

Whitney Public School



WHITNEY PUBLIC SCHOOL

2013 – 2014



Whitney Public School

6 Galeairy Lake Rd
P.O. Box 309
Whitney, Ontario K0J 2M0

Telephone: (613) 637-2171
Fax: (613) 637-1074
E-mail: robbinsd@rcdsb.on.ca

HOME *and* SCHOOL HANDBOOK

INFORMATION ABOUT OUR SCHOOL BOARD

Renfrew County District School Board

Address: 1270 Pembroke Street West
Pembroke, Ontario K8A 4G4

Telephone: 1-800-267-1098
1-613-735-0151

Fax: 1-613-735-6315

Web Site: www.rcdsb.on.ca



This handbook is for your reference during the school year as needed. Thanks



Renfrew County District School Board 2013 – 2014 School Year Calendar

First day of classes – Tuesday, September 3, 2013
Last day of classes – Friday, June 27, 2014

Holidays

Labour Day	- September 2, 2013
Thanksgiving Day	- October 14, 2013
Christmas Break	- December 23, 2013 – January 03, 2014 (inclusive)
Family Day	- February 17, 2014
Mid-Winter Break	- March 10 – 14, 2014 (inclusive)
Good Friday	- April 18, 2014
Easter Monday	- April 21, 2014
Victoria Day	- May 19, 2014

Professional Activity Days

- ☞ Friday, October 11, 2013 – (Provincially Mandated)
- ☞ Friday, November 15, 2013 – Parent - Teacher Interviews (JK – Grade 8)
- ☞ Friday, December 20, 2013 – (Provincially Mandated)
- ☞ Friday, January 31, 2014 – Assessment (JK – 8)
- ☞ Friday, March 7, 2014, – (Provincially Mandated)
- ☞ Monday, June 9, 2014 – Assessment (JK – 8)

LAST DAY OF CLASSES – FRIDAY, JUNE 27, 2014

Mission Statement

The mission of Whitney Public School is to maximize each student's learning potential and to produce lifelong learners who are prepared for the 21st century and who have a sense of self worth and social responsibility.

In co-operation, with our community, we will provide diverse educational experiences in an environment that recognizes the uniqueness of the individual.

Safe Schools

At Whitney Public School, we are committed to a safe, caring, inclusive, accepted and respectful learning and teaching environment in which every student can reach his or her potential.

We have developed a code of conduct and policies on progressive discipline and bullying prevention and intervention.

Code of Conduct

Whitney Public School's vision is to strive for academic excellence in a safe, caring and cooperative environment by promoting responsibility, respect, caring, initiative, perseverance, integrity, courage, optimism and civility.

Roles and Responsibilities

Students	Parents	Teachers
Come to school punctually, regularly and prepared.	Cause a pupil to attend school as required by the Education Act.	Under the leadership of the principal, maintain order and discipline in the school and on the school grounds and are expected to hold everyone to the highest standard of respectful and responsible behaviour.
Show respect for themselves, classmates, teachers and staff.	Promptly report to the school when their child/children will be absent or late.	Help student work to their fullest potential and develop their self worth.
Be clean in person and habits.	Provide current and suitable contact information and update them promptly if they change.	Communicate regularly and meaningfully with parents.
Follows established rules and takes responsibility for his/her actions.	Participate in the education of your child/children.	Encourage the students in the pursuit of learning.
Show respect for personal and school property.	Provide the supplies required by the student for a course of study.	Demonstrate respect for all students, staff and parents.
Exhibit honesty and responsibility in personal obligations.	Receive appropriate special education programs and services for your child, if identified as an exceptional pupil.	Prepare students for the full responsibilities of citizenship.
Be responsible for personal conduct on school premises, on school buses and during all extracurricular functions.	Communicate regularly with the school.	
Refrain from bringing anything to school that may compromise the safety of others.	May examine the record (OSR) of your child.	

Bullying

Bullying is typically a form of repeated, persistent, and aggressive or subtle behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and /or harm to another person's body, feelings, self-esteem, or reputation. Bullying behaviour includes the use of any physical, verbal, electronic, written or other means. Bullying occurs in a context where there is a real or perceived power imbalance.

Policy Statement on Bullying

Bullying adversely affects students' ability to learn.

