



APPLECROFT PUBLIC SCHOOL

55 Coles Avenue Ajax

Ontario L1T 3H5

Telephone: (905) 428- 2775

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SAFE ARRIVAL: 1-844-350-2646 or attendance.dds.ca

Website: www.applecroftps.ca Twitter: @applecroft_ps

Student Name: _____

Principal: Ryan Pittman Vice-Principal: Janet Robinson

APPLECROFT CODE OF CONDUCT

<p>YOU SHOW RESPECT FOR YOURSELF WHEN YOU</p> <ul style="list-style-type: none"> ➤ keep yourself CLEAN ➤ dress properly for school ➤ follow a healthy lifestyle ➤ resist negative peer pressure ➤ watch out for your own safety 	<p>YOU ARE RESPONSIBLE FOR</p> <ul style="list-style-type: none"> ➤ understanding the dress code ➤ your own actions ➤ knowing and setting your own limits ➤ maintaining a positive attitude ➤ accepting the consequences of your actions
<p>YOU SHOW RESPECT FOR OTHERS WHEN YOU</p> <ul style="list-style-type: none"> ➤ accept individual differences ➤ honour personal space and privacy ➤ value others' opinions and beliefs ➤ contribute to a violence, harassment and bully-free environment ➤ play safely and fairly 	<p>YOU ARE RESPONSIBLE FOR</p> <ul style="list-style-type: none"> ➤ knowing the school rules ➤ being respectful and considerate ➤ being polite to everyone ➤ resolving conflicts peacefully ➤ managing your own anger ➤ reporting strangers and trespassers to the office
<p>YOU SHOW RESPECT FOR LEARNING WHEN YOU</p> <ul style="list-style-type: none"> ➤ strive to do your best ➤ uphold the right of everyone, including yourself, to have an uninterrupted learning environment ➤ ask for help when you need it ➤ hand in only your own work 	<p>YOU ARE RESPONSIBLE FOR</p> <ul style="list-style-type: none"> ➤ attending and being on time for all classes ➤ being prepared for class ➤ completing homework and handing in assignments on time ➤ participating in class activities ➤ managing your behaviour
<p>YOU SHOW RESPECT FOR PROPERTY WHEN YOU</p> <ul style="list-style-type: none"> ➤ take pride in our school and grounds ➤ keep the school and grounds free of litter and graffiti ➤ report vandalism, theft and stolen property 	<p>YOU ARE RESPONSIBLE FOR</p> <ul style="list-style-type: none"> ➤ returning books and other school materials ➤ treating school property and grounds with respect ➤ using computers and the internet properly ➤ eating only in designated areas
<p>YOU SHOW RESPECT FOR LANGUAGE WHEN YOU</p> <ul style="list-style-type: none"> ➤ speak politely and respectfully ➤ DO NOT swear, mock, harass, threaten, gossip, bully or use sexist or racist language 	<p>YOU ARE RESPONSIBLE FOR</p> <ul style="list-style-type: none"> ➤ knowing what language is appropriate to a school setting ➤ your TONE OF VOICE ➤ understanding when joking and kidding go too far

APPLECROFT PUBLIC SCHOOL

CODE OF CONDUCT 2018-2019

The Code of Conduct for Applecroft Public School is designed to provide a framework to ensure that school is a safe, productive learning environment for all. 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.

When staff, students and families work together, a positive and productive learning environment is established where goals are set and achieved. The Code of Conduct establishes the level of behaviour expected for all, so that we have the best possible school where success and achievement are reached through cooperation, courtesy and respect. We ask families to review this Code of Conduct at the beginning of the school year so that all parties are familiar with school expectations and procedures.

2018-2019 SCHOOL YEAR CALENDAR

The school year will begin on **Tuesday, September 4, 2018**. The last day of elementary school classes is Thursday June 27, 2019.

SCHOOL HOLIDAYS

Labour Day	September 3, 2018
Thanksgiving	October 8, 2018
December Vacation	December 24, 2018 to January 4, 2019
Family Day	February 18, 2019
March Break	March 8-15, 2019
Good Friday	April 19, 2019
Easter Monday	April 22, 2019
Victoria Day	May 20, 2019

PROFESSIONAL ACTIVITY (P.A.) DAYS

Thursday, August 30, 2018
Monday, October 22, 2018
Friday, November 16, 2018
Friday, January 18, 2019
Friday, April 5, 2019
Friday, June 7, 2019
Friday, June 28, 2019

CHILDCARE

Childcare facilities are provided on the school premises. Parents are advised to contact:

Schoolhouse Playcare Centres of Durham at (905) 427-8097.

