be known to cause) fear, distress, and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance." (PPM 144)

Bullying of any kind is not tolerated. If a student or parents believe that bullying may be occurring, it should be reported immediately to their teacher or school administration. Teachers are professionally obligated to report any potential bullying incident to school administration. All reported incidents will be investigated promptly, and the results of the investigation will be communicated in a timely manner. If such investigation determines that an incident does not meet the threshold of the bullying definition, appropriate steps will be taken as outlined in the Progressive Discipline section of this Handbook. When an incident is found to meet the definition of bullying, we will follow our School Bully Prevention Plan as required by the Ontario Accepting Schools Act (2012).

CHILD CUSTODY

Please ensure accurate custody information is provided on the Student Registration Form, and that any changes are reported to the office. Please inform the office if both parents wish to receive school report cards, special notes, etc. If you have a court order that limits the right of one parent in matters such as custody or visitation, please provide the office with a copy of legal restriction rights. Unless a copy of your court order is on file, we must provide equal access to both parents. To avoid any unnecessary problems that may arise, please ensure that the school has all proper documentation.

CODE OF CONDUCT

The Code of Conduct for Maple Ridge P.S. is designed to provide a framework to ensure that school is a safe, productive learning environment for all. Our Code of Conduct requires that 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.

The Code of Conduct is communicated to students, in a way that even the youngest students can understand. We ask students to keep their behaviour "above the line", and when behaviour doesn't meet that standard, we ask students to reflect on changes needed to bring their conduct back "above the line".

Our Code of Conduct is derived from the Ontario Standards of Behaviour and the Accepting Schools Act. 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. It contains the following elements:

1. Respect, Civility and Responsible Citizenship

All school members (students, staff, visitors, parents), when engaged in school activities, **MUST**:

- demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times
- respect and treat others fairly and equitably and 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;

2. Physical Safety

School members **MUST NOT**:

- be in possession of any weapon, use any object to threaten or intimidate another person, or cause injury to any person with an object;
- be in possession of, or under the influence of, or provide others with, alcohol, or illegal drugs;
- engage in bullying, commit sexual or other assaults, inflict or encourage others to inflict bodily harm on another person.

3. Code of Conduct

Students are expected to conduct themselves according to our school Code of Conduct:



COOPERATION: *Be a care giver!*

- Be a friend to others
- Play fairly and safely in the proper areas
- Solve problems peacefully, and seek staff assistance if needed
- If you have a conflict say “STOP” or ask an adult supervisor for help



ATTITUDE: *Be positive about yourself, others, and your school!*

- Be responsible!
- Do your best in all that you do!
- Encourage and help others

RESPECT: *Show respect to all you encounter!*



- | | | |
|---|---|--|
| <p>YOURSELF</p> <ul style="list-style-type: none"> • Dress appropriately • Be reliable, on time and prepared for class • Produce quality work | <p>OTHERS</p> <ul style="list-style-type: none"> • Be courteous and polite • Care for school and personal property • Choose respectful language | <p>THE ENVIRONMENT</p> <ul style="list-style-type: none"> • Keep our yard clean • Conserve classroom supplies • Reduce, Reuse, Recycle |
|---|---|--|



EXCELLENCE: *Grasp the opportunity to excel at all that you do!*

- | | | | |
|--|---|---|--|
| <p>ACADEMICS</p> <p>Do your best in reading, writing, math, science, and social</p> | <p>ATHLETICS</p> <p>Join intramural games, leadership club and sports.</p> | <p>ARTS</p> <p>Join drama, arts, band, and more.</p> | <p>SERVICE</p> <p>Be a school leader, office, lunch, library helper, or student mentor.</p> |
|--|---|---|--|

COMMUNICATION BETWEEN SCHOOL AND HOME

There are 4 main school-wide ways in which we communicate with our families:

1. School Website (<http://www.ddsbc.ca/school/mapleridge>)

2. Student Agendas

Grade 1-8 students at Maple Ridge P.S. are provided with an age-appropriate agenda. The agenda helps students develop responsibility for their own learning, provides students and parents with important school information, and allows parents and teachers to maintain regular written communication. Students are to bring the agenda to school and class each day, record all assignments, and take their agenda home every night. Parents are encouraged to check the agenda nightly, and communicate with the teacher when necessary through the daily communication section. Teachers will encourage and monitor student agenda usage, and provide time for agenda completion.

