



# FAMILY HANDBOOK 2022-2023

Southwood Park Public School  
28 Lambard Crescent  
Ajax, Ontario, L1S 1M5  
905-683-5230

## MISSION STATEMENT

Our mission at Southwood Park is to prepare students for life and to help them become productive and responsible citizens. Our staff is dedicated to providing educational programs that engage, empower and inspire our students. As a community, we strive to promote a safe and equitable environment that fosters a positive sense of self and instills in our students a desire to learn and achieve their personal best.

School Bell Times	
Entry Bell	9:15 am
Lunch	12:00 – 1:00 pm
Dismissal	3:45 pm

Principal:	David Budd
Vice-Principal:	Rema Saati
Head Secretary:	Christine Kennedy
Part-time Secretary:	Claudette Gale
Superintendent:	Stephen Nevills
Trustee:	Donna Edwards



905-683-5230



905-683-0565



<http://southwoodpark@ddsb.ca>

Dear Parents/Guardians:

Welcome to the 2022-2023 school year! We are very excited to be starting the school year with the opportunity to invite students, families, and our community back to our school. We will strive to create a school environment that is welcoming and equitable, working together to help our children feel supported and confident, in becoming and active and involved citizens.

We believe that..

- Everyone has a responsibility to promote a safe environment.
- Everyone must treat others with respect and dignity. Kindness is an expectation at Southwood.
- Parents/guardians, students and school staff share the responsibility of student academic, social and emotional success, and must work together.

You can help by remembering to do the following:

- drop off and pick up your child in the school's designated area(s); children line up with their class, while parents remain distanced on the pavement
- ensure your child understands and obeys bus safety and behaviour rules
- organize lunches and pick-up arrangements before school starts
- call for an appointment if you wish to meet with your child's teacher, principal or other school personnel
- make your child's teacher your first contact when you have educational concerns
- review all behaviour expectations/code of conduct with your child, including safety measures that have been added this year
- follow all protocol as set out by Durham Region Health Services and the DDSB

You support your child in the lifelong learning process when you:

- are on time for school and ready with the required materials
- show your child that learning is interesting and fun
- help your child talk about his or her experiences and feelings at home and at school
- encourage your child to be independent and responsible at an early age
- model and encourage respectful and kind behaviour
- provide a quiet, well lit place for your child to complete homework assignments
- help your child set attainable daily, weekly and monthly goals
- ensure that your child has had a good sleep and a proper breakfast before coming to school
- take time every day to talk with, and listen to, your child

As administrators, we feel so fortunate to work at Southwood Park PS with our amazing community and wonderful students. We look forward to working in partnership with our community again, supporting each other and continuing forward in educating and inspiring our future leaders. Thank you for your commitment and partnership, to make this an engaging, empowering and inspiring year.

David Budd  
Principal

Rema Saati  
Vice Principal

**DURHAM DISTRICT SCHOOL BOARD**  
**ELEMENTARY SCHOOLS - REGULAR SCHOOL YEAR CALENDAR, 2022-23**

First Day of Classes – Tuesday, September 6, 2022

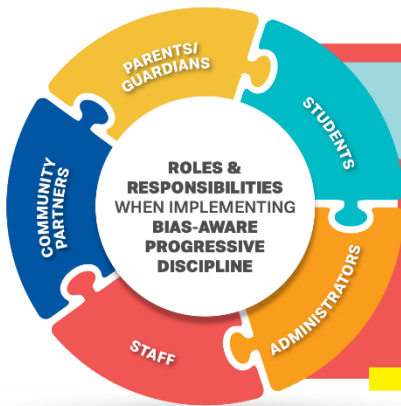
Legend: **B** – Board Designated Holiday   **H** – Statutory School Holiday   **P** – Professional Activity Day   **P\*** – Prov Priority Day