Email: applecroft@schoolhouseplaycare.ca

ROLE OF PARENTS

Parents play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students.

Parents fulfil this responsibility when they:

- show an active interest in their child's school work and progress;
- communicate regularly with the school via student agendas/phone/interviews;
- help their child be neat, appropriately dressed and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- become familiar with the Code of Conduct and school rules;
- encourage and assist their child in following the rules of behaviour;
- assist school staff in dealing with discipline issues;
- demonstrate respect for all students, staff and other parents.

PHOTO/VIDEO POLICY

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.

In keeping with the Freedom of Information and Privacy Act, unauthorized video or audio recording on school grounds for any purpose is prohibited. Further, the taking of photos, filming or recording while at school or at a school related activity, is prohibited unless approved by Durham District School Board (DDSB) staff for educational purposes. In particular, the use of cameras for filming and/or recording is strictly prohibited in washrooms and change rooms. However, this is not intended to prohibit sanctioned recording of activities at events open to the general public.

Please note: no meetings between adults are to be recorded without expressed consent prior to the meeting.

ROLE OF STUDENTS

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour.

Respect and responsibility is demonstrated when a student:

- comes to school prepared, on time and ready to learn;
- shows respect for themselves, others and for those in authority;
- refrains from bringing anything to school that may compromise their safety or the safety of others;
- follows the established rules and takes responsibility for his or her own actions.

VISITOR POLICY

Visitors and volunteers to the school must report into the office and sign in. It is important that we are aware of the adults that are in the school building and portables.

DRESS CODE

School is considered to be a student's workplace. Students, therefore, should be suitably attired.

Hats are not to be worn inside the school or portables. Students are expected to remove their

hats before entering the school or portable. No head covers (i.e. bandanas) are allowed except for religious/cultural reasons. Halter tops, crop tops, spaghetti straps, short shorts and clothing with rude or vulgar expressions are not acceptable. No logo or other representations that could be considered offensive to other students or other cultures are to be worn at school. Midribs or undergarments should not be showing for both girls and boys.

Dress warmly in winter so that outdoor recesses can be enjoyed. Dress properly for gym (t-shirts, shorts/or track pants and non-marking shoes). Students may be sent home to change and be required to make up the lost classroom time after school as a consequence. Outer garments such as jackets, vests, hats, boots and muddy shoes are not to be worn in class, but rather are to be left in lockers or on coat racks.

Dress and personal grooming reflect your respect for yourself and others. We expect both to be positive.

DISMISSAL/REMEDIAL TIME

Unless students are involved in a school sanctioned activity, they are asked to leave the school grounds promptly. Students may be required to remain for a half-hour after the first dismissal bell (3:05 p.m.) if:

- student requires extra instruction/time for school activity
- student is being consequence for poor behaviour, lack of preparedness for class or incomplete work
- student requires additional counselling by staff member

Students who have after-school babysitting responsibilities will bring their siblings (or child whom they are responsible for) to the assigned classroom where they may be engaged in quiet activity during remedial time. Students who stay after school will be allowed to use the phone to let caregivers know they are staying after school.

SCHOOL/STUDENT EXPECTATIONS

1. Students shall play without body contact, therefore cannot participate in contact games (e.g. wrestling, play fighting, tackle football) which are dangerous and therefore not allowed.
2. Students shall be well-mannered, use respectful language and treat others courteously.
3. Students shall play and be active in areas where they can be easily seen and supervised. Students shall play in their designated areas. "Out of Bound" areas are near the garbage bins, the parking lots, near fences adjoining school property and in front of the school.
4. Once they have arrived at school, students are not to leave school property without permission from the office and/or their parents. Students eating lunch at school must bring a note signed by a parent each time they wish to leave the school property.
5. No head gear is allowed upon entering the school unless special permission is granted by the principal/vice-principal. Coats are not to be worn in the classroom. Instead, students are expected to dress appropriately for the season with sweaters/sweatshirts as needed.
6. Students are welcome to bring their bikes to school. Bikes are to be walked on school grounds. They are brought at the child's own risk and should be locked in the provided bike racks at the side of the school. The school cannot be held responsible for loss or damage to bicycles.
7. Students may use the washrooms immediately following dismissal from class, at recess or at lunch. At any other time, teacher permission is required to leave the classroom. Students who wish to use the washroom during a recess must get permission from the outdoor supervisor.
8. Intermediate students may use lockers at entry times or during instructional time with a teacher's permission. Lockers and desks are school property and are subject to search by school administration, with reasonable suspicion. Principals have the right to seize contraband material. Parents/guardians will be notified by school administration if items are removed from the locker.