3. Weekly Updates

Each week parents will receive a weekly email update with upcoming school information for the week. If you are not receiving these emails, please contact the school office to update your contact information.

4. Periodic Notices, Letters, and Forms

When necessary, written letters, permission forms and notices will be sent home in your child's agenda. If these notices or forms need to be returned to the school, please insert them back into the agenda the next day.

In addition to these school-wide methods of communication, individual teachers may elect to communicate with parents through means which may include any of the following; Remind, class website, class newsletters, monthly calendars, phone calls, notes, or email.

DOGS AND OTHER PETS

The presence of dogs on the school grounds represents a safety issue. We realize that for the most part these pets are playful and harmless. However, the reality is that some children are fearful of dogs, and not all dogs' behaviour is predictable. Please help us to maintain a safe environment, and refrain from bringing your dog on school property.

As a general rule, pets are not allowed in the school building, as a number of students have allergies to various animals and because even the tamest pet may react unexpectedly when surrounded by curious children or when inadvertently startled. Pets also disrupt regular routines. Children who wish to share their excitement about a pet with their classmates are encouraged to bring pictures and/or video, which they can share at a pre-arranged time.

DRESS CODE

A) Appropriate Dress

Students must wear;

- Clothing which includes both a top and 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

B) 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, discrimination, 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

C) Health and Safety Dress Code Requirements

Students must comply with Health and Safety requirements for specific courses and/or co-curricular programs. Specialized dress requirements including personal protective/safety equipment occur in many classes/programs including science, physical education, technology and cooperative education.

Parents, guardians, and students must be informed well in advance, and individual needs will be accommodated by the school short of undue hardship.

In some special circumstances students may be required (or choose) to wear personal safety clothing (e.g. surgical mask) for medical reasons. Communication between the student, parents, and guardians and administration must occur for these situations.

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

For safety, it is necessary that every student wear footwear on school property at all times. Students are encouraged to have a pair of shoes for indoor use and a second pair for outdoor use. Footwear worn outdoors must be securely fastened, cover the foot against sharp objects that may potentially be found on a schoolyard, and appropriate for outdoor play.

Younger students are encouraged to bring a change of clothing and keep it at the bottom of their backpack. A change of clothes may be required in the event a student falls in slush, mud or puddles during outside play.

EMERGENCY PROCEDURES

The safety of students, visitors, and staff is of paramount importance. Following Durham District School Board policy, we conduct various emergency drills on a regular basis.

Lockdown – This annual drill allows us to be fully prepared and practice procedures should an emergency arise within the school building making safe exit impossible or impractical. Classroom doors are locked, lights are turned off, and teachers have students gather in a protected area of the classroom.

Hold and Secure/Shelter in Place – This annual drill allows us to practice procedures should an emergency arise outside the school building within the community that makes it potentially unsafe for students to be outside. All exterior doors are locked, students return to classrooms, and regular lessons continue.

Fire Drills - All schools are required by law to have 6 fire drills throughout the school year. The drills are for the protection of the students and staff; therefore, every drill must be seen as a real emergency situation.

Should events require the immediate evacuation of the school before regular dismissal time, our most likely evacuation centre is Pine Ridge S.S.

In the very unlikely event of a nuclear emergency in Pickering, students will be administered Potassium Iodide pills if parents have granted that permission on the Student Registration form. Our temporary holding centre has been established as Henry St. High School in Whitby.

During any emergency or evacuation situation, information will be posted on our school website and parents will be contacted in as timely a manner as possible.

ENTRY/EXIT

To ensure an orderly entry and exit, all students have been assigned an entry and exit door on the schoolyard. These doors are monitored at entry and exit times. Parents, guardians, or other care-givers (including older siblings walking a student home) are asked to drop off or meet the students outside at the appropriate entry/exit door.

EXTRA-CURRICULAR ACTIVITIES

Students may participate in Maple Ridge's rich extra-curricular program of school clubs, teams, bands, choirs and more! When students are representing Maple Ridge P.S., they are governed by our School Code of Conduct, regardless of whether they are on school property, at another school, or in the community. It is a privilege to represent Maple Ridge P.S. Students may have this privilege revoked for behavior that contravenes the School Code of Conduct, or for failure to maintain their academic standing.