	Number of Professional & Provincial 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	1		1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
			H																						P*		
September	1	19				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
						P*	B	H	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4
October	1	19	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31				
			5	1	2	3	4	H	5	1	2	3	4	5	1	2	3	P*	4	5	1	2	3				
November	1	21		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30		
				4	5	1	2	3	4	5	1	2	3	4	5	1	P	2	3	4	5	1	2	3	4		
December		16				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
						5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	B	B	B	B	B	B
January	1	16	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
			B	B	B	B	B	1	2	3	4	5	1	2	3	4	P	5	1	2	3	4	5	1			
February		19			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28			
					2	3	4	5	1	2	3	4	5	1	2	3	4	H	5	1	2	3	4	5			
March		17			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
					1	2	3	4	5	1	2	B	B	B	B	B	B	3	4	5	1	2	3	4	5	1	2
April		18	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28					
			3	4	5	1	H	H	2	3	4	5	1	2	3	4	5	1	2	3	4	5					
May		22	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
			1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	H	1	2	3	4	5	1	2		
June	2	20				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
						3	P	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	P
Total	7	187																									

# 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.

## Southwood Park P.S Public School's Behavioural Expectations

The Southwood Park P.S. *Behavioural Expectations* have been created through a collaborative process involving the students, staff and the community, and in accordance with Ontario's Ministry of Education Safe School's Policies. They describe how students are expected to conduct themselves in a SAFE, RESPONSIBLE, and RESPECTFUL manner in the different areas and aspects of school life.

AREA of SCHOOL	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
Classroom	<ul style="list-style-type: none"> <li>- Enter and exit in an orderly fashion, keeping physical distance</li> <li>- Move safely in the classroom with permission</li> <li>- Ask permission before leaving the classroom</li> </ul>	<ul style="list-style-type: none"> <li>- Speak politely to staff, guest teachers, lunchroom supervisors and fellow students</li> <li>- Work to the best of your ability</li> <li>- Treat all books/technology with care</li> <li>- Respect the property of others</li> <li>- Follow all rules regarding technology use</li> </ul>	<ul style="list-style-type: none"> <li>- Arrive to class on time</li> <li>- Come prepared for learning with required materials</li> <li>- Adhere to due dates</li> <li>- Stay focussed on your work/task</li> <li>- Catch up on important missed work</li> <li>- Communicate with the teacher</li> <li>- Ask for help when needed</li> </ul>
Lunch Room	<ul style="list-style-type: none"> <li>- Keep all food to self</li> <li>- Remain seated during eating period</li> <li>- Eat only your own food</li> <li>- Wear your mask when you are not eating or drinking</li> <li>- <b>Do not bring nut products to school</b></li> </ul>	<ul style="list-style-type: none"> <li>- Use good manners</li> <li>- Use a quiet voice</li> <li>- Raise hand and wait to be excused</li> <li>- Speak with supervisors in a respectful tone</li> </ul>	<ul style="list-style-type: none"> <li>- Bring a healthy lunch every day</li> <li>- Clean up after yourself</li> <li>- Take garbage and recyclables home</li> <li>- Reduce waste, Re-use containers and Recycle</li> </ul>
Playground/Recess	<ul style="list-style-type: none"> <li>- Stay within boundaries</li> <li>- No wrestling, play fighting or contact games; stay physically distanced</li> <li>- Play games that are safe and fun for everyone</li> </ul>	<ul style="list-style-type: none"> <li>- Play fairly</li> <li>- Include others</li> <li>- Follow the directions of adults on duty</li> <li>- Do not use offensive language</li> </ul>	<ul style="list-style-type: none"> <li>- Ask permission to enter the school</li> <li>- Wait for your teacher to lead you back to class through your assigned door</li> <li>- Return all sports equipment to your bag</li> <li>- No food or drink outside</li> <li>- No phone use allowed</li> </ul>
Halls, Stairways	<ul style="list-style-type: none"> <li>- Stay to the right, physically distanced</li> <li>- Walk at all times</li> <li>- Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>- No food, drink or gum</li> <li>- Drinking fountains are closed; water bottle fill stations are open</li> <li>- Hold the door open for the person in front of you</li> <li>- Use a quiet voice</li> </ul>	<ul style="list-style-type: none"> <li>- Get to class on time</li> <li>- Do not loiter</li> <li>- No phone use allowed</li> </ul>
Washrooms	<ul style="list-style-type: none"> <li>- Keep feet on floor; no climbing</li> <li>- Keep water in sink</li> <li>- Sign in and out of class</li> <li>- Wait outside if all stalls/urinals are full</li> </ul>	<ul style="list-style-type: none"> <li>- Give people privacy</li> <li>- Flush toilet after use</li> <li>- Use a quiet voice</li> </ul>	<ul style="list-style-type: none"> <li>- Ask permission to go to the washroom</li> <li>- Wash and dry hands</li> <li>- No phone use allowed</li> <li>- No loitering</li> </ul>
Arrival and Dismissal Areas	<ul style="list-style-type: none"> <li>- Use sidewalks and crosswalks</li> <li>- Wait physically distanced in designated areas</li> <li>- Do not block the front doors</li> <li>- Keep hands and feet to self</li> <li>- Be aware of people around you</li> <li>- Choose a designated place to meet your siblings and friends outdoors</li> <li>- No playing before and after school on school property</li> </ul>	<ul style="list-style-type: none"> <li>- Use kind words and actions</li> <li>- Line up quietly</li> <li>- Wait for your turn to enter</li> <li>- Clean up after yourself</li> <li>- Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>- Arrive on time</li> <li>- Leave on time</li> <li>- Get teacher permission to use the phone</li> <li>- Enter and exit by the same door</li> </ul>