Bullying adversely affects healthy relationships and the school climate.

Bullying adversely affects a school's ability to educate its students.

Bullying will not be accepted on school property, at school-related activities, on school buses, or in any other circumstances (e.g. online) where engaging in bullying will have a negative impact on the school climate.

Code of Conduct

For all Members of the Whitney Public School Community

The staff members of Whitney Public School are committed to having a positive learning and working climate. This Code of Conduct is intended to help us create a place where all members of our school community respect each other and recognize the dignity and worth of each other. We want Whitney to be a place in which all members are safe, and feel safe.

This Code of Conduct applies to students when they are on school property, on school buses, or at school events off school property. It also applies to students when they are off school property if their actions have a negative impact on our school climate.

This Code of Conduct also applies to all staff members wherever they are involved in work related to their positions. It also applies to parents or guardians or volunteers when they are on school property or at school events off school property.

All members of the school community play a role in creating and ensuring a safe and positive learning environment. We all have a responsibility to help create a positive place to learn and to work in.

The Renfrew County District School Board has outlined Standards of Behaviour for all school members. By following these standards, we can create the safe and positive school climate which will allow all of us to work and learn to our full potential and to enjoy our Whitney Community.

The Standards are:

Respect, Civility and Responsible Citizenship

ALL SCHOOL MEMBERS MUST:

- ▲ Follow all federal, provincial and municipal laws
- ▲ 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
- ▲ Treat others fairly and with respect, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, disability or physical characteristics
- ▲ Respect the rights of others
- ▲ Use non-violent means to resolve conflicts
- ▲ Show proper care and regard for school property and the property of others
- ▲ Follow and procedures for the use of technology
- ▲ Help those in need
- ▲ Treat all members of the school community with respect, especially persons in positions of authority
- ▲ Respect the need of others to work in an environment that helps students learn and teachers teach
- ▲ Be punctual in your attendance and responsibilities

Safety

ALL MEMBERS OF THE SCHOOL COMMUNITY MUST NOT:

- ▲ Participate in bullying behaviours
- ▲ Use any object to threaten or intimidate (scare) another person
- ▲ Physically hurt anyone or encourage others to physically hurt someone
- ▲ Engage in hate propaganda and other forms of behaviour motivated by hate or bias
- ▲ Commit an act of vandalism that causes extensive damage to school property or to property located on the

- premises of the school
- ▲ Have or be under the influence of, or provide others with, alcohol or illegal drugs
- ▲ Smoke on school premises, on school buses, or on school outings, trips or excursions
- ▲ Commit sexual assault
- ▲ Buy or sell weapons or illegal drugs
- ▲ Commit robbery or steal
- ▲ Have any weapons, including firearms

In addition to following these standards of behaviour, Whitney Public School is also working on prevention strategies such as character education and initiatives related to bullying prevention.

When inappropriate behaviour does occur, Whitney practices progressive discipline. This involves using a range of interventions, supports and consequences that are developmentally appropriate, that include opportunities for students to learn from their mistakes, and that focus on improving behaviour. In some situations, short-term suspension may be useful. In the case of a serious incident, long-term suspension or expulsion may be required. Full details can be found in our Progressive Discipline Policy.

Whitney Public School acts in accordance with the Renfrew County District School Board Code of Conduct. For more information on the roles played by the School Board, the Director or Education, The School Principal, School Staff, Students and Parents, or for the full text of the Renfrew District School Board Code of Conduct on which our school code is based, please visit the Policies Section of the Renfrew County District School Board Website at <http://www.rcdsb.on.ca/> and access Administrative Procedure 140: Code of Conduct.

Progressive Discipline

Whitney Public School practices Progressive Discipline to address student behaviours that go against our Code of Conduct. Progressive discipline is never solely punitive. Progressive discipline is an approach that makes use of a continuum of interventions, supports, and consequences, building upon strategies that promote positive behaviours. The range of interventions, supports, and consequences used must be clear and developmentally appropriate, and must include learning opportunities for students in order to reinforce positive behaviours and help students make good choices. For students with special education needs, interventions and consequences must be consistent with the student's IEP. Consideration must be given to all mitigating and other factors as listed in *Ontario Regulation 472/07*.

