
Student Name

Student Handbook 2018-2019



144 Whitburn Street Whitby, Ontario L1R 2N1 (905) 668-3249

www.ddsb.ca/school/jackminer

Teachers, Administration and the School Community Council support the use of an agenda as an integral part of a student's daily practice.

Agendas serve the following purposes:

- Students learn to organize their school and personal lives
- Teachers communicate expectations to students
- Communication between home and school is enhanced
- Communicates Procedures, Dates of Importance, Code of Conduct, Safety and Health Issues and the Computer Policy

It is highly recommended that students in grades 1 – 8 purchase a school agenda to fully understand their role and responsibilities.

I have read the Jack Miner student handbook with my parents. I am making a commitment to myself, to the best I can be.

Student Signature: _____ Parent Signature: _____

MISSION STATEMENT

The students, staff and community of Jack Miner Public School work together to help all individuals achieve his/her full potential academically, socially and emotionally. Staff and students celebrate diversity and promote respect for others and the environment. Together, we work cooperatively to prepare students to be lifelong learners and to meet the needs of a changing society.

STAFF MESSAGE

The purpose of this handbook is to acquaint you with the routines and programs at Jack Miner Public School. This handbook will be used for reference during the school year.

Notices of special events will be sent home as the need arises. You may also access information through our school website, school newsletters, follow us on Twitter, access reminders of school events by subscribing to the Remind app, receive phone messages and emails through Synrevoice, and/or watch for information on our school sign.

We also encourage parents to keep the lines of communication open directly with their child's teacher(s). With the support of you, as parents, our highly competent staff, and the Jack Miner community, we look forward to a rewarding year.

Our school website: www.ddsb.ca/school/jackminer
Follow us on Twitter: @JackMinerPS
Subscribe to REMIND: text @jackminer to 289-799-3796 or email jackminer@mail.remind.com (no subject line)

JACK MINER PUBLIC SCHOOL COMMUNITY COUNCIL

The Jack Miner Public School Community Council is made up of parents, the principal, vice-principal and staff representatives, with the principal acting as the coordinating and liaising official. This advisory council serves a number of valuable functions. Jack Miner's S.C.C. helps with communicating information to parents, fundraising, grant writing, and working with staff to achieve school goals. Whether you are interested in the S.C.C. or another type of connection to our school, please contact the principal or vice-principal to see how you might engage with your child's school.

SECTION A: SCHOOL INFORMATION AND ROUTINES

SCHOOL HOURS

7:55 - 8:10	AM Supervision
8:05 - 8:10	Entry Bell
9:20 - 9:35	AM Recess
10:55 - 11:50	Lunch
11:50 - 11:55	After Lunch Entry
1:15 - 1:30	PM Recess
2:40	Dismissal

REPORTING SCHEDULE:

Progress Report	November 14, 2018
Parent Interviews	November 15-16, 2018
First Term Provincial Report Cards	February 6, 2019
Second Term Provincial Report Cards	June 26, 2019

SCHOOL YEAR CALENDAR

Professional Activity Day	August 30, 2018
First Day of School	September 4, 2018
Thanksgiving Holiday	October 8, 2018
Professional Activity Day	October 22, 2018
Professional Activity Day	November 16, 2018
December Vacation	December 24, 2018 – January 4, 2019
Professional Activity Day	January 18, 2019
Family Day	February 18, 2019
March Break	March 8, 2019 – March 15, 2019
Professional Activity Day	April 5, 2019
Good Friday	April 19, 2019
Easter Monday	April 22, 2019
Victoria Day	May 20, 2019
Professional Activity Day	June 7, 2019
Last Day of School	June 27, 2019
Professional Activity Day	June 28, 2019

ENTRY AND DISMISSAL

Parents, Guardians and daycare providers should meet students outside their designated door.

Early Entry

Our morning supervision begins at 7:55 a.m. In extremely cold weather and on rainy days, students will be allowed to enter the lower stairwells at the north and northwest doors upon arrival from 7:55 am until the bell rings at 8:05a.m.