For more information on the DDSB's Safe and Accepting School's policy which include information on the following:

- Restorative Practice
- Cyberbullying and Bullying Prevention and Intervention
- Bias-Aware Progressive Discipline

## Attendance and Safe Arrival Program

Attendance checks are completed each morning and afternoon to ensure that absent students are safe. Durham District School Board uses the Safe Arrival absence reporting software. **School Messenger Safe Arrival** (<https://go.schoolmessenger.ca>) will start on the first day of the 2022/23 school year. **Parents are required to report absences online.**

Parents can continue to report absences through the automated telephone system by dialing 1-844-350-2646 without creating an account.

It is the parent/guardian's responsibility to provide the school with complete and current information to enable us to make any necessary contacts in the event of an unexplained absence. All late arrivals MUST report to the office for an Admittance Slip before they proceed to their classroom.

For appointments, please 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/guardian 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.

All students should arrive at school between 9:05 and 9:15 in the morning and just before the bell if they go home for lunch. Parents/guardians are obligated under the Education Act to ensure their children attend school regularly and punctually.

## Safe Welcoming School/ Visitor Policy

To ensure you are able to meet with the desired staff member, before coming to school, please call and make an appointment. In this way, we can meet your needs while maintaining teaching and safety in the building. All doors including the main entrance door will be locked during regular school hours. A key fob is needed to open the doors and a monitor display is used in the office to acknowledge visitors. Please use the intercom located between the two sets of doors when you arrive and sanitize your hands. Someone in the office will buzz you into the Main Office.

## Entry/Exit

To ensure an orderly entry and exit, all students have been assigned a class lineup on the schoolyard. Teachers will walk students into and out of the school building. Parents/guardians or other caregivers (including older siblings walking a student home) are asked to drop off or meet students outside at the appropriate meeting area. Parents are asked to stay in the designated areas and respect the space of other students and families during drop-off and pick-up times.

## 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 classroom.

Hold and Secure – This is used when potentially unsafe situations occur in the community (such as police activity) and is not related to school or school property. All exterior doors are locked, students return to classrooms, and regular lessons continue.

Shelter in Place – This is used for an environmental or weather-related situation, where it is necessary to keep all occupants within the school. 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 acted upon as a real emergency situation.