Character Development Program

◦ **Caring** ◦ **Initiative** ◦ **Respect** ◦ **Responsibility** ◦ **Optimism** ◦ **Perseverance** ◦ **Courage** ◦ **Integrity**

All eight of our board's character virtues will be embedded in our teaching at Whitney Public School throughout the school year.

EMERGENCY DRILLS

Fire Drills – 3 in the fall, 3 in the spring

Lockdown Drills – 3 per year

Tornado Drills – 1 per year in April

School Hours



8:45 - 8:50 (Entry)

8:50 - 10:58 (Block 1 Instruction)

10:58 - 11:23 (Outdoor Recess)

11:23 - 11:48 (Indoor Lunch Break)

11:48 - 2:40 (Block 2 Instruction)

2:40 - 2:55 (Indoor Snack Break)

2:55 - 3:10 (Outdoor Recess)

3:10- Dismissal

Secretarial Hours

8:15 - 3:15 Monday to Friday

12:00 - 1:00 Secretary at Lunch



Student Attendance

Safe Arrival Program

The office will attempt to determine the whereabouts of all students in Kindergarten to Grade Eight each morning. Please send a note or call the school if your child is going to be absent. Otherwise, you will be contacted by the office/Syner Voice to verify your child's attendance.


When the pupil returns to school after being absent and you have not contacted the school about the absence a note must be sent to the teacher, signed by the parent or guardian and stating the dates and reason for the absence.

The monthly record of school attendance is reviewed by the principal. Students with attendance issues will have their parents contacted by school officials. The RCDSB Attendance Policy outlines specific requirements for intervention at different numbers of absences.

Early Dismissal

If you wish to have your child dismissed from class outside of the regular dismissal time, please:

- ✍ Send a note with the student or
- ✓ Check in at the school office or

 Call the school before 2:00 p.m.

Before And After School Supervision

Supervision is provided on school days from 8:30a.m. to 3:20 p.m. Students are expected to arrive at school after supervision begins and to leave the school grounds *before* it ends.

TELEPHONE USE

It is our policy that the office phones are to be used for business purposes. ***Students are permitted to use them in cases of emergency only.*** We ask that students wishing to go to a friend's house after school or arrange a ride home following a sporting event make appropriate arrangements in advance. Students who become ill during the school day are to come to the office for assistance in contacting parents, in order to prevent disruption to classes, parents may call for their child in cases of emergency outside of instructional time (i.e., recess, lunch hour etc.) Telephone messages will be relayed to students in emergencies.

Walking Distances

If a student lives within the following distances he/she must walk to school: Kindergarten: 0.5 km, Grade 1 – 6: 1.5 km, Grade 7-8: 2.5 km. Walking zone distances may be changed where special circumstances exist.



Inclement Weather

On days when the weather is inclement, pupils are admitted to their classrooms for their comfort and are expected to follow the indoor recess rules. Students will ***not*** go outside for recess when temperatures are below -22 C with the wind chill factored. It is important that students come to school prepared for the cold. It is also a good idea to provide extra mitts and socks in case the first set get wet.

Emergency School Bus Route

Cancellation/Breakdown/Delays

Procedures

-Listen to STAR 96.7 FM &/or MY FM 96.1 radio stations or visit Board website www.rcdsb.on.ca and click on the RCJTC.on.ca icon or call 1-866-569-6638.

-When school bus cancellations are announced prior to the start of school in the morning, they are for the whole day; if you choose to bring your child into school, you will be responsible for his/her return after school.



Bus Expectations

In order that bus travel be as safe as possible, it is important that the following safety rules and routines be followed:

- ☞ Be at the bus stop at least **10-minutes** in advance of the scheduled pick up time.
- ☞ Obey promptly any direction or instructions given by the driver including the allocation of seats when necessary.
- ☞ Refrain from talking to the driver except in cases of emergency.
- ☞ Refrain from unnecessarily loud or boisterous talking and the use of abusive or profane language.
- ☞ **Remain seated at all times** and wait until the bus comes to a complete stop before exiting.
- ☞ Keep windows closed at all times unless otherwise instructed by the driver.
- ☞ Keep arms, head and feet inside the bus and out of the aisle.
- ☞ Refrain from smoking and the use of drugs and alcohol.
- ☞ Refrain from littering the bus. For safety reasons, students must refrain from eating and drinking while on the bus.
- ☞ Be responsible for any wilful damage to the bus.
- ☞ Remember: It is the bus driver's primary job to bring our students safely to and from school.