HALL MOVEMENT

Students must walk at all times in the hallways, on the stairs and in the classrooms to prevent accidents. Students are asked to stay to the right side when moving through hallways and stairwells. Students need teacher permission when needing to leave the classroom during instructional time.

HOMEWORK POLICY

Homework encourages the development of self-discipline, good work habits and positive attitudes toward independent study and lifelong learning. The amount of homework will vary by grade and from student to student throughout the school year.

Homework is a planned and purposeful part of the academic program that is linked to the Ontario Curriculum learning expectations, and builds upon daily classroom experiences. Academic success requires regular attendance, and homework cannot replace the classroom experience. As such, it is not possible for teachers to provide planned daily homework for lengthy absences. However, teachers may suggest alternative learning experiences for your child during periods of absence. Please contact your child's teacher should you have any questions about homework.

INDOOR RECESS AND INCLEMENT WEATHER

At Maple Ridge, we believe that students benefit from outdoor play even when the weather is mildly inclement.

Students may be outside at recess or lunch breaks for short periods during light drizzle, and are encouraged to bring raincoats, rubber boots, and umbrellas on days when rain is forecast.

During periods of very cold weather, we follow Environment Canada and Durham District School Board guidelines regarding risk of frostbite, and reduce student time outside when appropriate. Students must bring appropriate cold weather clothing (including snowsuits, layers, hats, gloves, winter coats, and boots, etc.) during periods of cold weather.

During more severe inclement weather before school or at lunch, students arriving at school will be admitted early and will proceed to their classroom or other designated area. At recesses on such days, students will remain in their designated classrooms and engage in quiet, indoor activities with staff supervision.

INSTRUMENTAL MUSIC

Students participating in the instrumental music program are responsible for the care of the instrument which they are assigned. This involves playing the instrument as instructed, cleaning the instrument after use according to the guidelines provided, storing the instrument appropriately in the case, and reporting instrument problems to the teacher immediately. On occasions when instruments are taken home for practice, students are responsible for their safe return, and the appropriate transporting of the instrument. All instruments must be returned the following school day.

Parents will be sent a letter early in the school year informing them of the specific instrument which has been assigned to their child and outlining usage expectations. Parents are required to sign and return this form.

LIBRARY

Our school contains a well-stocked Library run by a certified teacher with additional qualifications in librarianship. The Teacher-Librarian works collaboratively with classroom teachers to design units within the curriculum. This allows the library program to be an integral part of your child's academic program.

Our Library contains numerous resource materials in both French and English including books, magazines, kits, Chromebooks, iPods, and iPads. Students may borrow books for a two-week period and may renew them for an additional week.

LOCKERS

Intermediate students will be provided with lockers and are expected to keep them locked with a Dudley combination lock, and provide their teacher with the combination. For lockers that are not properly secured students will be asked to use hooks in the hallways to store their belongings. Lockers are at all times property of the Board and are to be used solely to store school related materials and authorized personal items. Students are solely responsible for the contents of their lockers. The school reserves the right to access or search any locker at any time deemed necessary by the school administration.

Students may use lockers only at entry, recess and lunch times, unless granted specific permission from a teacher. Students are not to place stickers or other marks on their lockers that leave residues and/or permanent damage, and are expected to keep their locker contents clean and organized.

LOST AND FOUND

Please mark all students' belongings, including coats, sweaters, boots, mitts, hats, lunch bags, and backpacks. An ever expanding lost and found box is kept in the hall near the office. Items such as wallets or watches will be held in the office until claimed. At least twice during the year all items will be put on display for pupils to examine and identify. Notice of this display will be communicated to parents. Unclaimed articles will be sent to charitable organizations. The school will not be responsible for damaged or lost clothing and personal items.

LUNCH ROOM EXPECTATIONS

Pupils within walking distance have ample time to go home for lunch. By going home the students will be able to have a hot lunch and a lengthy break from the activities at school. We strongly encourage students to go home for lunch, or to an alternate care-giver, whenever possible. However, we recognize that this is not possible for some families, or for our bussed students, and we are able to provide lunch supervision for students who stay at school for lunch. Parents must indicate on the Student Registration Form if their child will be staying regularly for lunch. Students who stay for lunch will eat in their classrooms and may not eat lunch or snacks outside as food on the schoolyard can attract bees and other insects.