## Homework Guidelines

The Durham District School Board and the staff of Southwood Park P.S. believe homework is a planned and purposeful part of the academic program that is connected to learning expectations and builds upon daily classroom experiences.

In the primary grades (JK-3), it is strongly recommended that students read daily and that families engage in games and activities that promote literacy and numeracy skills. For students in the junior grades (4-6), a typical evening might include daily reading, project research, or completion of work not finished in class. It is during these years that it becomes important that students develop the “positive habits of homework”. As students enter the intermediate division (7-8), it becomes important they prepare for the demands they will meet in secondary school. There will be some assigned homework. It may take the form of completing unfinished work assigned in class, studying for tests and/or doing research for curriculum related projects.

Recent research suggests that there is a direct relationship between the home and school connection and student achievement. Here are some easy-to-follow tips to assist you in supporting your child’s development:

Set a consistent time when homework will be done every night

- ✓ Provide a quiet place away from distractions such as television and telephone
- ✓ Have your children engage in authentic literacy and numeracy activities
- ✓ Talk to your children about what they are learning in school
- ✓ Model reading and read with your children daily
- ✓ Encourage your children to ask the teacher for help if they find the work difficult or confusing
- ✓ Keep in touch with the teachers and call when you have a question or a concern
- ✓ Check that homework is completed

## Lunch Room Conduct and Boomerang Lunches

We expect students who stay for lunch to willingly follow our reasonable and practical lunchtime expectations. Students are expected to demonstrate polite and appropriate behaviour during the lunch hour. The lunchroom supervisors, who watch over our students, are there to maintain order and to ensure everyone’s safety during lunch and lunch recess. Students **who eat lunch at school will be expected to stay on school property for their entire lunch time**, including lunch recess, unless they are being picked up by a parent. Students in Grades 5-8 will have the option, with parent permission, to go home during their lunch hour. **They are expected to stay off property until just before the bell.** Students who go home may not return in the middle of the lunch hour. Southwood Park staff and students take pride in being stewards of the school and community environment. In conjunction with this philosophy, we participate in the Boomerang Lunch program. This means students are required to take home any uneaten food and garbage so that it can be properly disposed of, recycled or composted.

## Healthy Body Equals Healthy Mind

Good food, daily physical activity and a healthy environment that supports learning and growth are vital to helping students reach their full potential.

The Ministry of Education is working in partnership with students, teachers, principals, parents and others to help Ontario's students do their best in school. Together, we are also making our schools healthier places for students to learn and grow. In accordance with this philosophy, Southwood Park P.S. is committed to supporting a healthy school environment. Since good nutrition is essential for the proper growth and development of children, and is proven to have a beneficial effect on learning, please consider the following ideas when planning your child’s lunch or snack:

- send fruits and vegetables in place of candy and or chips
- provide cheese strips and/or yogurt tubes as a great source of calcium
- milk, real juices, and water are excellent drink alternatives

## Accidents

If a student requires medical attention for a physical injury, an *Incident Report Form* will be completed at the office. Parents/guardians will be contacted. If parents/guardians 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/guardians are asked to provide an emergency contact name and number for the safety of the student. It is critical that parents/guardians immediately inform the office of any changes to home or emergency contact information.

## Allergy Alert

There are a number of students in our school who have life-threatening allergies. Parents/guardians are asked to inform their child's homeroom teacher of any allergies and complete the allergy section on the registration form.

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 Alert 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, Board guidelines stipulate that 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 this product in his/her lunches.**

## Classroom Treats

In an effort to respond to the Ministry of Ontario's 2010 School Food and Beverage Policy, encourage the healthy eating habits of our students, and minimize the chance of introducing allergens, **we kindly ask that parents/guardians refrain from sending in birthday treats to be shared in the class.** If there are questions regarding this policy, please contact Mr. Budd (david.budd@ddsb.ca).

## 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 requires any medication at school (Epipen, asthma medication, etc.)** 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 at the office.