Student Misbehaviour On Buses

Please remember that riding the bus is a privilege. Should a driver be unable to secure the cooperation of a misbehaving student, she/he shall immediately report the name of the student and the nature of the offence to the school using the breach of discipline report form provided.

Bus Concerns: Who To Contact?

Student discipline/safety - School
Loading problems (after school) – School

Permanent stop changes/additions –Transportation 735-0151 x 2258 or 2259

Traffic hazard/routing problem - Transportation Driver concerns - Bus operator/Transportation

Lost items - Bus operator

Vehicle related problems - Transportation

Bus arrival times – Transportation

Student Dress Code

Students are free to express their individuality within the confines of modesty and good taste.

All students attending schools in the County are to present a neat, clean and acceptable appearance according to the regulations.

For safety reasons, shoes must be worn at all times.

Everyone should dress appropriately for their age and for the weather conditions.

Clothing that is unacceptable for our school climate may include: short shorts or skirts, shirts exposing midriff, spaghetti straps, and/or clothing with inappropriate language or clothing that advertises or promotes the use of alcohol or drugs.

Generally, clothing must not offend any staff or students and not distract from the learning environment of the school.

Due to sensitivities of some members of this community, scented body sprays and perfumes are not to be worn to school.

Indoor Shoes

Our playground has very little ground cover and through no fault of their own, students bring a great deal of sand into the school. This sand plays havoc with our air quality within the school.

Each student should have a separate pair of shoes for indoor use only. This practice greatly improves the air quality in the classrooms for students and staff with allergies and asthma. It is also a safe practice to prevent injuries from stepping on potentially hazardous objects or materials.

Shoes must be worn at all times in the classroom and in the hall.



Lost and Found

We strongly request that all items belonging to your child have the name clearly marked on it. (Clothing, boots, running shoes, etc...) Unclaimed items are placed in a lost and found container.

Renfrew County District School Board Assessment and Evaluation Guidelines

The Renfrew County District School Board believes that the purpose of assessment and evaluation is to improve student learning. To this end, Assessment and Evaluation practices shall:

be focused upon clearly identified curriculum expectations and the achievement chart;
provide opportunity for students to demonstrate learning to the best of their ability;

be fair and equitable to all students;
address the needs of all students, while appropriately recognizing relevant student differences;

enhance learning by building on previous successes;

identify next steps for students to improve their learning;

include provisions for student self-assessment and

goal setting;
address both what a student learns and how well a student learns;
be preceded by a clear description of the expectations and standards.

Specifically, the RCDSB has an Assessment and Evaluation procedure that:
provides for ongoing, varied assessment that provides students with multiple opportunities to demonstrate their learning.
regards assessment as an opportunity to guide instruction, thereby meeting the needs of individual students.
ensures communication with parent/guardians regarding their child's progress and development.
provides timely feedback to students to help students set appropriate learning goals.
addresses the needs of students with an Individual Education Plan (IEP).
ensures that students clearly understand what the curriculum expectations are as well as what the evaluation criteria are before beginning a task and/or course.
provides in-class time for students to work on assessment tasks.
requires the gathering of data on learning skills and provides feedback and progress updates to students and parents in regards to the student's progress in these skills.

Late or Missing Assignments:

The timely submission of assessment tasks is a Work Habit. As educators, our role is to support the development of learning skills and work habits. Teachers will use a variety of strategies to ensure that work is submitted on time. However, if work is late a teacher may require a student to complete the task through academic detention and will notify parents to discuss consequences and next steps. Any issues with non-compliance, regarding the submission of work will be referred to the Principal of the school.

Reporting

A progress report will be issued in the fall. This report is designed to inform parents/guardians on how their child is progressing towards the achievement of curriculum expectations as well as their development of Learning Skills and Work Habits. No marks will be assigned. This progress report will be used to guide the discussion at Parent-Teacher interviews and help to determine Next Steps to support your child.