Classroom helpers and students coming in for extra help or to finish work may enter early if arrangements have previously been arranged. Students coming for sports practices are to wait by the designated doors until met by the teacher. They must have their equipment with them as they will not be allowed to go to their classrooms at this time.

Dismissal

Students are to exit the school through their designated doorway. Bus students are to make their way to the front of the school and load their buses. Students who walk home are to walk on the sidewalk and not cross through the parking lot. If students need to cross Whitburn Street, they are to cross with the crossing guard for their own safety.

Late Arrival

Students who arrive late and are dropped off at the front of the school should proceed through the front doors and walk to the main office to get an admit slip.

ATTENDANCE

It is the parents' responsibility to see that children are regular and punctual in their attendance. Please encourage good habits early by ensuring that children are absent only when it is absolutely necessary.

The School Messenger '**Safe Arrival**' program enables families to conveniently notify the school when an absence will occur. Calls need to be made before 8:00am of the school day. Parents may make use of phone, internet or mobile app to notify their school of upcoming absences. **To report your child's absence you can call: 1-844-350-2646**

Students are late if they arrive in the classroom after the second bell. Students who arrive after the second bell need to go directly to the office for a late slip. Sign up for the app at go.schoolmessenger.ca on a computer. This will work with the email address you sign up with.

DRESS CODE

The school dress code assists in the creation of a positive learning environment. Inappropriate dress distracts and diverts us from our primary purpose of learning. School clothing allows for comfortable sitting and active movement. For field trips or other school related activities, students must follow the School Code of Conduct and dress code or as stated on the trip permission form.

Appropriate footwear is important and must be worn at all times. Flip flops are colourful and easy to slip on however; they are also the cause of trips and falls at school. Children playing in flip flops often trip as the footwear can bend under at the front. Running shoes are required for Physical Education classes.

Skirts, dresses and shorts must be mid-thigh or longer. Shirts and tops with appropriate necklines must be worn and tucked in or must fall below the waistline of pants/skirts. Shirts and tops must have adequate coverage over shoulders and around armholes, covering shoulder blades (gaping basketball shirts, spaghetti straps are not permitted). Undergarments must be concealed. Clothing which is offensive in nature, advertising drugs, alcohol, sex, violence, gender or ethno cultural disregard is not allowed.

VISITORS TO OUR SCHOOL

Visitors are always welcome at Jack Miner Public School. As part of our 'Safe Welcome Program' and commitment to student safety, the doors of the school will be locked during instructional times. All visitors will be required to notify the office by using a "push to talk" intercom system, located inside the front vestibule. On entry, visitors are to report to the office first to obtain a "Visitor" badge.

ADMINISTRATION OF MEDICATION

From time to time a parent request is made for staff to administer medication to students. Board policy states that staff members cannot administer medication to your child unless a “REQUEST FOR ADMINISTRATION OF ORAL MEDICATION” form is completed and signed by the parent or guardian and the family physician. These forms are available from the office and on our website.

DROPPING OFF LUNCHES AND OTHER ITEMS IN THE OFFICE

On occasion, parents and guardians may need to drop off lunches or other items to their child(ren). When the need arises, please bring the item to the cart between the front doors. Please label your child’s lunch . The cart will be brought into the school at lunch time. Students will pick up their lunch in front of the office. The staff will ensure that your child received their lunch with minimal disruption to the learning environment.

USE OF SCHOOL PHONE

Occasionally, it may be necessary for a student to make use of the school phone. Permission must be obtained from a staff member and a valid reason given. Arrangements for visiting friends after school or at lunchtime would not be considered valid. Personal messages (unless in an emergency situation) cannot be taken and given to students. Please encourage your child to make daily arrangements before leaving for school in the morning.

EQUITY & INCLUSIVE EDUCATION

The Durham District School Board respects and values the diversity and similarities within its community and fosters an educational environment free from racial and ethno-cultural prejudice and discrimination. At Jack Miner Public School, staff are committed to creating a caring climate. We want all students to be proud of who they are and their family heritage.