## Bikes, Skateboards, Scooters

Students may ride bicycles, skateboards and scooters to school. **Once on school property, they must walk their bike or scooter and lock them at the provided racks.**

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.** It is the parents/guardians responsibility to ensure the use of protective head gear (approved helmet) and any other safety equipment.

## Communication between School and Home

Communication will be frequent between school and home. The office will communicate important events, news and dates through School Messenger. Please make sure a current email and phone number is on file.

Classroom teachers may use a variety of communication tools to ensure you are up to date with your child's progress and what is happening in his/her classroom. They may include one or more of the following: Google Classroom updates,



emails, phone calls, classroom newsletters, or message (e.g., Remind App). Please contact your child's teacher with any specific questions or concerns about your child.

### Incident Weather Procedure

Students benefit from outdoor play and may be outside at recess or lunch breaks for short periods during light drizzle, snow and cold weather. On those days, please monitor the forecast and dress accordingly.

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.

The following procedures are used in the event that our students cannot be outside because of inclement weather. **Before school and at lunch** - students will enter the school and wait quietly in their classrooms until the bell rings.

### Kiss and Drop

Southwood Park has one designated area for drop-off and pick-up of students, the front of the school (street side). To ensure a process that is safe and effective for everyone we ask that you adhere to the following expectations:

Kiss and Drop (Front of school)
<ul style="list-style-type: none"><li>• when dropping off, follow directions of kiss and drop staff</li><li>• do not park and leave your vehicle, kiss and drop staff will ensure students make their way safely</li><li>• do not use the handicapped spaces for drop off unless you have the appropriate sticker/designation</li><li>• do not pass other vehicles or honk</li><li>• do not enter the school parking lot when school buses are present; if you must park, please do so on a side street and walk onto school property</li><li>• if you require special accommodations, such as accessible parking, please advise kiss and drop staff</li><li>• traffic flow is much improved if cars enter the crescent via the east side and leave via the west</li><li>• arriving late to avoid the congestion makes the office even busier first thing in the morning, and your child late for entry routines</li><li>• have your children and backpacks ready for a quick drop off. Backpacks in the trunk delay the process. Parents should not need to exit the vehicle in most cases.</li></ul>

Please remember that both before and after school are busy times and there will be a volume of traffic that causes some congestion. When everyone respects the aforementioned expectations and exercises courtesy and patience, it is in everyone's best interest.

### Lockers

Lockers will be assigned and used by intermediate students. Lockers are at all times property of the DDSB 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 at entry, recess and lunch times. During class time, locker visits are only with permission from a teacher. Students are not to place stickers or other marks on their lockers that leave residue and/or permanent damage. Students are expected to keep their locker contents clean and organized, and free of open food and drink.

### Religious Accommodations

The Durham District School Board and Southwood Park P.S. follow the Guidelines and *Procedures for the Accommodation of Religious Requirements Practices and Observances*. This document has been produced in compliance with requirements of Ontario's Equity and Inclusive Education Strategy within the contexts of the *Canadian Charter of Rights and Freedoms*

and the *Ontario Human Rights Code*. 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. 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.

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

### Emergency School Closing

On rare occasions, schools may need to be closed due to severe weather or other emergencies. School closings are usually announced early in the morning prior to the beginning of the school day.

### School Bus Services:

If inclement weather forces cancellation of school bus service for students, the following FM and AM radio stations will be notified no later than 7:00 a.m.

AM Stations			FM Stations				
CKDO 1580	CKLY 91.0	CFRB 1010	Y92 91.9	The Rock 94.9	KX96 95.9	EZ Rock 97.3	CHFI 98.1
			CBC 99.1	CHUM 104.5	CICX 105.9	Q107 107.1	CKDO 107.7

Television Stations:

<b>City TV</b>	<b>CFTO</b>	<b>Global TV</b>
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School closing information will also be posted on the DDSB website [www.ddsb.ca](http://www.ddsb.ca) and our school website as early as possible in the morning. Parents/guardians are asked to check these sources before sending students to school on mornings of severe weather.