Provincial report cards will be issued twice a year. One in February and one towards the end of June.

Students in Grade 1 – 6 can expect subject areas to be reported on using Letter grades.

Students in Grade 7 & 8 can expect subject areas to be reported on using Pegged Marks.

Students in grades 1 – 8, whose achievement is not meeting the minimum ministry standard, will receive a mark of “R”. This indicates that remediation is required to meet curriculum expectations.

Students in grades 1 – 8, who have not been able to demonstrate their competency in a specific subject area, due to such instances as prolonged absence or illness will receive a mark of “I”. This indicates that there is insufficient evidence to provide a mark at that time.

Report Cards



Student progress reports will be issued in the fall. Provincial report cards will be issued twice a year; one in February and one at the end of June. Please return the “tear-off” section which includes a spot for student and parent comments to your child's teacher. Parents are welcome to contact the teacher for a discussion about their child's progress at any time during the school year. Please telephone ahead to arrange a mutually convenient time. Please see the included Assessment and Evaluation Guidelines from RCDSB.

Student in Good Standing Policy

Students at Whitney Public School are encouraged to become active in a wide range of extracurricular activities. Such participation can be a valuable component of an effective overall education. The following guidelines will be used to maintain a reasonable balance between the academic requirements and extracurricular activities such as sports, field trips and excursions. As well, team members are viewed as ambassadors of the school and compliance with a code of behaviour is necessary both prior to and during an event.

A Student in Good Standing must meet the following criteria:

Achievement: The student is working to potential and is up to date with regards to assignments and homework.

Attitude: The student reflects a positive attitude both in and outside the classroom.

Behaviour: The student has consistently met reasonable behavioural expectations both in the classroom and in the school in general, and has demonstrated that he or she is responsible and reliable.

Attendance: The student is in regular attendance at school and is consistently punctual.

The granting of a **Student in Good Standing** status is a privilege and may be revoked at any time by the administration on the recommendation of a teacher.

Parental Involvement & Homework

Parents of students at all grade levels are asked to support their child's educational achievement.

Equally important is monitoring student work habits and showing interest in class work.

Homework is assigned to students on specific instructional purposes related to classroom activities/themes/objectives. The time spent on and the frequency of homework will vary according to each student's abilities, grade level and subject matter.

Homework is useful because:

It reinforces school activities.

It extends and broadens school activities.

It provides drill and practice for specific skills.

It completes unfinished tasks.

It provides parents with an opportunity to become involved in their child's learning.



Agendas

Agendas will give parents a direct link to the school.

You will be able to see what your child/children is/are working on and what homework they have to complete.

The planner is to be used on a daily basis. It also serves as an excellent communication tool between teachers and parents. Students who use their agendas will develop life long goal setting, organizational and time management skills.

Parent Visits

As interested parents, you are always welcome to visit the school. Such visits can be most worthwhile for parents and teachers and most importantly, for your child.

Parents picking up students are asked not to interrupt their child's class but to have the office staff get the child.

If you are interested in a private interview with any member of staff, please phone the school to arrange a mutually convenient time.

All parents/visitors are required to report to the school office upon arrival, sign the visitors log and wear a visitor's tag.

Whitney School Council

Our school council is an advisory body that supports school programs in a variety of ways. It may be comprised of parents, community members, students, teaching and non-teaching staff and the principal. New members are always welcomed. Check newsletter for meeting dates.

Volunteers

Volunteers play a vital role in support of teachers by fulfilling a wide variety of functions in our school.

Volunteers are reminded that you will always work with students under the direction of a teacher. A Vulnerable Sector Check (CBC) is required every three years, on off years an offence declaration must be signed.

Volunteers are asked to respect the usual operational routines of a school, ensuring cooperation with the teacher and students.

Physical Education - Clothing and Footwear Guidelines

Physical Education is a compulsory subject as outlined by the Ministry of Education and Training and students will be required to participate in daily physical activity. Students must wear appropriate clothing and shoes for physical education classes. Shoes must be able to be securely tightened (no flip flops, crocs or loose laces).



Jewellery

Hanging jewellery must not be worn. Jewellery which cannot be removed and represents a safety concern (medical alert id, religious, or cultural jewellery) must be taped. Long hair must be secured so as not to block vision.

