

Drummond Central School



**Student Handbook
2023-2024**

DRUMMOND CENTRAL SCHOOL A TO Z

ANAPHYLAXIS (Life-Threatening Allergy)

Drummond Central School is a nut free building. 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 on when no one is available to answer the phone. Parents and guardians are asked to contact the school at 613-267-4789 to report the absence of their child. Parents can also let the school know through My Family Room.

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 “bee” bell.
- **Late Arrivals for Students:** A student arriving late for school should walk with a parent/guardian to the front doors and ring the “bee” bell for student entrance.
- **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 or in the yard.
- **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. Parents must ring the “bee” buzzer upon arrival at the front door and their child will be called to meet them at the front door.
- **Change of Information:** Parents are asked to let the school know when there is a change in routine, address, phone number or baby-sitter.
- **Release Students:** Students will not be released from school to anyone other than parents/guardians without prior notification from parents, in writing/email.

ATTENDANCE

If your child is absent, please contact the school prior to 9:30 a.m. You can call the school at 613-267-4789. Our answering machine is on when no one is available to answer a call. 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.

ASTHMA

The school asks that all parents notify the school if their child has been diagnosed with asthma. An individual plan of care for asthma management must be created for each student diagnosed with asthma based on the recommendation of the student's health care provider. The school will ensure that all students have easy access to their prescribed reliever inhaler(s) medications. **A pupil is permitted to carry his/her asthma medication if the pupil has his/her parent's signed permission.**

BIKES ON SCHOOL PROPERTY

Students who live within biking distance of the school are welcome to bring their bike to school. As a safety precaution, students are reminded that by law, every cyclist under age 18 must wear an approved helmet. Students are asked to walk with their bikes once on school property. The school and UCDSB are not responsible for stolen or damaged personal property.

BUS CANCELLATION

In the event of bus cancellation due to poor weather conditions, announcements will be made on LAKE 88.1, and on both Drummond Central 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.

BUSSING

The Student Transportation of Eastern Ontario provides detailed guidelines for parents regarding the transportation of students. An information booklet is 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.

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.

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. Unless invited by an educator, your cell phone or personal technology device should be Out of Sight, and Out of Mind. That means cell phones and personal technology devices should be stored in your backpack, your desk or your pocket, but should NOT be in plain view. UCDSB supports its students by providing an environment that allows students to bring supplies, equipment, devices and other resources of their own into the school and classroom in a way consistent with UCDSB policies and values

EMERGENCY EVACUATION

Should an emergency evacuation be necessary, students will be taken to one of the following locations: Drummond N/E Twp. Garage (walking), Maple Grove School, Lanark (bus), or The Stewart School, Perth (bus alternate). Parents will be contacted, and students will be kept at the evacuation site until picked up by a parent or designated adult.

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.

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 prescription and non-prescription medication must be completed and signed by the physician and/or parent. It is kept with the student's medication in the office. All medication must be in the original container and labelled with the student's name.

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

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 pupil 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 pupils in order to reinforce positive behaviours and help pupils make good choices.

For pupils 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 pupil 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 pupil 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 pupil 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 pupil's school or to property located on the premises of the pupil'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 pupil's continued presence is injurious to the effective learning and/or working environment of others
10. Activities engaged in by the pupil on or off school property that cause the pupil'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 pupil 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 pupil 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 pupil 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 pupil behaviour and/or a serious breach of the Board or School Code of Conduct.

Note: If a pupil 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

If your child walks or you are driving your child to school, please note that supervision on the yard starts at 9:05 a.m. No child is allowed on the yard without proper supervision. School is dismissed at 3:40 p.m.

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 help 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....".

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.