9. Students may bring electronic devices (examples such as cell phones, digital cameras, etc.) to school. They are to be safely secured at all times. It is the responsibility of the student to maintain the safety and security of personally-owned devices. Devices may be used in a classroom with teacher permission only. Other items such as hockey sticks, bats, baseballs, lacrosse balls, white-out, laser pointers, aerosol sprays, skateboards, scooters, roller shoes or roller blades to school will not be brought to school. Baseball bats are to be used only during physical education classes and under teacher supervision. The school accepts no responsibility for lost items.
10. Students should come to gym class prepared to participate wearing appropriate gym attire.
11. Students shall not chew gum in the school building or on school property.
12. Students must walk in the hallways.
13. Students are not allowed to throw snowballs.
14. Students shall not bring cologne or body sprays to school in respect for others with allergies.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOUR

The progressive discipline approach is a process and model that is appropriate for all students. Procedures are in place for dealing with occasional instances of inappropriate behaviour. We all share the responsibility for promoting self-discipline and a positive learning environment.

We hold the following beliefs:

- children must take responsibility for their own behaviour and for their learning, as age allows
 - parents, as the prime educators of children, teach by example and by discussing types of appropriate and inappropriate behaviour and are ultimately responsible for their child's actions
 - during school hours all staff are responsible for all students at Applecroft Public School.
- * Minor incidents of classroom misbehaviour are dealt with by your child's teacher, which may include counselling, a restorative conversation, time out from the yard or classroom, after school detention(s), alternate/extra assignments, privileges withdrawn, and/or community service.

* Major incidents (intimidating or physically harming other students, repeatedly disobeying the teacher(s) or school rules, deliberate rudeness, fighting, hitting or resisting a teacher, vandalism, substance abuse, having a weapon on school property, theft, habitually misbehaving in class) will be dealt with by the office.

When a major incident occurs, the student will be counselled and details of the incident documented and shared with parent(s).

SUSPENSIONS, EXPULSIONS, MITIGATING AND OTHER FACTORS

Suspension:

Suspension is a consequence imposed upon a student whereby he or she is prohibited from attending at his or her school and from engaging in all school-related activities for a defined period of time of 1 to 20 days. Students may be suspended out of school for serious breaches of our school's Code of Conduct. Students serving a suspension must not appear on or be seen near school property. Failure to comply will result in charges.

During a suspension, students are encouraged to keep up with missed work. Academic programs are available for students on suspensions that extend from 6 to 10 days and both academic and non-academic programs are available for students with suspensions of 11 to 20 days in duration. Upon return from suspensions students must meet with the administrator to review expectations of behaviour prior to returning to class.

Circumstances Leading To Possible Suspension:

A Principal shall consider whether to suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

1. uttering a threat to inflict serious bodily harm on another person*;
2. possessing alcohol or illegal drugs*;
3. being under the influence of alcohol, illegal drugs and/or an intoxicant,

Note: The Durham District School Board does not tolerate the use of alcohol, illegal drugs and/or intoxicants within its jurisdiction and will respond accordingly as per Board Policy and Regulation.