Students who wear glasses should have eye glass straps and /or shatterproof glass lenses for physical education purposes.



Environmental Education

At Whitney, we pride ourselves on our concern for the environment and on our action-oriented approach to teaching our students about their responsibility to care for our earth and its resources.

We encourage routines and procedures that will reinforce these important ideas within our school. Even though the community does not have recycling or compost collection in place, our students still need to be educated on the process. Energy conservation and reusing of various materials are also practices endorsed in our efforts to be environmentally friendly individuals.

Lunches at School

Whitney students are on a balance day schedule. The students eat their snacks and lunch in the classroom.

We expect students to respect the rights and property of others. **Good manners are essential.**

Packed lunches are needed except on Hot Lunch days. (Parents will be notified in advance).



Simple Lunch Break Rules:

Students will sit in their regular seats during lunch break.

Use proper table manners and sit down to eat. Properly clean up your table and seating area after eating

Use the refuse container.

Appropriate behaviour is expected at all times.

Listen carefully to the lunch supervisors. Treat them with respect.

Please avoid sharing foods due to student allergies to certain foods.

Energy Drinks

Energy drinks such as Monster, Red Bull and Full Throttle are not permitted at school or at school related events (i.e. tournaments)

Halls & Yard

Students are expected to be quiet when in the halls.

Eating and drinking are not permitted in the hallways or outside. Thoughtful concern for others, respect for school property and a mature concern for the

environment are all necessary to keep our school an orderly place in which to learn. Please help the custodian keep the halls clean and safe by placing your shoes neatly outside the classrooms.



Playground Rules and Supervision

For safety reasons, parents should be aware that the playground is not supervised before 8:30 a.m. or after 3:20 p.m. on school days. During recesses and lunch time, students are able to enjoy the playground except for days of inclement weather.

Please make sure that your child is dressed appropriately for outdoor activity.



Simple Playground Rules:

Follow the directions of supervisors.

No fighting, no bullying, no tackling or unsafe or dangerous games. **(Hands Off Policy)**

Use authorized equipment and use it for the purpose for which it was designed.

Respect the property and the rights of others.

Play in the appropriate designated areas.



Illness

If your child is sick, please make arrangements to have him/her cared for until recovered. Sick children are unable to function well at school, infect other children in

their classes, and would recuperate faster and more comfortably at home. Children who have been ill should return to school when they are ready to take part in the full day, including recess. Children should not remain indoors unless taking part in an activity directly supervised by a teacher.

Please tell us if you have reason to believe that your child has any contagious condition.

Medication

Students are to have prescribed medication administered at home. Students who must have medication administered at school will require completion of the "Request for Administration of Medication at School" form.

Pediculosis (Head Lice)

Please note that checks are no longer being conducted at the school and we strongly recommend that parents/guardians check their child's hair regularly at home.

Head lice control works best when everyone helps.

Parents and students both have a part to play to control the ongoing problem.

Parent's Role

* It is necessary for parents to assume the major responsibility for the identification and treatment of head lice.

1. Be aware of the signs and symptoms of infestation.
 2. Be familiar with the technique for examining hair for lice/nits.
 3. Examine your children's heads weekly for signs of infestation.
 4. Notify the school of suspected cases.
 5. Be aware of the importance of proper treatment and environmental control measures in the home.
 6. Carry out treatment for elimination of lice.
- Inform the school that treatment has been completed.



Electronic Devices

At Whitney Public School, we pride ourselves on our commitment to student safety, well-being and achievement. The school is fully wireless. This means that once your child has logged onto the system using a school device, they will be able to access the wireless network with their own device. Teachers are encouraged to utilize these devices during the school day in an effort to maximize and support student learning. Please remember the use of this device during class time is at the discretion of the classroom teacher.

As always, we will not be allowing these devices to be used freely during lunch or recess, as we do want to encourage physical activity and social interaction.

Finally, the school will not maintain responsibility for lost or stolen devices.



School Newsletters

Throughout the year, you will be kept informed of school events through our school newsletter. If you have any community news you would like to have included, please contact the school. Our goal is to keep our community as well informed as possible about the programs and activities happening in our school.

Students with two homes may request an additional newsletter.