RELIGIOUS ACCOMMODATIONS

The Durham District School Board and Jack Miner Public School 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. The document is available at <http://www.ddsb.ca/AboutUs/EquityInclusiveEducation/Pages/Procedures-for-Religious-Accommodation.aspx>.

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 school activities
- Religious attire
- Modesty requirements in physical education
- School opening and closing exercises
- Prayer
- Dietary requirements

HEALTHY LIVING

Healthy Living is one of three strands in the Health and Physical Education Curriculum. Copies of the curriculum and parent resources are available online (<http://www.edu.gov.on.ca/eng/curriculum/elementary/health.html>), should you wish to view them.

Healthy Living Education is shared by parents and the school. **Parents will be notified by letter in advance** when the Healthy Living Strand of the curriculum is being taught. Families have the option, as they always have, to withdraw their student from the class for portions or all of the lessons outlined.

SCOOTERS, SKATEBOARDS, ROLLERBLADES AND BICYCLES

For safety reasons, roller blades are not permitted on school property. Bicycles may be locked in the bicycle rack at the back of the school. Students should walk their bicycles to the fence once on school property. The school cannot accept responsibility for lost or damaged bicycles. Scooters and skateboards should be carried on school property and stored in the designated location, as assigned by the classroom teacher.

PERSONAL ELECTRONIC DEVICES AND CELLPHONES

The Durham District School Board provides guidelines for the acceptable use of cellphones and other hand held devices. As technology evolves, so does its possible application to some instruction. These devices should only be used in class for instruction where staff have deemed it appropriate; and for instructional use only. Please refer to the school website for further information. The taking of photos, filming or recording, or the broadcasting of live audio and/or video, while at school or at a school related activity, is prohibited unless approved by the DDSB (or school), and/or where proper consents have been obtained, as may be appropriate. Cellphones are to remain in student's lockers or backpacks unless the teacher has permitted it in the classroom for that particular class.

SCHOOL CASH ONLINE

For safety and efficiency reasons, we would like to reduce the amount of cash and cheques entering the school. Please register for School Cash Online at <https://DSB.schoolscashonline.com/> and select the "Get Started Today" option. This gives you the opportunity to pay for field trips and event fees online! It takes less than 5 minutes to register. You will begin to receive email notifications of upcoming events involving your children.

SECTION B: ARRIVAL, LUNCH AND DISMISSAL SAFETY

SCHOOL BUS SAFETY RULES

RULES FOR GETTING ON AND OFF THE BUS SAFELY:

1. Be at the bus stop on time. Never run to or from the bus.
2. Remember the "danger zone" around the bus. The "danger zone" is anywhere close enough to the bus to touch it. The bus driver cannot see you when you are in the danger zone.
3. If you cross the street to get on the bus, wait until the bus has come to a complete stop. The stop arm will be out and the red lights will be flashing. Watch the driver. When the driver knows it is safe, he or she will signal you to cross, but watch for traffic yourself. Walk, don't run.
4. Hold the hand rail as you get on the bus. Don't push or shove.
5. To cross the street in front of the bus, walk at least ten giant steps (three metres). Cross only when the driver gives the signal. Cross the street in single file.
6. If you drop something near the bus, don't pick it up. Tell the driver or another adult.

RULES FOR SAFE SCHOOL BUS RIDING:

1. Take your seat promptly and sit properly, facing forward at all times.
2. Keep your head and arms - everything - inside the bus.
3. Do not throw anything out the windows or around the bus.
4. Talk quietly. The driver must concentrate to drive the bus safely.
5. Eating or drinking is not allowed on the bus.
6. No fighting, shouting or playing in or around the bus.
7. Always follow the bus driver's instructions.

CROSSING GUARDS

Our crossing guard is located at the front of the school, on Whitburn Street.

Times are as follows:

7:50 - 8:10 a.m.

11:40 - 11:55 a.m.

10:55 - 11:05 a.m.

2:35 – 2:50 p.m.

KISS & RIDE PROGRAM

What is Jack Miner’s Kiss & Ride Program?

This program is designed to ensure the safe arrival and departure of our children. It is comprised of three parts including: (1) children driven to school; (2) children bussed to school; and (3) children that walk to school. Parents using Kiss & Ride will enter the school yard by the second entrance. Cars must yield to buses.