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; or,
7. any other activity that is an activity for which a principal may suspend a pupil under a policy of the Board. Other suspendable infractions include but are not limited to:
 - a) possessing or dispensing controlled or intoxicating substances that are not prescribed for medical purposes;
 - b) being under the influence of illegal, controlled or intoxicating substances that are not prescribed for medical purposes;
 - c) smoking on school property;
 - d) committing vandalism, destruction, damage to school property or to the property of others located on or in school premises;
 - e) stealing property;
 - f) engaging in intimidation, extortion*, harassment*, or verbal aggression;
 - g) misusing or misappropriating school property or services, including computers and other technology systems;
 - h) engaging in hate motivated incidents*;
 - l) engaging in gang related activity*;
 - j) possessing dangerous objects or substances, including for example laser pointers; gloves with studs on knuckles; or any other item deemed by the principal to be unsafe or a hazard to persons or property in the school;
 - k) committing physical assault on another person*;
 - l) engaging in or encouraging a fight;

- m) engaging in conduct that constitutes opposition to authority;
- n) demonstrating poor attendance that warrants disciplinary action;
- o) engaging in behaviour that is disruptive to the learning environment of the class or school;
- p) engaging in conduct that is detrimental to the moral tone of the school;
- q) wearing clothing/apparel that is inappropriate, offensive or violates the school Dress Code;
- r) engaging in unauthorized gambling or games of chance;
- s) engaging in bullying, including cyber bullying.

(* may require police involvement as outlined in the Police/School Board Protocol.)

Note: In considering whether to suspend a pupil for engaging in an activity described above, a Principal shall take into account the mitigating factors, as well as the other factors, listed.

Circumstances Leading to a Suspension, Investigation, and Possible Expulsion:

The following list outlines circumstances where a suspension must be imposed, pending an investigation by the Principal to determine whether an expulsion by the Board is warranted.

A Principal shall suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school- related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

- 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 or in illegal drugs*;
- 6. committing robbery*;

- 7. giving alcohol to a minor*;
- 8. any other activity that, under a policy of a board, is an activity for which a Principal must suspend a pupil and conduct an investigation to determine whether to recommend to the board that the pupil be expelled.

Other suspendable infractions including but not limited to:

- a) hate motivated violence*;
- b) gang related violence*;
- c) trafficking in controlled or intoxicating substances not prescribed or dispensed for medical purposes*;
- d) uttering threats or threatening conduct intended to intimidate*;
- e) engaging in harassment*;
- f) ongoing conduct that is so refractory (persistent) that the student's presence in the school or classroom is considered by the principal to effect a danger or possibility of harm, physical or emotional, to others in the school or to the reputation of the school.

(*require police involvement as outlined in the Policy/School Board Protocol.)

Investigation:

In the case of a suspension for reasons listed for which a student may be recommended for expulsion, the Principal must conduct an investigation to determine whether to recommend to the Board, in consultation with his or her Area Superintendent, that the pupil be expelled.

Expulsion:

Expulsion is a consequence imposed upon a student, by the Board, for an activity that is determined to warrant that the student be excluded from his or her school, or from all schools in the Board, and from engaging in all school- related activities, for an undefined period of time.

Mitigating and Other Factors:

The following mitigating and other factors (as specified and as may be amended from time to time by the Education Act and Regulations thereunder) will be considered.

Mitigating Factors:

1. the student does not have the ability to control his or her behaviour;
2. the student does not have the ability to understand the foreseeable consequences of his or her behaviour; or
3. the student's continuing presence in the school does not create an unacceptable risk to the safety of any person.

Other Factors:

The following criteria shall also be taken into account if they would mitigate the seriousness of the activity for which the pupil may be or is being suspended or expelled:

1. the pupil's history;
2. whether a progressive discipline approach has been used with the pupil;
3. whether the activity for which the pupil may be or is being suspended or expelled was related to any harassment of the pupil because of his or her race, ethnic origin, religion, disability, gender or sexual orientation or to any other harassment;
4. how the suspension or expulsion would affect the pupil's ongoing education;
5. the age of the pupil; or
6. in the case of a pupil for whom an individual education plan has been developed,
 - whether the behaviour was a manifestation of a disability identified in the pupil's individual education plan,
 - whether appropriate individualized accommodation has been provided, and
 - whether the suspension or expulsion is likely to result in an aggravation or worsening of the pupil's behaviour or conduct.

ENTRY AND EXIT

To ensure an orderly entrance and exit, all students have been assigned an entry and exit door. **The front doors are for the exclusive use of staff and visitors.** Parents picking up their children are to meet them at their designated exit door or at a pre-determined location, outside of the school. For safety reasons, it is important to keep the front foyer clear at all times. Remember: SAFETY BEFORE CONVENIENCE!