If you would like to receive an electronic copy of our newsletter, please let us know.

Renfrew County District School Board Website

Please visit our Board Website for current stories of what is happening within our Board and information about our School.

www.rcdsb.on.ca

Payments to School

Please make all payments to the school (lunches, book orders, excursions, etc.) using the payment envelopes.

We cannot accept money without the paperwork completed to reconcile the payment and show cash received. If you need more envelopes please let the secretary know.





RENFREW COUNTY DISTRICT SCHOOL BOARD

Standard Consent Form for the Collection, Use and Disclosure of Personal Information
In accordance with the *Municipal Freedom of Information and Protection Privacy Act*

In order to recognize and promote student achievement and activities, schools under the jurisdiction of the Renfrew County District School Board may be involved in the following:

- (a) The photographing and or audio and or videotaping, by the school (or media), of children while they are engaged in school activities.
- (b) The inclusion of articles, photographs and/or student works for community newspapers, newsletters or on public display at the school and/or in the community; and
- (c) The inclusion of student photographs (without identifying information) on the world wide web (internet) e.g. school website.

Generally speaking the Renfrew County District School Board encourages these opportunities to showcase our students' achievements and activities, but privacy and safety concerns may be an issue with some individuals.

Please indicate your agreement with the above, by signing and dating this form, which shall serve as your consent for the school year in regard to your child in attendance at the school. You may withdraw your consent in writing at any time.

I, _____, authorize Whitney Public School/Renfrew County
Name of Parent/Guardian
District School Board to use photographs of _____

Name of Student

and/or articles and student work for newspaper publication, school newsletters, public display and publishing to the world wide web (internet) e.g. school website for the 2013 - 2014 school year.

Signature

Date

OR

I, _____, **DO NOT** authorize Whitney Public School/Renfrew County
Name of Parent/Guardian
District School Board to use photographs of _____

Name of Student

and/or articles and student work for the newspaper publication, school newsletters, public display and publishing to the world wide web (internet) e.g. school website for the 2013 - 2014 school year.

Signature

Date



RENFREW COUNTY DISTRICT SCHOOL BOARD

INFORMED CONSENT/PERMISSION FORM FOR EDUCATION TRIPS For High Risk Excursions

Whitney Public School arranges Teacher Conducted visits to the Whitney Public Library, arranges skating at the Whitney Outdoor Rink and conducts other various out of classroom activities/field trips for the students. The preceding activities are attended by walking to the particular place on a regular given school day.

TO PARTICIPATE, THE FORM BELOW MUST BE READ AND SIGNED BY EVERY STUDENT AND BY A PARENT OR GUARDIAN OF THE STUDENT.

ELEMENTS OF RISK:

Walking as a mode of travel involve certain elements of risk. Injuries may occur while participating in these activities. The following list includes, but is not limited to, examples of the types of injury, which may result from participating in the above mentioned activities.

1. Falling
2. Sports-related injuries (i.e. buWPS, bruises, broken bones, concussion)
3. Sprains
4. Death

The risk of sustaining these types of injuries results from the nature of the activities and can occur without any fault of, the student, or the school board, its employees/agents or the facility where the activities are taking place. By choosing to take part in these activities, you are accepting the risk that your child may be injured.

The chance of an injury occurring can be reduced by carefully following instructions at all times while engaged in the activities. You must understand that you bear the responsibility for any injury that may occur.

The Renfrew County District School Board does not provide accidental death, disability, dismemberment or medical expense insurance on behalf of the students participating in these activities.

This form must be signed and returned to the school no later than **Friday, September 13, 2013**. Failure to do so will exclude the student from the activities.

ACKNOWLEDGEMENT

WE HAVE READ THE ABOVE PAGE; WE UNDERSTAND THAT IN PARTICIPATING IN THE ACTIVITIES DESCRIBED ABOVE, WE ARE ASSUMING THE RISKS ASSOCIATED WITH DOING SO. WE UNDERSTAND THIS FORM COVERS ALL OUT OF CLASSROOM ACTIVITIES FOR THE SCHOOL YEAR OF 2013-2014.

Name of Student: _____ Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

PERMISSION

I give _____ permission to participate in the aforementioned activities.