The following basic expectations are for all students who stay for lunch:

- Students must sit and are expected to behave in a manner which respects the rights of others to enjoy a peaceful lunch.
- Students will clean up after eating lunch. They will take any garbage home as part of our "Boomerang Lunch" program. Parents are encouraged to pack litter-less lunches in keeping with our Platinum Eco-School status.
- Students are to show respect and follow the direction of the supervisors in charge.

Our students' safety is our first priority. Therefore, students who normally stay for lunch at school (as indicated on the Student Registration Form) may not leave the school property without written parental permission on each occasion. These signed and dated notes must be brought to the office before the student leaves. Students may not eat lunch at school and then leave school property during the lunch hour unless signed out by parents.

Students not following the lunch room expectations may lose their privilege to eat in their classroom.

MEDICATION AND HEALTH CONDITIONS

Please notify the office if your child suffers from asthma, allergies or any other special condition that could affect health or learning.

It is very important that you notify the office if your child takes any medication at school (epipen, Ritalin, asthma medication, etc.). All medication brought to school must be kept at the school office. Please be advised that we need a physician's and a parent/guardian's signature before administering any medication to students. A "Request for Administration of Medication" form must be completed, and will be kept on file in the school office. These forms are available from the school office and on our website.

PARENT VOLUNTEERS

Research has shown that when parents are involved in their children's school life, children learn better. Many parents at Maple Ridge Public School serve as volunteers throughout the school. We recognize the importance of their commitment whether they support class excursions, read weekly with our students, assist with organizational tasks, or are on the School Community Council. Different parents are involved in different ways. Please contact the office or your child's teacher for ways you can help. We are obligated by law to require a current police check for all parents working with our students. Contact the school office to obtain the necessary paperwork.

PARKING LOT ROUTINES

A "Kiss 'n Ride" system has been implemented in our parking lot as an efficient and quick system for our students to arrive at and to leave school. Parents are asked to use caution and low speed when entering the traffic flow route, follow the pylons that mark single-lane traffic, and remain in their car when dropping off students. Parents who wish to

park and walk their child around to the back schoolyard are asked to find available parking on neighbouring side streets and walk with your child onto the school property.

The parking lot immediately to the east end of the school (near the tennis courts) is closed to traffic at pick-up and drop-off times due to the presence of student pedestrian traffic in that parking lot.

PHYSICAL EDUCATION

Physical fitness, safety and fun are our priorities in Physical Education classes. Participation is mandatory unless there is a note explaining the reason for non-participation.

To get the most benefit from these classes, students need to be dressed appropriately. All students are expected to wear non-marking running shoes, and we encourage students in Grades 5 to 8 to change clothes for gym class. Younger students should always be dressed comfortably for physical education classes.

PROGRESSIVE DISCIPLINE

Progressive Discipline is a system of discipline where consequences increase upon repeat occurrences. Students who do not comply with the school rules and expectations outlined in this Handbook and in the Code of Conduct (see Code of Conduct section) will receive support and correction in a fair and considerate manner.

Our school supports a proactive approach to discipline. Progressive discipline will be the underlying philosophical approach to determining consequences. 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, solve problems independently, and leaves student dignity intact. Mitigating factors will be considered before determining consequences. 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 treated more firmly.

When appropriate, Restorative Practice will be used within our Progressive Discipline system to promote positive changes in student behaviour. Restorative Practice uses specific questions to help determine what went wrong and to guide students towards solutions that can make things right and provide restoration to the victim of their behaviour. You can also use these questions at home when discussing issues with your children.

When things go wrong....

1. What happened?
2. What were you thinking at the time?
3. What have you thought about since?
4. Who was affected and how?
5. What do you think you need to do to make things right?

When someone has been harmed ...

1. What did you think when you realized what had happened?
2. What impact has this incident had on you and others?
3. What has been the hardest thing for you?
4. What do you think needs to happen to make things right?

BIAS-AWARE PROGRESSIVE DISCIPLINE

POSITIVE SCHOOL CLIMATE

A positive school climate exists when all members of the school community feel safe, included, and accepted, and actively promote positive behaviours and interactions. Principles of equity and inclusive education are embedded in the learning environment to support a positive school climate and a culture of mutual respect. A positive school climate is a crucial component of the prevention of inappropriate behaviour.