SAFE WELCOME PROGRAM

The Safe Welcome Program at Applecroft requires that any visitor to the school, during school hours, must enter through the front doors. A **"push to talk"** intercom station is tied into the secretary's workstation phone, and a **"camera"** located at the main entrance allows the office staff to view who is at the main entrance. The school secretary has a **"Door Release Button"** at her workstation allowing her to regulate access to our building. Applecroft staff members have been provided with **"swipe card access"** (FOB), to allow them to enter the school.

EMERGENCY SCHOOL CLOSING

(i.e. snow storms, hydro/heat loss)

Dismissal will be at 3:05 p.m., unless a parent has given permission for the school to release a child early to a responsible adult or, in the case of older children, to send them home. In the case of an emergency situation (i.e. school closing), the Durham District School Board's main source of communication will be:

640 News	Toronto
680 News	Toronto
CFRB 1010	Toronto
CKDO 1350	Oshawa
MAGIC 94.9	Oshawa
KX96 95.9	Oshawa
CJEZ EZ ROCK 97.3	Toronto
CHFI 98.1	Toronto
KX96 95.9	Ajax
CBC 99.1	Toronto
MIX 99.9	Toronto
CHUM 104.5	Toronto

If there is no bus to school, there will be no bus at the end of the day to take the students home.

INCLEMENT WEATHER

The following procedures are used in the event that our students cannot be outside because of inclement weather.

Before School - it is anticipated that students will arrive between 8:20 and 8:30 am. Pupils will be allowed to stand quietly in the rear entrance ways until the bell rings.

Recess - pupils remain in their classrooms, supervised. Washroom breaks are allowed.

Lunch - after eating in assigned lunchrooms, pupils proceed to the designated area where they can play quiet activities, supervised by our noon hour supervisors. Students who go home for lunch are expected to plan their return to school to coincide with the entry bell. If they return to school early, they will not be accommodated by our indoor lunch policy.

HEAD LICE/PEDICULOSIS

Head Lice is an annoying condition which from time to time surfaces at most schools. Parents are asked to regularly check their children's hair for lice. If you suspect that your child may have this condition, please contact the school. Students will be excluded from class until the condition has been treated. Not only does special shampoo have to be used, but all nits must be removed.

Students will only be readmitted to class after a 24-hour period has elapsed following treatment.

LOST AND FOUND

The Lost and Found boxes are located in the hall across from the library and on the second floor. Please encourage your child to retrieve lost articles. Feel free to come in and check the boxes whenever you are in the school. Unclaimed articles of any value will be sent to a charitable organization periodically throughout the year.

It is recommended that personal items be labelled.

HOMEWORK GUIDELINES

The completion of assigned daily work and projects is a mandatory expectation for all students. All daily work and project deadlines will be found written in the student agenda (grade 1-6) on a daily basis.

Students who are not able to complete homework because of family circumstances may be asked to have a parent explanation shared with the teacher.

Any major or special projects will be accompanied by an assessment tool (like a rubric or explanation of the expectations and timeline) for the project. Students who do not complete daily work listed in the agenda will be consequence by the classroom teacher in a variety of methods including notification to parents, detentions and extra help classes.

TECHNOLOGY

With the increasing use and need for technology in our classrooms, it is imperative that students know and understand the expectations placed upon them when using technology in our school.

Along with a parent/guardian, students will sign an Acceptable Use Agreement for technology use within the DDSB. By signing this document, students agree to adhere to the policies to ensure optimal learning and their own safety when working in class and online.

Students who are unable to follow the policies set out by the Acceptable Use document may be disallowed from using technology at our school.

Students provided with a Chromebook (grades 7 and 8) will have additional documentation to sign and are expected to adhere to the requirements set out by the Chromebook program.

REPORTING STUDENT ABSENCE/LATE AND SAFE ARRIVAL PROCEDURE

If your child will be late or absent from school, please contact 1-844-350-2646 or visit attendance.ddsb.ca.

You must have reported a late or absence by 8:00am on the school day the child will be away. If you require any assistance contact our school office.

Please know that our Safe Arrival system is automated. Our school does not make phone calls when students are late or absent. If you receive a phone call from Applecroft, it may be our Safe Arrival system verifying

your student's attendance. Please ensure the school is up-to-date with contact information and update us immediately when changes occur. Student safety is our #1 priority.