Signature of Parent/Guardian _____ Date: _____

RENFREW COUNTY DISTRICT SCHOOL BOARD
APPROPRIATE USE CONTRACT FOR STUDENTS

1. I will not give out personal information such as my address, telephone number, parents' work address/telephone number, or the name and location of my school without permission.
2. I will not share my password, except with my parents/teacher.
3. I will tell a teacher if I come across information that is inappropriate or makes me feel uncomfortable.
4. I will agree never to get together with someone I "meet" on-line without first receiving permission from my parents/teacher.
5. I will never send a person my picture or anything else without first getting permission from my parents/teacher.
6. I will not respond to messages that are mean or in any way make me uncomfortable. If I get such a message, I will tell a teacher right away.
7. I will always be polite and respectful. I will not write or send abusive messages to others.
8. I will not swear, use vulgarities or other inappropriate language.
9. I will not take pictures of others without their permission.
10. I will not post pictures of others on social networking sites or other online pages without their permission.
11. I will not share my personal address or telephone number, or those of others.
12. I understand that 'e'-mail is not guaranteed to be private. People who operate the system have access to all mail. Messages that are inappropriate may be reported to the authorities.
13. I will not use the network to do inappropriate things like:
 - i. download large files at busy times,
 - ii. send mass 'e'-mail messages, send chain letters, annoying other users,
 - iii. download music, movies or other files that do not belong to me or that I have not purchased.
 - iv. download and/or use software designed to circumvent the user agreement and or other security measures implemented by the RCDSB.
14. I understand that my personal device may be taken away from me if I am not using it appropriately.
15. I realize that I am responsible to my teacher, principal and parents for the things I do online.
16. I will not use my personal device to break any other school rule not mentioned here.

I understand that if I do not follow the rules that I have agreed to above, that I may lose my computer privileges and/or be disciplined by the school.

Student Name: _____ Student Signature: _____

Signature of Parent/Guardian (when the user is under 18): _____

Date: _____

Please sign and return to the school on or before Friday, September 13, 2013



WHITNEY PUBLIC SCHOOL
CELLULAR PHONE AND OTHER ELECTRONIC SIGNALLING DEVICES CONTRACT

At Whitney Public School, we pride ourselves on our commitment to student safety, well-being and achievement. As all of our students are aware, the school has now become fully wireless. This means that once your child has logged onto the system using a school device, they will be able to access the wireless network with their own device. Teachers are encouraged to utilize these devices during the school day in an effort to maximize and support student learning. Please remember the use of this device during class time is at the discretion of the classroom teacher.

- * Electronics can come to school, ultimately the parents will have to decide if their child can bring their device or not.
- * The school code of conduct/behaviour expectation remains the same (content must be acceptable). Teachers will remove the device if they feel it is not meeting the school rules for conduct and acceptability. Please note the RCDSB internet filter is in place – so access to certain sites is already prohibited.
- * Teachers are encouraged to allow students to connect onto the school wifi and access various sites (ie dictionary/thesaurus/take a photo of work samples/etc) during class time. The use of these devices during class time is ALWAYS up to the discretion of the classroom teacher.
- * Students are allowed to use their electronics during the indoor portion of their lunch (eating time), or when inside during inclement weather.
- * Electronics will not be permitted outside during recess (this includes the outdoor portion of lunch recess).
- * Students will only be permitted to wear/use one ear bud/ear phone at all times. This is required in order to ensure student safety and hearing of directions when needed.
- * The recording of staff or students and the taking photos of other students or staff is NOT permitted at any time. And under no circumstances will electronics be permitted in the washrooms.
- * The school will not assume responsibility for lost or stolen devices.

If a student violates the above, the school will follow its progressive discipline policy. In the event of repeat incidents; the electronic device will be confiscated, and a parent or guardian will be contacted to pick up the device and we will ask that it not be brought back to the school.

I understand that penalties for violation of the Whitney Public School policy may include temporary suspension from school.

Student Name: _____ Signature: _____

Parent Name: _____

Signature of Parent/Guardian (when the user is under 18): _____

Date: _____

****Note****The wording of this new contract may be changed at any given time to reflect the safe use of electronic devices in the school. ****

Please sign and return to the school on or before September 13, 2013.