### School Community Council

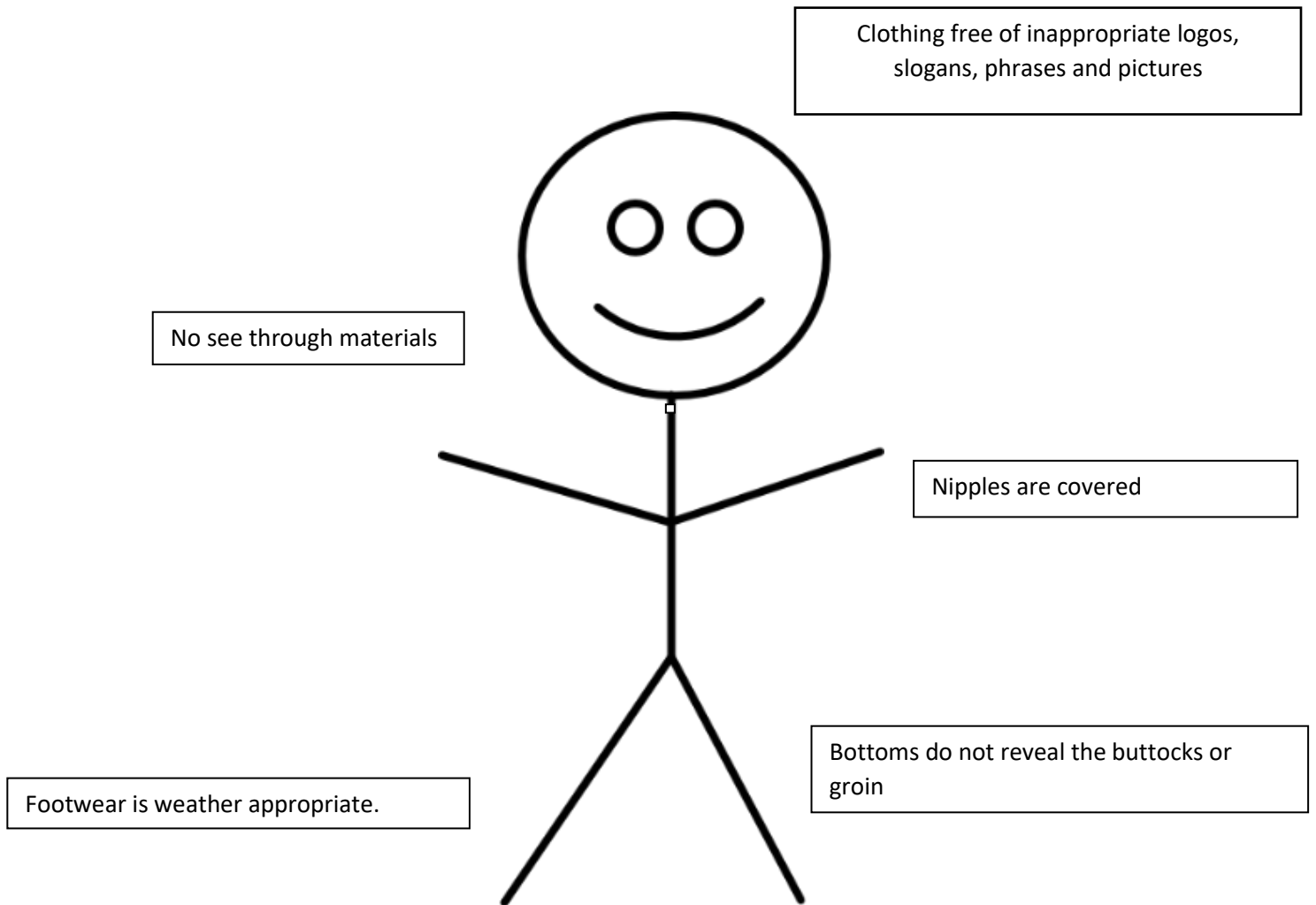
The Southwood Park Public School Community Council meets monthly to discuss issues relevant to parents, education, fundraising, and the school community. The Council is comprised of parents, staff, and a community member. All members of the school community are welcome to attend meetings as observers and are encouraged to participate in SCC activities. The council begins each year with nominations and elections during the month of September.

We all strive to meet the needs of the students and the community. Dates for meetings are established at the first meeting and will be posted on the school website.

### Supervision

Yard supervision for students begins at 9:00 a.m. Students are not to be dropped off, or to be arriving on school property, prior to this time. Yard supervision is also provided for students at all recesses and during the lunch break. When outside, students must play in their designated area and remain visible to the supervisor in the schoolyard. Students must have permission from a staff member or lunchroom supervisor before entering the school during any recess break. There is limited yard supervision after the school day ends at 3:45 p.m. Parents/guardians must make arrangements for their child to be picked up immediately after school, or to walk directly home, or to an alternate care-provider.

# APPROPRIATE DRESS FOR SOUTHWOOD PARK STUDENTS



A) Appropriate dress students must wear:

- Clothing which includes both a top and bottom layer
- Footwear appropriate for school activities
- Any clothing that supports a human rights related need or accommodation
- Clothing (tops) may expose arms, shoulders, stomach, midriff, neckline, cleavage, and straps, but will cover nipples
- Clothing (bottoms) may expose legs, knees, thighs, hips and 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, STEM and physical education. Parents, guardians, and students must be informed well in advance, and individual needs will be accommodated by the school short of undue hardship. 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.

The school dress code assists in the creation of a positive learning environment. When school administration determines that student dress code does not meet these expectations, students will be spoken to in private. They may be provided with alternative clothing, parents/guardians may be asked to deliver alternative clothing, or students may be sent home to comply with the dress code before re-entering the school.

## Digital Citizenship

As our students are growing up in a digital world, and we recognize its power as an educational tool, it is imperative that we help them become safe, responsible and respectful digital citizens. There is a focus from the Durham District School Board, and within our school on integrating the character traits with themes of digital citizenship. Our Southwood Park P.S. staff has been working to develop programs, and behavioural expectations within the framework of **BE SAFE, BE RESPONSIBLE, BE RESPECTFUL** to address digital rights and responsibilities.

### **DIGITAL CITIZENSHIP**

#### **ACCEPTABLE USER POLICY FOR STUDENTS USING THE INTERNET**

##### **Use of Technology**

**Students are expected to follow the procedures and rules regarding the use of computers and personal devices:**

##### **Acceptable Use**

I will use the computing and technology facilities as instructed by my teachers.  
I may use the Internet when a teacher is present, or I have special permission to do so.  
I will only use the computing and technology facilities for recreational purposes when I have permission from my teacher.  
I will never use the computing and technology facilities for illegal or money-making purposes.  
I may copy another person's work if I acknowledge it in a reference note. I will not download and sell materials which are owned by someone else.  
I will follow the school rules when using and downloading any files and software. I will keep my password secret.

##### **Safe Use**

I will never give out personal information about myself, or others on the Internet without my teacher's instruction. This includes my address, telephone number, picture, baby-sitter, route taken to school, or parents' hours of work.  
I will only use my first name if I am working with a project where I talk to other people. I will inform my teacher immediately if I find materials and sites I should not see.  
I will inform my teacher immediately if I am ever uncomfortable or frightened on the Internet (because a user is not using acceptable behaviour).

##### **Appropriate Use**

I will be polite. I will only use language that is acceptable in my school.  
I will send messages that contain words or information I would write on a classroom blackboard.  
I will not use the computing and technology facilities in any ways that will harm the system or another person's work.  
I will not go into another person's private mail or files.  
I will not use technology to threaten or put down another person's character (e.g. Instagram, Facebook, YouTube, Rate my Teacher, Twitter)

##### **Reliability**

I understand that the teachers and technicians try to ensure that the computer and technology facilities work. However, I understand that the computer and technology facilities may be unavailable sometimes.  
I understand that information found on the Internet may be false, and I must learn to evaluate the information that I find.

##### **Abuse/Misuse of the System**

I understand that I must follow the rules and procedures in this brochure, and those given by my teacher. If I do not follow these rules, I may have my technology privileges taken away and will have a meeting with my teacher, principal and parents/guardians.




My actions are bound by my school's Student Code of Behaviour, and the Durham District School Board Code of Conduct, which states that a student may be suspended or expelled from his or her school, expelled from attending any school in Ontario, and/or prohibited from engaging in school-related activities if the student commits an infraction of the Code of Conduct while he or she is at school, engaged in a school-related activity, or engaged in conduct that has a relationship to the school, school community, the reputation of the school or Board.

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Teachers will use the Digital Traffic Light Guidelines model (shown below) or a similar system in the classroom, to help create consistency of expectations for the learning community.



## DIGITAL TRAFFIC LIGHT GUIDELINES

<p><b>Red Light</b></p> <p><i>Off and away!</i></p> 	<ul style="list-style-type: none"> <li>➤ <b>Personal device/phone is in locker</b></li> <li>➤ NO TEXTING</li> <li>➤ NO Pictures, Video , Games or Camera Mode</li> <li>➤ NO Social Media</li> <li>➤ NO Music</li> <li>➤ Phone is TURNED OFF – not on silent mode</li> <li>➤ No sound disruptions</li> <li>➤ No distractions</li> <li>➤ NO headphones or earbuds visible (this includes both in and out of the classroom – they should not be worn)</li> <li>➤ ALL lunch and recess breaks</li> <li>➤ All transition areas, hallways and washrooms are red zone</li> </ul>
<p><b>Yellow Light</b></p> <p><i>Limited use under teacher supervision</i></p> 	<ul style="list-style-type: none"> <li>➤ <b>Personal device/phone placed face down on desk or in locker</b></li> <li>➤ NO TEXTING</li> <li>➤ NO Pictures, Video, Games or Camera Mode</li> <li>➤ NO Social Media</li> <li>➤ NO Music</li> <li>➤ NO headphones or earbuds visible</li> <li>➤ OK to use as a calculator with teacher supervision</li> <li>➤ OK to use for restricted technology purposes (ie. 'Plickers', 'Kahoot', 'Nearpod', etc.) with teacher supervision</li> </ul>
<p><b>Green Light</b></p> <p><i>Use under teacher supervision</i></p> 	<ul style="list-style-type: none"> <li>➤ <b>Device is in plain view (student is not using it under or in the desk)</b></li> <li>➤ NO TEXTING</li> <li>➤ NO Pictures, Video, Games or Camera Mode unless part of teacher directed project</li> <li>➤ NO Social Media</li> <li>➤ OK for use of school WiFi &amp;/or personal data plans for research under teacher supervision</li> <li>➤ OK to use a calculator with teacher supervision</li> <li>➤ OK to use teacher-approved apps for learning</li> <li>➤ OK to listen to music with headphones/earbuds (volume level acceptable) with teacher permission</li> <li>➤ OK to text/call home with teacher supervision and permission</li> </ul>

### Consequences for Inappropriate Use of Personal Device

For students who choose to use their device at an inappropriate time or location, in an inappropriate way, The teacher will determine a logical consequence based on the type of infraction, frequency of misuse, and attitude of the student. Consequences will include one of the following:

- device to teacher for remainder of work period
- device to office for the remainder of the day
- phone call/message home to inform parents/guardians
- device kept at the office/at home for one week
- device kept at the office/at home for one month

We recognize that students may need their device for safety walking to and from home and devices, if kept at the office or by the teacher, will be returned to the student at the end of the day.