Any student leaving the school at any time during the school day must sign out at the office. All students are to be picked up at the office. Those picking up students may be asked to provide identification.

USE OF SCHOOL PHONE

Occasionally it may be necessary for a student to use the school phone. Permission must be obtained from a staff member and a valid reason given. A request to use the phone to make arrangements for visiting friends after school or at lunch time is not considered a valid reason.

Personal messages (unless in an emergency situation) cannot be taken and given to students. Please encourage your child to make arrangements before leaving for school in the morning. Students will not have telephone access during the lunch hour, unless it is an emergency. Students are not to make phone calls on their own cellphone. They can contact the office and use our telephone. This helps ensure the safety of our students.

STUDENT ILLNESS AT SCHOOL

If you are aware that your child is not well, please keep him/her home. The school does not have the staff to supervise ill children (especially at recess). On occasion, students become ill or are injured at school and require parental or medical attention during school hours. Parents are requested to have a reliable and available emergency contact person if they themselves are not available. If we feel a student would benefit from immediate medical attention and his/her parent or emergency contact cannot be reached, a staff member will transport such a student to the Ajax-Pickering hospital for treatment. In the case of extreme medical need, ambulance service will be requested.

NOTE - No staff member is permitted to administer any medication, including over-the-counter drugs, to any student without having a completed "Request for Administration of Oral Medication" form. These forms are available at the office. Please let the school know if your child has serious allergies and if there is an EpiPen. Please also notify the office if your child requires an inhaler for asthma-related illnesses.

ATTENDANCE/LATE

It is the duty of parents/guardians to see that their children are regular and punctual in their attendance. Whether at work, or at school, attendance and punctuality are very important.

Students must arrive at school in the morning and after lunch in good time. Students who are late for school or for classes penalize others because regular activities are delayed or must be retaught.

We strive to encourage all students to value and respect punctuality. A pattern of frequent lateness will be reported to the Attendance Counsellor.

Morning entry bell rings at 8:30 a.m and afternoon entry bell rings at 12:20 p.m. It is expected that students will be at school by these times. Daily dismissal is at 3:05 p.m.

When a student is away, it is his/her responsibility to have a friend in the class take notes and bring home assignments. Please do not ask the secretary to organize assignments for the students. Teachers will not organize work assignments for students who take holidays during school time. For students who are to be away for medical reasons for an extended period of time, home instruction is available. Please contact the school for details.

Students who miss tests or assignments due to absence, will on the day of their return, or at the teacher's discretion, write the test or submit the assignment.

It is the parents' responsibility to pick up their child from school at the 3:05pm end-of-day bell. Late pickups are not possible as we have no afterschool supervision for students.

SCHOOL TRIP

From time to time, students will take part in school trips to complement the curriculum. These are important scholastic experiences and we would hope that all students could be included in these activities. However, should a student's behaviour be such that it is felt that his/her participation could negatively impact on the success of the activity or the safety of himself/herself or others, he/she may be asked to remain at the school at the discretion of the staff. Class trips will entail a cost to each student. We regret that refunds cannot be made in the event a student cancels or is away ill. Permission forms and money are to be handed in at least one week before the trip, otherwise students will

not be allowed to attend. Students not participating in class trips or school events are expected to attend school on that day. Assignments will be left by the homeroom teacher and the student will be allowed to work in another classroom for the duration of the trip. If the student is not participating AND will not be attending school, a letter of explanation or a phone call is required from the parent. There are some trips that are designed only for specific groups (band, track and field, etc.). If your child is not participating in the activity, he/she is expected to be at school that day.

LUNCH PROCEDURE

Students who stay for lunch for legitimate reasons must eat in the designated lunchroom, not outside. Students are to remain in the lunchroom / classroom until 11:40 a.m. Lunchroom supervisors who are employees of the DDSB along with teachers monitor the students during this time. It is an expectation that all students staying for lunch respect the direction of all lunch supervisors.

Students who go home for lunch, must go directly home; no lingering about the school yard. Only students who have no parent or caregiver at home during the day may stay for lunch. The school does not have adequate staff to appropriately supervise large numbers of students at lunch. This situation will be monitored closely.