ROLES & RESPONSIBILITIES WHEN IMPLEMENTING BIAS-AWARE PROGRESSIVE DISCIPLINE

A Whole School Approach requires that staff, students, parents and community members assume responsibility for developing and sustaining a positive school climate. It is important that staff, students, parents and community members work together in a collaborative fashion to build positive, respectful relationships. In addition, the stakeholders must adhere to the expectations outlined in the School Code of Conduct and DDSB Policies, Regulations and Procedures.

APPLYING MITIGATING, OTHER & HUMAN RIGHTS FACTORS

When implementing Bias-Aware Progressive Discipline, schools must comply with the Ontario Human Rights Code and the Education Act.

EARLY INTERVENTIONS

- Redirect inappropriate behaviours
- Develop a Support and Responsibility Agreement to transition students (*Refer to the Safe Schools Portal*)
- Create and use a Behaviour Safety Plan for students with special needs
- Use Reflection Sheets that include Restorative Questions
- Reflect upon, recognize and reward improved behaviour
- Use "natural consequences" that align with the behaviour
- Collect data and consult with the School Team to develop a plan to improve behaviour
- Collaborate with parents

ONGOING INTERVENTIONS

- Implement behaviour "agreements" with relevant and achievable goals
- Create a Safe Schools Plan (*Refer to the Safe Schools Portal*)
- Use responsive programming based on students' changing circumstances
- Consult with the Area Team for assistance from Support Staff and outside agencies

STRATEGIES FOR ADDRESSING INAPPROPRIATE BEHAVIOURS

- Use appropriate strategies and consequences that foster learning. Examples include:
 - Restorative Practice
 - Restitution
 - Community Service
 - Loss of Privileges
 - Detentions
- Suspensions and Expulsions (*Refer to Procedure 5500 Code of Conduct and Discipline for Students*)
- Prior to Suspension or Expulsion, consider Mitigating, Human Rights and other factors (*Refer to Procedure 5500 Code of Conduct and Discipline for Students*)

RESTORATION & RECONCILIATION

Restoration and reconciliation are an integral part of Bias-Aware Progressive Discipline. Restoration and reconciliation should occur during all stages of discipline and include support for both victims and offenders involved in any school-based incident. When harm is done, students should have the opportunity to understand the full impact of their actions, to take responsibility for those actions, to do what is necessary to make it right, and to learn from the experience.

REPORT CARDS AND INTERVIEWS

Parents will receive the following formal reports of their child's progress:

- Progress Report – November 11th, 2020
- Provincial Report 1 – February 10th, 2021
- Provincial Report 2 – June 28rd, 2021

All parents will be contacted during the first term for interviews, which will occur during the evening of Thursday, November 12th or the morning of Friday, November 13th. All parents are strongly encouraged to attend these interviews as, together with the Progress Report, they provide parents with important information about their child's transition to a new grade in the first two months of school. If at any other time you wish to meet with the teacher, please contact the teacher and an interview will be arranged.

RELIGIOUS ACCOMMODATION

The Durham District School Board and Maple Ridge P.S. follow the Guidelines and Procedures for the Accommodation of Religious Requirements Practices and Observances. This document assists us in creating and maintaining equitable and inclusive environments within our schools and facilities, and guides the process of providing religious accommodations as the need arises. The document is available for viewing on the DDSB website.

If you anticipate that you or your family might require religious accommodation at any point during the school year we ask that you inform the administration at your child's school as early as possible, preferably at the start of the school year. Areas that you might consider include, but are not limited to, the following:

- Observation of major religious holy days and celebrations
- Accommodation in, or exemption from, specific areas of the curriculum or other activities
- Religious attire
- Modesty requirements in physical education
- School opening and closing exercises
- Prayer
- Dietary requirements

You are also welcome to speak to our school administration about unanticipated religious accommodation needs as they arise.

SCHOOL CLOSING AND BUS CANCELLATIONS

Infrequently, schools may need to be closed due to severe weather or other emergencies. More frequently, but still rarely, bus transportation may need to be cancelled. This information is announced early in the morning prior to the beginning of the school day via both social media and traditional media outlets. The main sources of communication for the Durham District School Board will be:

- CKDO-AM 1350 Oshawa
- CKGE-FM 94.9 Oshawa
- CJKX-FM 95.9 Ajax
- CFRB-AM 1010 Toronto
- CBL 740 Toronto
- CHFI-FM 98.1 Toronto
- CHUM-FM 104.5 Toronto
- MIX 99.9 Toronto
- CFTR 680 Toronto
- CITY TV

- Global TV

- CFTO TV

School closing and bus cancellation information will also be posted on the websites and Twitter feeds of both the DDSB our school as early as possible in the morning. Parents are asked to check these sources before sending students to school on mornings of severe weather.

Very rarely, school may be open in the morning but it may become necessary to close the school early. Students will be dismissed according to your wishes as indicated on the Student Registration Form. Students will be dismissed only when it is established that a parent or a designated emergency contact is at home to receive the student. If no contact can be made, the student will be kept at school under supervision by staff until picked up by a parent or guardian.

SCHOOL COMMUNITY COUNCIL (S.C.C.)

The Maple Ridge P.S. School Community Council exists to allow elected and appointed representatives from various groups within the school community to become more involved in educational issues at both the school and board levels. Working together, parents, staff, students and community members contribute to the life of our school for the benefit of our students. Fundraising and input on school activities are some of the issues discussed at meetings.

The S.C.C. meets several times throughout the school year. Dates will be published on the school website. All members of the school community are welcome to attend meetings as observers, and are encouraged to participate in S.C.C. activities. The council begins each year with nominations and elections during the month of September. Information from and about the S.C.C. can be found monthly on the school website.

SCHOOL PROPERTY

The facilities (desks, chairs, lockers, etc.), texts, books, and equipment in the school are supplied by the Durham District School Board for the use of staff and students. Although the use of equipment is given without charge to the individual, this equipment is not the property of the student. It is the policy of the school that if a book or piece of equipment issued to a student for his/her use is lost or willfully damaged, that book or piece of equipment must be replaced at a price determined by the school.

SPECIAL EDUCATION

At Maple Ridge, we recognize that all children have individual needs, and we celebrate these differences. We have a Special Education Resource Teacher (SERT) who leads a school team of classroom teachers and educational assistants in providing appropriate assessment, programming and communication for students with special needs or Individual Education Plans. The SERT, at the request of the classroom teachers, conducts formal and informal assessment of student achievement, which inform the planning and implementation of meaningful academic programming for students. Throughout this process, the parents/guardians are kept informed.

STUDENT REGISTRATION AND VERIFICATION FORMS

Upon enrollment, all parents must complete an online student registration form online. This critically important form provides us with the information which populates our Student Information System, and is used in the case of student illness or accident. The contact information on file is also used to send our weekly email updates and to send automated absence verification calls.

Please inform the school office of any changes in home, business, sitter or emergency contact numbers that may occur throughout the year.

The Student Verification and Registration forms also allow you to grant or deny various permissions allowing for community walks, use of your child's picture, display of student work, etc. Please contact the office if you have any questions about these sections as you complete these important forms.

TECHNOLOGY – SAFE AND ACCEPTABLE USE

We are pleased to provide students with access to a variety of computing and information technology facilities and resources. These resources include school-owned hardware, and school provided wireless access for personal devices. All resources provided are to be used for educational purposes, in support of student learning. Students are not permitted to use devices during unstructured times (recess, lunch). **The use of recording devices (audio/video) is not permitted unless approved by the school.**

Computer, internet, personal device use, and/or other technology uses may be revoked, as deemed appropriate by school administration, for any infringement of the Code of Conduct or Safe and Acceptable Use Procedure, Students or parents should report any perceived incidents of cyber-bullying, whether initiated at or away from school, to school administration. Any use of technology, whether personal or school-provided and whether done from school or any other location, which meets the definition of bullying as stated in the Safe and Accepting Schools Act, shall be subject to our school Progressive Discipline policy.

The use of personal electronic devices during instructional time will be permitted under the following circumstances:

- For educational purposes, as directed by the educator in collaboration with administration
- For health and medical purposes
- To support students with special education needs

It is the practice of the Durham District School Board that the use of personal electronic devices is prohibited during the school-day on school property. Unless deemed appropriate by the school administration for educational purposes and permission is granted by staff, a student who brings a personal electronic device to school, should turn it off and keep it out of sight.

Personal electronic devices that are used inappropriately inside of schools during the normal school day are disruptive to the teaching and learning environment. The privacy and personal dignity of others could be violated by the inappropriate use of personal electronic devices to text message, social network, and/or share digital media. In addition, activities such as personal communication, game playing and social media use during class time may distract students from the teaching and learning unless it is part of the teacher's lesson.