The **Kiss & Ride** loop is in operation in the morning between 7:50 a.m. and 8:10 a.m. and in the afternoon between 2:30 and 2:50 p.m. There is no parking permitted in the driveway between these times (with the exception of staff parking in their spots). All students driven to school are to be dropped off in the Kiss & Ride loop only. There is legal parking available on side streets off Whitburn Street. **Please note there is no stopping/parking on Whitburn Street, on the driveway or in the bus loading zones.** All are clearly marked by the Town of Whitby road signs, therefore, enforced by the Durham Regional Police.

Morning Drop-off: Volunteers open your car door at the designated drop-off area to let your child(ren) exit on the passenger side of your vehicle.

Afternoon Pick-up: Volunteers open your car door at the designated pick up area to load your child(ren) into the passenger side of your vehicle. Be sure your child knows in advance whether they should be at the Kiss & Ride area at dismissal. JK and SK students are escorted to the Kiss & Ride area; therefore, arrangements must be made with their teacher in advance. If your child has not yet arrived at the Kiss & Ride pick up, simply proceed around the loop again.

The School Bus Loading Zone is located in front of the school. This location enables students to enter the school yard safely as well as the traffic to flow across Whitburn and through the Kiss & Ride loop. A staff member is present to greet the busses upon their arrival in the morning and to see the busses off in the afternoon.

Those students/parents who **walk** to school must cross with the crossing guard and enter and exit on the pathways to the east or west of the school.

ENVIRONMENTAL AWARENESS

The Jack Miner Public School community is committed to waste reduction through composting and recycling of used materials. Our staff coordinator has a team of capable students who diligently assist in collecting recyclable materials.

We require all students to take any garbage home with them that they have brought to school or purchased at school. The “boomerang” lunch program is in effect.

LUNCH

Students eat lunch from 10:55 - 11:15 and then proceed outdoors until 11:50. **Staying at the school for lunch is a privilege, not a right.** Those who stay for lunch are required to show good manners and co-operate with the teachers and lunch supervisors. Students who are unable to follow rules will lose the opportunity to stay at school and parents will be expected to make alternate arrangements.

Students are asked to wash their hands before eating and to visit the washrooms before going outside. Once outside, students must remain on school property, but are not to come back into the school without permission

In the event of inclement weather, students will remain inside.

Students who stay for lunch are under the school's direct responsibility; therefore, the following expectations must be met:

1. Lunch students must NOT leave the school grounds for any reason, at anytime without written permission from parents/guardians.
2. Students must clean up their eating space and leave the room tidy.
3. Students are required to sit down while eating.
4. Repeated misbehaviour will result in cancellation of lunch at school. ("Repeated" means more than 3 times.)
5. Students who stay at school for lunch may not leave school property to play at the park. Notes from parents for permission are not accepted.
6. If a student leaves the school grounds at lunch time with parental permission, they MUST NOT bring food or drinks back onto school property.
7. Students returning from lunch should head directly to the school yard. Stopping and playing at the park or in the forest presents confusion for people on duty.

SECTION C: SCHOOL ACTIVITIES, AWARDS AND CELEBRATIONS

RECOGNITION ASSEMBLIES

Assemblies are held to recognize students who have demonstrated excellent work, keen participation and/or fine co-operation in various activities either in the classroom or in the school. Families are welcome to attend. Students will be recognized for achievement in academics, arts, athletics and attitude – the "4 As".

SECTION D: USE OF SCHOOL TECHNOLOGY

COMPUTER USE AGREEMENT

Elementary School Acceptable and Safe Use Procedure

The Durham District School Board is pleased to provide you with access to a variety of computing and information technology facilities and resources. These facilities and resources are provided for educational purposes, not for public access. They will help you to achieve your learning outcomes, research requirements, and assist with career preparation. You must review this procedure with your parent/guardian. Procedures and rules regarding the use of the facilities and resources must be followed.

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.

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 computer privileges taken away and have to visit the principal to review my actions.
- ✓ 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.