To help us monitor students who normally stay at school for lunch a written note/phone call is necessary for every occurrence a lunchroom student wishes to go out. Students will not be allowed to phone at lunch to ask permission to go out for lunch. If your child will be leaving school property at lunch throughout the year, a single note can be provided to the office so we are aware they are allowed to leave the premises. The same lunchtime rules apply that they are not to return to the school until the conclusion of the lunch hour.

Please help us protect our environment. We encourage our staff and students to bring litter-less lunches/snacks to school. We also expect staff and students to regularly recycle, reuse and reduce waste. In order to ensure all students are safe at our school, we respectfully ask that students not bring food products that contain nuts and/or peanut oil.

Students who go home/out/daycare for lunch are asked not to return until 12:15 p.m. unless involved in a school activity. During inclement weather, students should try to arrive as closely to 12:15p.m. as possible.

STAYING AT SCHOOL TO EAT LUNCH IS A PRIVILEGE

Poor behaviour may jeopardize your son's/daughter's status as a lunchroom student. Should this be the case a letter may be sent home advising parents of possible loss of lunch privileges. A parent/guardian with the student may be asked to meet with an administrator to discuss the situation, and LUNCH PRIVILEGES MAY BE REMOVED for a period determined by the office. Alternative lunch arrangements must be made by parents.

SCHOOL COMMUNITY COUNCIL

Our School Community Council (SCC) meets at least five times a year to discuss issues relevant to parents, education, child rearing, fundraising, and the school community. The Council is comprised of parents, staff, students, and a community member. Community members, and particularly parents, are invited to attend either regular meetings or special functions, because everyone's input is vital to the success of Applecroft Public School. We all strive to meet the needs of the students and the community.

SCHOOL MATERIALS

Students will be assigned materials to use for the year. Students are reminded to treat all books and resources with respect. All students are responsible for returning resources provided to your child in reasonable condition in June. Replacement fees may be requested to replace lost, stolen, or damaged materials.

MUSICAL INSTRUMENTS

Each intermediate student will be assigned a musical instrument and must have a responsibility form signed by a parent/guardian before being permitted to take the instrument home. Students will be responsible for the instrument while it is in their possession and may be asked to replace or repair the instrument should any damage occur.

SCHOOL LEARNING COMMONS (LIBRARY)

During the Book Swap periods, students receive lessons based on learning goals that focus on topics such as their responsibilities in the library, purposes for reading, how to choose a “Just Right Text”, digital citizenship and so on. During Book Swap, students also get to choose a book, sign it out and take it home until their next Book Swap period. Students are required to bring back their library book each week (even if all they want to do is renew their book). Students will be allowed to take out one book unless special arrangements are made with the librarian or the homeroom teacher. Students will be financially responsible for replacing lost/damaged books and or “Book Swap Bags”. Replacement costs are as follows: \$10 for soft cover books, \$20 hard cover books, \$2.00 for book bags. As an alternative to paying the replacement costs, students can also simply purchase the book or book bag that was lost or damaged.

During the team-teaching periods, homeroom teachers arrange to bring their students into the library, and work on units that can be from any part of the curriculum and that may involve the use of technology. When using technology, students are required to follow the Durham District School Board Acceptable and Safe Use Procedures

<https://ddsb.ca/Parents/TechTalk/Pages/Default.aspx>

Refer to the Learning Commons section on our school and or on the D.D.S.B. websites

<https://ddsb.ca/school/applecroft/LearningCommons/Pages/default.aspx> for information on the research and inquiry process and tools that can help with this process.

PERMISSION TO ENROL “OUT OF AREA” POLICY

The Durham District School board has a policy in place which allows parents to request permission to have their child(ren) attend a school other than the school designated as their “home” school.

Permission may be granted subject to the following conditions:

- there is space to accommodate the student in the requested grade/class;
- all requests are provisional until enrolment is confirmed on the first Friday of the new school year. Enrolment shifts may necessitate the need for the student to return to the home school;
- the parent will provide the transportation for the student;

➤ the “Permission to Enrol” form must be completed each year. The acceptance of the student is made on a yearly basis and renewal is subject to accommodation changes created by shifting enrolments.

This means that it is possible that a student who has attended a school in the past may be asked to return to their home school.

PLEASE SIGN BELOW

I have reviewed this Code of Conduct document with my child.

Parent Guardian Signature:

Student signature, if appropriate:
