

THE STEWART SCHOOL A TO Z

ANAPHYLAXIS (Life-Threatening Allergy)

Anaphylaxis refers to a collection of symptoms that affect multiple systems in the body. These include potentially fatal breathing difficulties and a drop-in blood pressure, or shock. Common examples of potentially life-threatening allergies are those to food and insect bites. These reactions may also occur to medications, exercise, and latex rubber.

In order to minimize the danger to students while at school, it is the policy of UCDSB to implement avoidance strategies in the classroom and other areas to reduce allergic students' exposure to known allergens — foods known to cause allergic reactions (such as peanuts, nuts, nut extracts, milk, wheat, eggs, and soy), and insects causing anaphylactic reactions (such as bees and wasps). In some cases, even trace amounts of peanut butter and/or nut products could jeopardize the life of a person with this allergy. **Please do not send peanut butter or products containing nuts of any kind to school. Imitation Peanut Butter or any soy butter are not permitted in the school** as it is hard to differentiate these products from peanut butter or nut spreads. Your cooperation in this regard could save a life and is greatly appreciated!

Parents/guardians should communicate information about allergies to the school as soon as they are known. The school develops an Emergency Student Protocol for each identified anaphylactic student. A copy of the Anaphylaxis Guideline is available in the office.

ANSWERING MACHINE

Our answering machine is always on. Parents and guardians are asked to contact the school at 613 267-2940 to report the absence of their child. Office hours are Monday to Friday 9am to 4pm.

ARRIVALS AND DEPARTURES

While the students are at school, we are responsible for their welfare and safety. In order to ensure this, we ask each parent/guardian to comply with the following:

- **Visitor Entrances:** All doors are locked. Admission may be gained through the main entrance upon visitors ringing the doorbell.
- **Late Arrivals for Students:** A student arriving late for school must be accompanied to the front doors by their parent/guardian. Please ring the door buzzer and a staff member will come out to escort the child inside.
- **Visitors Report to Office** All visitors must report to the office so that we may welcome and assist you. Visitors, whether expected or not, are not permitted to go to the classroom unannounced. Any visitors must sign in at the office and wear an ID badge while in the school.
- **Removing Students during School Day:** If parents wish to withdraw their child early from school, please send a note to the teacher indicating the reason for leaving as well as the time or **call the office prior to 2:00 pm**. Parents must pick up their child from the front doors ONLY.
- **Change of Information:** Parents are asked to let the school know when there is a change in routine, address, phone number or child care provider.
- **Release of Students:** Students will not be released from school to anyone other than parents/guardians without prior notification from parents, preferably written.

ATTENDANCE

If your child is absent, please contact the school prior to 9:30 a.m. (**This includes walkers on snow days**). You can call the school at 613-267-2940. Our answering machine is always on. You can also input electronically through My Family Room: visit www.myfamilyroom.ca to register.

The Safe Arrival program mandates that we contact a student's parent/guardian each day a student is absent. As per Policy 107 - Unexplained Non-Attendance Program **parents are required to:**

- 1) Report your child's absence in advance by calling the school; sending a note with the child before the day of the absence when it is known ahead of time; or sending a note with siblings;
- 2) Provide current and suitable contact telephone numbers and update them promptly if they change;
- 3) Stress the importance of daily and prompt attendance with their children. All unaccounted student

absences will be followed up with a phone call to a parent. Calls will continue to be made until a verbal confirmation regarding the child's absence is obtained. Attempts will be made to contact the emergency contact(s). Follow-up on unsuccessful contacts will include contacting: the Special Services Counsellor, the police, the Superintendent, as appropriate. Other subsequent steps might include contact with a neighbour or a visit to the home.

If your child is being picked up at school as a planned absence, please put a note in your child's agenda. The note must indicate the name of the student being picked up, identify the person picking up the student and note the time the student will be picked up. The parent/guardian must sign out the student at the office as they exit the school. Students are not permitted to leave school grounds at lunch or recess to walk into town or visit the local convenience store.

If dismissal plans change during the day, please contact the school as soon as possible to advise of the change, **no later than 2:00**. This allows us to notify students and teaching staff without interruption to classroom instructional time. The school telephone is typically very busy after this time of day and there is a risk that your dismissal plan changes would not be received before the end of the school day. In the event that your child must be picked up unexpectedly, please contact the school to advise of this need, indicating the time of pick up and who will be picking up the student.

ASTHMA

The school asks that all parents notify the school if their child has been diagnosed with asthma. An individual student asthma management plan must be created for each student diagnosed with asthma based on the recommendation of the student's health care provider. It is the obligation of the student's parent and the student to ensure that the information in the student's file is kept up to date with the medication that the student is taking. The school will ensure that all students have easy access to their prescribed reliever inhaler(s) medications. **A student is permitted to carry his/her asthma medication if the student has his/her parent's signed permission.** This form is available in the main office.

If a school staff believes a student is suffering from an asthma attack they may administer medication, even if there is no preauthorization to do so.

BICYCLES, SCOOTERS AND SKATEBOARDS

Students who live close to the school are welcome to bring their bike, scooter or skateboard to school. Students who ride bicycles/skateboards/scooters to school are expected to walk their bikes/scooters while on school property, and to immediately park them upon arrival. As a safety precaution, students are reminded that wearing a certified bike helmet is a great piece of safety equipment to minimize the risk of head injury. The school and UCDSB are not responsible for stolen or damaged personal property.

BUS CANCELLATION

In the event of bus cancellation, announcements will be made on LAKE 88.1, and on The Stewart School and STEO's Facebook pages. Bus cancellations/delays can also be verified on the STEO website: www.steo.ca. Parents can sign up for text alerts through STEO and My Family Room Messages.

BUSSING

The Student Transportation of Eastern Ontario provides detailed guidelines for parents regarding the transportation of students. An information booklet is given to every student at the beginning of the school year and is also posted on the STEO website at www.steo.ca. Parents should be aware that school bus drivers can only pick up and drop off riders at **one** authorized regular daily stop. Drivers cannot make changes to stops without authorization from the Transportation Department. Transportation for all non-school related functions is the responsibility of parents/guardians. Transportation cannot be provided for sleepovers, a homework project, etc. These requests cannot be permitted for safety reasons.

There are occasions throughout the year when students believe they will be picked up at dismissal rather than ride the bus home. In order to avoid unnecessary worry for parents and caregivers, our policy is that **students will be sent home on their regular bus if they do not have a note or a parent phone call has not been received.**

CONCUSSIONS

The UCDSB recognizes concussions as a serious injury which requires appropriate follow-up measures to reduce risk of potential additional injury. Concussion awareness, prevention, identification and management are a priority for the Board.

The Board recognizes that children are among those at greatest risk for concussions and that while there is potential for a concussion any time there is body trauma, the risk is greatest during activities where collisions can occur, such as during physical education classes, playground time, or school-based sports activities.

It is critical that a student with a suspected concussion be examined by a medical doctor or nurse practitioner as soon as possible on the same day. All students who suffer an injury to their head should report it to their teacher or the office. Parents will be notified, and the “Tool for Suspected Concussion” will be completed, and a copy sent home.

If a student has a suspected concussion, whether it is school related or not, it is imperative that the school be made aware so that a Return to Learn/Return to Physical Activity Plan can be developed in collaboration with the school, home and medical practitioner. Please view the UCDSB concussion procedure and appendices available on the UCDSB website.

COSTS

While every effort is made to keep costs to families to a minimum, there may be times when money is requested to help meet the expenses incurred by trips, celebrations, and programs. Subsidies or flexible payment plans are always available. Please contact the office if you wish to make alternate arrangements.

DAMAGE TO SCHOOL PROPERTY

Students should report all damage of school property to the main office as soon as possible. Students who are responsible for damages to school property or for the loss of school property may be expected to pay for the repair or the replacement of the property and may receive further applicable consequences.

DRESS CODE (reviewed and updated with Parent Council January 2022)

Students are expected to dress in clothes that are comfortable and appropriate for school, and in a manner that supports a safe, accepting and inclusive learning environment. Clothing and footwear should allow for safe, full and active participation in daily physical education and outdoor recess activities. Any clothing that promotes a lifestyle or an attitude that is contrary to a positive and safe learning environment is deemed to be inappropriate and may not be worn. This includes clothing with drug/alcohol/tobacco images or logos, images that depict or promote weapons or violence, or inappropriate slogans/wording. Students have the right to wear clothing needed to observe their religious beliefs. Concerns about student dress will be discreetly reported to the School Administration and students may be asked to change/cover their clothes, borrow additional clothing from a peer, contact a family member to bring extra clothes, or wear clothing provided by the school.

ELECTRONIC DEVICES

In recognition of their differing interests, abilities, personalities and learning preferences, the UCDSB encourages its students to select and use the supplies, equipment, devices and other resources they need to learn effectively at school and at home.

UCDSB supports its students by providing an environment that allows them to bring supplies, equipment, devices and other resources of their own into the school and classroom in a way consistent with UCDSB policies. Smart phones, cell phones, and other electronic devices are to be used in class at the discretion of the teacher and principal. The unauthorized use of a cell phone or an electronic device in class may result in the teacher asking the student to put the device in their backpack, keep the device at home or ask for it to be given to the teacher for safe keeping. This item may be sent to the office and returned to the student at the end of the day. If this happens on numerous occasions the student may be asked to keep the electronic device at home.

EMERGENCY CODES

“Lockdown” –Imminent threat to staff and students inside the school or in relation to the school

- All Staff and students should go to the nearest classroom/room.
- Classroom doors and windows are to be locked
- Staff and students are to remain away from doors and windows and out of the line of sight from the windows and doors
- If staff and students are outside the school: they should run for cover behind the nearest solid structure or seek safety and security in a spot off of school grounds – they should NOT re-enter the building unless absolutely necessary for protection
- REMAIN QUIET!!! - Make the classroom look, feel and sound empty.
- No contact with office **unless information about suspect/incident/bomb/fire.**
- No cell phone usage within the classroom.
- **Ignore fire alarm unless there is clear evidence of a fire and immediate threat to safety**
- **Washroom:** If a student is in a washroom and can't go to another room immediately and safely during a lockdown, they should enter a stall, lock the stall door and climb up on the toilet so their feet cannot be seen while remaining quiet.
- **ALL staff and students should remain in their location until they are removed by the police.**

“Hold and Secure” – the potential threat is outside the school

- All exterior doors to the school must be locked.
- All students and staff must return and enter the school if they are outside.
- **Once all students and staff have returned inside the school, no one is allowed in or out of the school until the code cancelled.**
- Staff and students can continue what they were doing inside the school.

“Shelter in Place” – a non-violent threat in the community or a weather situation that could present a risk.

- All staff and students must return and enter the school if they are outside.
- All students and staff must remain in the school until the code is removed or permission is granted by the principal to leave the school.
- Staff and students can continue what they were doing inside the school.

EMERGENCY EVACUATION

Should an emergency evacuation be necessary, students will be taken to one of the following locations: PDCI, 13 Victoria St. or St. Paul's United Church, 25 Gore St.W. Parents will be contacted, and students will be kept at the evacuation site until picked up by a parent or designated adult.

FIELD TRIPS

At various times throughout the year, teachers choose to enhance the academic program by taking their class out of the school for a field trip. Parental permission is required when children leave the school, and volunteers are often invited to accompany staff and students. Parent involvement is both encouraged and appreciated; however, a current Vulnerable Sector Check MUST be on file at the school. Students may be required to bring in money to offset the cost of these outings. Students who habitually misbehave may be excluded from a field trip. An alternate program will be provided at school for students that have chosen not to participate or have been excluded from the trip.

FIRE DRILLS

When an alarm sounds, the building is evacuated. Each classroom has an exit sign posted which directs students to the appropriate exit. When the alarm sounds, students must file out in a calm and orderly manner and move away from the building once outside. Attendance will be taken once the class is a safe distance from the school. All people on school property must cooperate fully with school officials and fire fighters. A similar procedure is to be followed in all emergency evacuations. It is important that students wear footwear at all times in school so that all students can exit the building quickly and safely.

HEAD LICE

Whenever a large number of students share a common space, the possibility of head lice always exists. Therefore, we ask parents to perform regular head checks on their son/daughter. Hopefully, this should prevent any unexpected outbreaks of head lice. If you do detect live lice or nits, please notify the school so that action may be taken. If live lice are noticed while students are at school, parents will be contacted to allow treatment to be started as soon as possible.

ILLNESS/INJURY

Students who are injured or ill should report to the office. If needed, parents will be contacted to make arrangements to have the student picked up. Please ensure that you inform the office of ALL changes of address, telephone, baby-sitter or emergency contacts. If a student has a significant injury such that they cannot participate in recess or gym, they are able to 'sit out' and remain at the office for these specific periods. We are not able to accommodate students at the office who arrive at school with a cold and would prefer to stay inside at recess. If a student is not well enough to participate in all activities of a normal school day, they should remain at home.

MEDICATION

School Board policy requires medication for students to be kept at the school office with the exception of asthma inhalers and epipens.

Staff are prohibited from administering any medication to students unless written authorization is received from the parent. The Authorization and Request Form for the administration of medication must be completed and signed by the parent. It is kept with the student's medication in the office.

Occasionally, it is necessary for students to take non-prescription drugs such as cold remedies. We ask that this type of medication be brought to the office in the original container, labeled with the student's name and accompanied by a note from the parent/guardian indicating the dosage to be given and any specific direction for administration.

MUSICAL INSTRUMENTS

The school permits instruments to be taken home so that students have the opportunity to practice. This is coordinated by the Music teacher on a scheduled basis. However, it must be clearly understood that the student is responsible for any damage to the instrument and therefore any repair costs incurred.

PHOTOS/VIDEOS

On school property, no one is allowed to record audio/video or take pictures of staff or students at any time or anywhere unless they have the permission of the Principal/Vice-Principal and all of the people in the photograph, video or sound recording. Taking a picture or recording someone without their permission could be an invasion of privacy and might lead to suspension, expulsion, criminal charges, or a civil lawsuit. NOTE: If a student violates any policy stated above the device could be confiscated and the possible consequences listed under Electronic Devices will be followed.

PROGRESSIVE DISCIPLINE

It is the policy of the UCDSB with respect to progressive discipline, to support a safe learning and teaching environment in which every student can reach their full potential. Appropriate action must consistently be taken by schools to address behaviours that are contrary to provincial and Board Codes of Conduct.

Progressive discipline is a non-punitive, whole-school approach that makes use of a continuum of interventions, supports, and consequences, building upon strategies that promote positive behaviours. The range of interventions, supports, and consequences used by the Board and all schools must be clear and developmentally appropriate, and must include learning opportunities for students in order to reinforce positive behaviours and help students make good choices.

For students with special education and/or disability related needs, interventions, supports and consequences must be consistent with the expectations in the student's IEP and/or their demonstrated abilities. The Board, and school administrators, must consider all mitigating and other

factors, as required by the *Education Act* and as set out in Ontario Regulation 472/07. The continuum of interventions in our progressive discipline model begins at the classroom level between the teacher and the student and then includes the student's parent/guardian.

Interventions may include but are not limited to:

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| Teacher-student meeting | Community service |
| Contact with parents | Conflict mediation |
| Verbal reminders | Peer mentoring |
| Written reflective assignments | Referral to counselling |
| Problem-solving activity | Meeting with parent |
| Time-out | Meeting with parent/student/admin. |
| Quiet area to work | Referral to community agency |
| Removal from class | Withdrawal of classroom privileges |
| Update call to parent | Restitution for damages |
| Office referral/detentions | Restorative practices |
| Home consequences | Other interventions deemed appropriate |

Some possible next steps that involve the Administration/Student/Teacher/Parent:

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| Update call to parent | Meeting with parent |
| Suspension/Expulsion | Withdrawal from class |
| Meeting with student and teacher | Conflict Mediation |
| Alternative to suspension | Referral to community agency |
| Referral to support staff | Community Service |
| Withdrawal of school privileges | Restitution for damages |
| Restorative practices | Reflection activities |

When addressing inappropriate behaviour, school staff should consider the particular student and circumstances, including any mitigating and other factors as set out in the Student Discipline Procedures, the nature and severity of the behaviour, and the impact on the school climate.

Suspensions and Expulsions

When a principal determines that a student has committed one or more infractions on school property, during school-related activities or events, and/or in circumstances off of school property, where the infraction has an impact on the school climate, a principal will consider whether that student should be suspended or be recommended to the Board Expulsion Committee.

Suspension must be considered under section 306(1) of the *Education Act* for:

1. Uttering a threat to inflict serious bodily harm on another person
2. Possessing alcohol, illegal and/or restricted drugs
3. Being under the influence of alcohol
4. Swearing at a teacher or at another person in a position of authority
5. Committing an act of vandalism that causes extensive damage to school property at the student's school or to property located on the premises of the student's school
6. Bullying
7. Any act considered by the principal to be injurious to the moral tone of the school
8. Any act considered by the principal to be injurious to the physical or mental well-being of any member of the school community
9. Any act considered by the principal to be contrary to the Board or school Code of Conduct
10. Opposition to authority
11. Habitual neglect of duty
12. Fighting / Violence
13. Use of profanity / swearing

Expulsion must be considered under section 310(1) of the *Education Act* for:

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
4. Committing sexual assault
5. Trafficking in weapons, illegal and/or restricted drugs
6. Committing robbery
7. Giving alcohol to a minor
8. An act considered by the principal to be significantly injurious to the moral tone of the school and/or to the physical or mental well-being of others
9. A pattern of behaviour that is so inappropriate that the student's continued presence is injurious to the effective learning and/or working environment of others
10. Activities engaged in by the student on or off school property that cause the student's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of other person(s) in the school or Board
11. Activities engaged in by the student on or off school property that have caused extensive damage to the property of the Board or to goods that are/were on Board property
12. The student has demonstrated through a pattern of behaviour that they have not prospered by the instruction available to them and that they are persistently resistant to making changes in behaviour which would enable them to prosper.
13. Any act considered by the principal to be a serious violation of the Board or school Code of Conduct.
14. Where a student has no history of discipline or behaviour intervention or no relevant history, a single act, incident or infraction considered by the principal to be a serious violation of the expectations of student behaviour and/or a serious breach of the Board or School Code of Conduct.

Note: If a student is suspended, they are suspended from their school and from engaging in all school-related activities. The student cannot be on any school property within the UCDSB without the permission from the school principal.

SCHOOL HOURS

Supervision begins	9:15	Classes begin	9:30
Lunch/Recess	12:00 – 12:20	Recess/Lunch	12:20 – 12:40
Recess	3:00 – 3:40	Dismissal	3:40 – 3:50

If your child walks or you are driving your child to school, please note that supervision starts at 9:15. No child is allowed on the yard without proper supervision. In the case of an emergency, it may be possible to make special arrangements by contacting the office.

STUDENT PHONE CALLS

Calls to parents at home or at work, unless absolutely necessary, are not permitted. After school arrangements that are a change from normal routine must be made in advance. The student must have written permission from a parent/guardian.

STUDENTS WITH MEDICAL NEEDS

Depending on their cognitive, emotional, social, and physical stage of development, and their capacity for self-management, students are expected to actively support the development and implementation of their Plan of Care. Students should:

- Take responsibility for advocating for their personal safety and well-being that is consistent with their cognitive, emotional, social and physical stage of development and their capacity for self-management;
- Participate in the development or review of their Plan of Care;

- Carry out daily or routine self-management of their medical condition to their full potential, as described in their Plan of Care (e.g., carry their medication and medical supplies; follow school board policies on disposal of medication and medical supplies);
- Set goals on an ongoing basis for self-management of their medical condition, in conjunction with their parents and health care professionals;
- Communicate with their parents/guardians and school staff if they are facing challenges related to their medical condition at school;
- Wear medical alert identification that they and their parents/guardians deem appropriate;
- If possible, inform school staff and/or peers if a medical incident or a medical emergency occurs.

SUPPORTING STUDENTS WITH MEDICAL NEEDS

As the primary caregiver for their child, parents/guardians are expected to be active participants in supporting the management of their child’s medical needs (e.g., Anaphylaxis, Asthma, Diabetes, Epilepsy, or other medical requirements) while they are in school. At a minimum, parents/guardians should:

- Inform the school of their child’s medical needs and co-create the Plan of Care for their child with the principal or principal’s designate;
- Educate their child about their medical conditions with support from their child’s health care professionals, as needed;
- Guide and encourage their child to reach their full potential for self-management and self-advocacy;
- Communicate changes to the Plan of Care, such as changes to the status of their child’s medical conditions or changes to their child’s ability to manage the medical conditions, to the principal or the principal’s designate;
- Confirm annually to the principal or designate that their child’s medical status is unchanged;
- Initiate and participate in annual meetings to review their child’s Plan of Care;
- Supply their child and/or the school with sufficient quantities of medication and supplies in their original, clearly labelled containers, as directed by a health care professional and as outlined in the Plan of Care, and track the expiration dates if they are supplied;
- Seek medical advice from a medical doctor, nurse practitioner, or pharmacist, where appropriate.

VOLUNTEERS

Parents and volunteers are always needed and welcome. Volunteers can assist in many ways, such as reading, making teaching materials, working with teachers in the classroom, helping students, helping with breakfast/snack bins, or to work at special events. Volunteers are asked to use the sign-in book at the office, wear an ID Pass while on school property, and are protected by UCDSB policies and procedures.

The Board’s procedure on Volunteers reads, “all volunteers having contact with students are required, under Board policy, to obtain and submit a Criminal Reference Check” and “while all persons are encouraged to volunteer their services, the Board reserves the right to accept or deny any offer of service...”. Checks are completed through the OPP on-line and are free for volunteers. Email Mrs. Adrain (Victoria.adrain@ucdsb.on.ca) to obtain the letter from the school that needs to be uploaded.

If you wish to volunteer in any capacity (school trips, hot lunch, volunteer driver, reading with children, coaching, etc.), you will need to ensure that a Vulnerable Sector check is on file in the school office. Offence Declarations are to be completed on an annual basis and are kept on file in the office.

WEAPONS, FIRECRACKERS, MATCHES, LIGHTERS AND LASER POINTERS

The possession and/or display of weapons and firecrackers on school property are strictly forbidden. Such possession may result in immediate suspension. The public display or use of lighters or matches on school property is prohibited. In the interest of student and staff safety, water pistols, toy guns and laser pointers are not permitted on school property.