SECTION E: CODE OF CONDUCT

The Code of Conduct for Jack Miner Public School was developed by the school development team, staff, S.C.C. and student council (2000) and was established following the *Ontario Schools Code of Conduct (Amended Feb. 2013)* and the applicable policies, regulations and procedures of the Durham District School Board. You can view the complete government document at <http://www.edu.gov.on.ca/eng/document/brochure/conduct/conduct.html> or a copy is available in the main office.

The Code of Conduct for Jack Miner Public School is designed to provide a framework to ensure that school is a safe, productive learning environment for all. We ask families to review this Code of Conduct so that all parties are familiar with school expectations and procedures. 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.

DURHAM DISTRICT SCHOOL BOARD CODE OF CONDUCT AND SAFE SCHOOL REGULATION

The Durham District School Board is committed to providing a safe and secure school environment. The Safe Schools Act, 2000 required each board and each school to develop a Code of Conduct that is consistent with the legislation and board policy. The Education Amendment Act (Keeping Our Kids Safe at School), 2009, further amends Part XIII of the Education Act dealing with behaviour, discipline and safety, and came into force on February 1, 2010.

A student may be suspended or expelled from his or her school, expelled from attending any school in the School Board, and/or prohibited from engaging in school-related activity, or engaged in conduct that has a relationship to the school, school community, the reputation of the School Board, or has an impact on the school climate. Police involvement will be required as outlined in the Police/School Board Protocol.

GUIDING PRINCIPLES

All participants involved in the publicly funded school system – students, parents or guardians, volunteers, teachers and other staff members are included in this Code of Conduct whether they are on school property, on school buses or at school authorized events.

All members of the school community are to be treated with respect and dignity, especially persons in positions of authority. All students, parents, teachers and staff have the right to be safe, and feel safe, in their school community.

Members of the school community are expected to use non-violent means to resolve conflict. Physically aggressive behaviour is not a responsible way to interact with others. Alcohol and illegal drugs are addictive and present a health hazard. The Durham District School Board does not tolerate the use or abuse of alcohol, illegal drugs and /or intoxicants within its jurisdiction and will respond accordingly.

Insults, disrespect, and other hurtful acts disrupt learning and teaching in a school community. Members of the school community have a responsibility to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.

Recognition and acceptance of, and sensitivity toward, ethno cultural diversity are expectations of and within the school community.

STANDARDS OF BEHAVIOUR

All school members must:

- demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- show proper care and regard for school property and the property of others;
- respect persons who are in a position of authority;

PROCEDURE: OFFSITE AND/OR AFTER SCHOOL INCIDENT

1.0 The following procedure provides school administrators with guidelines for dealing with incidents of anti-social behavior (violence, vandalism, bush parties) which have implications for the school and community, but occur off-site and/or outside normal school hours.

2.0 Introduction

2.1 It is the practice of the Durham District School Board to co-operate with parents/guardians, community agencies and the Durham Regional Police Services to maintain a safe and orderly environment in the school.

2.2 It is also the practice of the Durham District School Board to co-operate with parents/guardians, community agencies and the Durham Regional Police Services to educate youth about appropriate behavior in the community.

2.3 This partnership of school, home, community and police is aimed at reducing the number of incidents of anti-social behavior among youth in both school and community environments.

3.0 Procedure

3.3 School Administrators advise the victim(s), parent(s), guardian(s), others of the availability of counseling support and provide such supports where requested.

- If the victim is under age 18, with parents/guardians permission, inform appropriate parties (e.g., teachers, guidance personnel) of the incident for sensitivity and support.

- School administrators make victims aware of their access to (and facilitate where appropriate) police/social agency involvement.

- School administrators investigate the circumstances re: the instigation/development of the event (e.g., its nexus to the school and implication for the victim, perpetrator and school environment).

- If the event has a nexus to the school and implications for the learning/working environment, the administrator will apply the appropriate disciplinary action to reinforce the unacceptability of their actions/behaviour toward other students.

- School Administrators make victims aware of their access to (and facilitate where appropriate) police/social involvement.