

**Lyn Public School**  
**38 Main Street East**  
**Lyn, Ontario**  
**K0E 1M0**  
**613-345-1242**



**Safe Arrival Program/Attendance Procedures:** The Safe Arrival program mandates that we contact a student's parent/guardian each day a student is absent. Please let the school know the reason for your child's absence. You can enter the absence in My Family Room ([www.myfamilyroom.ca](http://www.myfamilyroom.ca)) or call the school to leave a voicemail stating child's name, teacher, and reason for their absence. If your child is being picked up early from school as a planned absence, please enter it in My Family Room, put a note in your child's agenda or contact the school. You must indicate the name of the student, identify the person picking up, and the time the student will be picked up.

If dismissal plans for a student change during the day, or your child must be picked up unexpectedly, please contact the school as soon as possible to advise of the change, preferably no later than 2:00 pm. 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 may be a risk that your dismissal plan changes would not be received before the end of the school day.

If your child is being picked up or dropped off at school outside of our regular arrival or dismissal times, please report to the main office, identify yourself and advise the principal/office administrator that you are picking up or dropping off the student. There are occasions throughout the year when students believe they will be picked up at dismissal rather than ride the bus home. To avoid unnecessary worry for parents and caregivers, our policy is that students will be sent home on their regular bus if the parent has not advised the school in advance of a change in the dismissal routine. A student arriving late for school must be accompanied to the main entrance by their parent/guardian for attendance and safety reasons.

As a bus safety measure, vehicles are restricted from parking in the bus loading zone during morning drop-off and afternoon pick-up. If you are driving your child to school, you may either drop your child off at the curb (the child must be able to exit the car independently while the driver remains in the car), or you may park in the visitor parking lot and walk your child to the cross walk. When picking up your child, you may pick up at the curb (child must be able to enter the vehicle independently and put on his/her own seatbelt) or park in the visitor parking lot and pick up your child at the crosswalk. We will not release a child for pick up until we can visually confirm the person who is picking up the child (and they must be on the approved pick-up list).

**Transportation:** The Student Transportation of Eastern Ontario provides detailed guidelines for parents and guardians 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](http://www.steo.ca). Parents/guardians 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 STEO. 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.

**Dress Code:** Students are expected to dress in clothes that are comfortable and in a manner that supports a safe, accepting, and inclusive learning environment. 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. Concerns about student dress will be discreetly reported to the school Administrator. Parents may be contacted if a student does not adhere to the dress code and may be asked to provide a change of clothing for their child.

**Scents at School:** All staff, students and visitors are asked to refrain from the use of scented products while in our school, as they can result in adverse effects on the health of others. These products may include, but are not limited to, perfume, hair spray, lotion, body spray, air fresheners, and hand creams/sanitizers.

**Use of Personal Electronic Devices in the Classroom and School:** In recognition of their differing interests, abilities, personalities and learning preferences, the Upper Canada District School Board permits its students to use personal electronic devices at school. These include smart phones, tablets, and other electronic devices. They are to be used in class at the invitation of the teacher and/or school 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 away or keep the device at home. Students are not permitted to use the internet without supervision, which means that they may not use personal electronic devices at recess or on the school bus. Students are responsible for their own personal belongings, including electronic devices, and the school is not responsible for lost, stolen or damaged belongings and devices.

**Photographs and Recording Audio/Video:** 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 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.

**Smoking, Tobacco, Cannabis, e-Cigarettes, and Vaporizers:** In our pursuit to encourage and promote healthy lifestyles, students will not be allowed to be in possession of tobacco products, cannabis products, e-cigarettes, and vaporizers at school at any time. If a student is found with tobacco, cannabis, e-cigarettes, or vaporizers in their possession on school property it will be confiscated by the school staff, parents/guardians will be contacted, and consequences may be imposed. If students are caught using, selling, or distributing tobacco or cannabis products (e.g., smoking, chewing tobacco, using cannabis or other), e-cigarettes or vaporizers on school property it will be confiscated, and the Tobacco Enforcement officer may be contacted, and consequences will be enforced. **NOTE:** The Smoke Free Ontario Act provides an exemption for the use of tobacco products for the traditional use of tobacco that forms part of Aboriginal culture and spirituality. An Indigenous person has the right to use tobacco for traditional Indigenous cultural or spiritual purposes. In such cases, the principal or appropriate superintendent must be informed in advance to confirm whether any special measures may be needed to be introduced to support the ceremony or practice within the school setting or, on board property.

**Skateboards/In-Lines Skates and Shoes with Wheels:** Students are not permitted to use skateboards, in-line skates or shoes with wheels on school property. Students with wheels built into the bottom of their shoes are to remove the wheels before entering school property.

**Bikes on School Property:** Students who live within biking distance of the school are welcome to ride their bike to school. As a safety precaution, students are reminded that wearing a certified bike helmet is essential safety equipment necessary to minimize the risk of head injury. Students are required to wear a bike helmet if they are riding their bike on school property or taking part in a school related cycling activity. The school and UCDSB are not responsible for stolen or damaged personal property.

**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.

**Community Partners and the Police:** The Upper Canada DSB is committed to enhancing and developing partnerships with community agencies and members of the community by establishing protocols which will establish clear linkages and formalize the relationship between the board and its partners. These partnerships will respect all applicable collective agreements. The police play an essential role in making our schools and communities safe. The police investigate incidents in accordance with the protocol developed with the UCDSB. This protocol is based on a provincial model developed by the Ministry of the Solicitor General and the Ministry of Education.

**Volunteers:** 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. 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 such a document is on file in the school office. Offence Declarations are to be completed annually.

#### **Emergency Preparedness Drills:**

**Fire Drills:** When an alarm is sounded, the building is evacuated. Each classroom has a fire exit instruction sign posted near the door which directs students and staff to the appropriate exit. When the alarm sounds, students must file out in a calm and orderly manner while moving with their class. Once outside they must move away from the building with their class. Attendance will be taken outside once the class is a safe distance from the school. Students must cooperate fully with school officials and fire fighters.

**Lockdown Drills:** As part of our emergency preparedness drills, the school will engage in two lockdown drills each year. Children will be taught the safety expectations and be supported through the drills by classroom staff.

**Other Drills or Safety Processes:** Other drills or safety practices will be completed as required or recommended. For example, if there was to be lightning arrival or dismissal process may be changed for safety reasons. Any changes in dismissal times would be posted for families on social media.

**Progressive Discipline:** Progressive discipline is an approach that makes use of a continuum of interventions, supports, and consequences, building upon strategies that promote positive behaviour. 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 behaviour 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 his/her 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:**

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

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

Update call to parent	Referral to community agency
Meeting with parent	Referral to support staff
Suspension/Expulsion	Community Service
Withdrawal from class	Withdrawal of school privileges
Meeting with student and teacher	Restitution for damages
Conflict Mediation	Restorative practices
Alternative to suspension	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 recommended to the Board Expulsion Committee. **Note:** If a pupil is suspended, he/she is suspended from his or her 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. **Activities for which suspension must be considered are listed under 306(1) of the Education Act. Activities for which expulsion must be considered are listed under section 310(1) of the Education Act.**

**Student Health – Children with Medical Needs:** As the primary caregiver for your child, parents/guardians are expected to be active participants in supporting the management of your 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 your child's medical needs and co-create the Plan of Care for their child with the principal or the principal's designate**
- Educate your child about their medical condition(s) with support from their child's health care professional, as needed
- Guide and encourage your 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 your child's medical condition(s) or changes to your child's ability to manage the medical condition(s), to the principal or the principal's designate
- Confirm annually to the principal or the principal's designate that your child's medical status is unchanged
- Initiate and participate in annual meetings to review your child's Plan of Care
- Supply your 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

**Taking Medication at School – Authorization for Administration of Medication:** The Upper Canada District School Board will not administer prescribed medication for students without the authorization of a licensed physician and the medication must be received within a properly labelled pharmacy bottle. The administration of prescription and / or non-prescription medication to a student is the responsibility of the student's parent(s)/guardian(s). Treatment regimens should, where possible, be adjusted to avoid administration of medication (prescription/non-prescription) during school hours.

The Board recognizes that there may be exceptional cases where a student must have medication administered during regular school hours. Students are not permitted to self-administer without the appropriate supervision and authorization on file. In order for students to take medication or have medication administered at school the following steps must be followed:

- The Authorization for the Administration of Medication form must be completed and signed by a licensed physician and/or the parent(s)/guardian(s). This form will need to be completed for every new school year and/or for each medication which requires administration by the school. Should there be a dosage change for any medication a new form must be submitted.
- All prescribed medication must be received within a pharmacy bottle and the label on the bottle must provide instruction on how to administer such medication. The pharmacist medication information sheet must also be provided with the Authorization for Administration of Medication form. Non- prescribed medication must be in its original packaging.
- Medications stored at school, for self/school administration, must be appropriately labeled (in original container) with the student's name, medication name, amount required, frequency, proper storage of medication, expiration date, and include any special instructions regarding side effects or emergency procedures. Medication must be stored in a secure and designated location to avoid loss or tampering.
- The Authorization for the Administration of Medication Form can be picked up from the main office.  
**NOTE:** Students are not permitted to transport or keep medication with them for safety reasons.

**Life Threatening Allergies:** Some students at our schools have been diagnosed with severe, life-threatening allergies to peanuts, peanut butter, tree nuts, and other allergens. In some cases, even trace amounts of peanut butter and/or nut products could jeopardize the life of a child/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.

**Concussions:** The Upper Canada District School Board (Board) 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 and adolescents 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. 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 at the following links [UCDSB Concussion Procedure 4001.1](#) & [Concussion Procedure 4001.1 Appendices](#) to view important information and all of the steps that must be followed and the forms that must be used if a student has a suspected concussion or concussion.

**Menstrual Products in Schools:** It is the policy of the Upper Canada District School Board that menstrual products are made available at no cost to students in female washrooms and gender-neutral washrooms.