DDSB Owned Equipment and Infrastructure

The school provides students with access to school-owned desktop computers, laptop computers, and tablet devices, all equipped with a suite of software and access to high-speed internet. All Grade 7 and 8 students are provided with a Chromebook. All users of The Durham District School Board computing are required to know and abide by the DDSB Acceptable and Safe Use Procedure, which is available to read and download on our school website and will be reviewed with students at school. Some expectations to emphasize with students include:

- only use the computing and technology facilities as directed by their teachers.
- follow the school rules and Code of Conduct when using technology
- inform their teacher immediately if they find materials and sites that may be offensive to themselves or others
- maintain confidentiality of their password
- do not go into another person's private files, or access the system with any other username besides the one provided them by the DDSB

TRIPS

Periodic school trips are an important complement to your child's academic program. To attend a trip, parents must sign and return all required permission forms by the deadline set by the teacher. On school trips, students are governed by the Maple Ridge Code of Conduct. Students and parents are reminded to be punctual for trips, thus showing respect for the time of others. When trips involve bus transportation, students must stay in their designated seat at all times and not engage in loud or boisterous noises that may distract the driver or activities that may compromise their safety or the safety of others.

STUDENT PHONE CALLS

Occasionally it may be necessary for a student to contact their parents by phone or text during school hours. Permission must be obtained from a staff member and a valid reason must be given, regardless of whether this contact is being made from a school phone or personal cell phone. This is to ensure that the school is aware if a child has a need that requires parental support, and also to encourage children's independence from parents at school.

VALUABLES

The school staff cannot be held responsible for items of value that students bring to school. Money should not be kept in backpacks or desks. No valuables (money, jewellery, electronics, etc.) should be left in change rooms. Students are responsible for all play equipment, toys, etc. that they bring from home.

VISITORS

All visitors, including parents and volunteers, must report to the Office where they will sign-in and receive a Visitor's Pass if they are leaving the office area. By following this procedure, a greater degree of safety will be provided for your children in that we will not have unauthorized persons in the school during the school day.

WHAT TO BRING TO SCHOOL (AND WHAT NOT TO BRING)

Students may bring soft balls, skipping ropes, small toys that can fit in their backpack, and other similar objects for use at recess. Students may bring electronic devices, subject to the restrictions outlined in the Technology section of this Handbook. Students may NOT bring laser pointers, hard balls (baseballs, softballs), baseball bats, hockey/lacrosse sticks, utility or "Swiss Army" type knives, or any other object which school administration considers a potential safety risk to others.

YARD SUPERVISION

Yard supervision for students begins at **8:45 a.m.** Students should not be dropped off, or be arriving on school property, prior to **8:45 a.m.** Yard supervision is also provided for students at all recesses and during the lunch break. At the end of the day, there is supervision until 3:50 p.m. as students are picked up or leave school by walking or by bus. Parents must make arrangements for their child to be picked up immediately after school, or to walk directly home or to an alternate care-provider. Parents will be contacted if their child is not safely picked up by 3:50 p.m.

When outside, students must play in their designated area and remain visible to the supervisor in the schoolyard. Students must gain permission from a supervisor before entering the school for any reason during recess. Students must not leave school grounds without the written permission of a parent/guardian. Students whose parents have indicated on the Student Registration Form that their child stays at school for lunch, must remain on school property during the lunch hour unless a parent note has been received in writing with a parent/guardian signature as outlined in the Lunch Expectations section of this Handbook.

On the schoolyard, students are expected to be respectful to themselves and those around them. We follow a "We Keep Our Hands and Feet to Ourselves" rule, where no negative or harmful body contact is allowed. The throwing of objects (such as sticks, stones, sand, snowballs etc.) on school property is strictly forbidden as it represents a significant danger to our students.

PARENT AND STUDENT AGREEMENT

This section must be signed by the student and a parent/guardian prior to Friday September 18th. Students will not be permitted to access school technology resources until this section is signed.

We acknowledge that we have read the contents of this Handbook and will abide by its expectations, as well as the Maple Ridge Code of Conduct and the Safe and Acceptable Use of Technology policy.

Student

Date

Parent/Guardian

Date