

# Ecole Dufferin



**Student Planner**

**2017-2018**

*A Community Where Everyone:*

- Can Learn**
- Is Safe**
- Is Respected**

**"It Takes A Community To Make Our School  
The Best Place To Be"**

# **Calendar of Important Dates 2017 - 2018**

**Sept. 5th**  
**Sept. 14th**  
**Sept. 15th**

**First Day of School**  
**Meet the Teacher Night 5:30 - 7:00**  
**P.D. Day - No School**

**Oct. 3rd**  
**Oct. 9th**  
**Oct. 10th**  
**Oct. 31st**

**P.D. Day - No School**  
**Thanksgiving - No School**  
**Picture Day**  
**Halloween Parade 2:00**



**Nov. 16th**  
**Nov. 16th**  
**Nov. 17th**

**Photo Retake**  
**Parent-Teacher Interviews 3:00 - 8:00**  
**P.D. Day (Interviews) 8:30 - 11:30**

**Dec. 25th - Jan. 5th**

**Christmas Holidays**

**Jan. 8th**  
**Jan. 22nd**

**Back to School**  
**P.D. Day - No School**

**Feb. 19th**

**Family Day - No School**

**Mar. 6th-7th**  
**Mar. 12th - 16th**  
**Mar. 30th**

**Dufferin Musical (JK-8)**  
**March Break - No School**  
**Easter Friday - No School**

**Apr. 2nd**  
**Apr. 11th**  
**Apr. 13th**

**Easter Monday - No School**  
**KP and Grade 8 Graduation Photos**  
**P.D. Day - No School**

**May 21st**

**Victoria Day - No School**

**June 8th**  
**June 28th**  
**June 29th**

**P.D. Day - No School**  
**Last Day of School**  
**P.D. Day - No School**



# Ecole Dufferin

519-752-8232

**Principal - Mme Bonbled**

**Secretary - Mme Wallace  
Mme Rayfield**

**Custodial Staff - Mr. MacDougall & Mme Barna**

Mme Desjardins  
Mme Almeida  
Mlle Spicer  
Mme Trottier  
Mme Strickland  
Mme Gorecki  
Mme O'Brien  
Mlle Roarke  
Mme Goncalves  
Mme Gibbon  
Mme Simmonds  
Mme Clarysse

Mr. Burton  
Mme Guy  
Mme McGrail  
Mme VanKlink  
Mme Macoretta  
Mlle Smith  
Mr. Segura  
Mme Soules

Mme Coretti  
Mr. Kranenburg  
Mr. Zylstra  
Mme Peters  
Mme Franklin

Mme Piovesan



## School Day Schedule:

8:30 a.m.	Staff on yard duty
8:50 a.m.	School day begins
10:30 a.m.	Nutrition Break (40 min.)
11:10 a.m.	Classes resume
1:10 p.m.	Nutrition Break (40 min.)
1:50 p.m.	Classes resume
3:10 p.m.	Dismissal



# *Ecole Dufferin (ZONE 4)*



## *School Routines – From the Main Office*

### *Attendance*

In order to implement a greater measure of protection for our students, please call the school at 519-752-8232 **before 8:30 a.m.** if your child will be absent for the morning, afternoon or the entire day. Please note that we have an answering machine on at all times and you may leave messages at anytime. Please call each day unless you can give the specific number of days for which your child will be away. This plan provides a measure of safety so that children sent to school and who do not report to their classroom are identified quickly so that parents/authorities can take action. Please also remember to **Sign In/Sign Out** your child at the office if you are taking or returning them during the school day.

**PLEASE NOTE: If your child does not report to school and we cannot reach home, place of work, other emergency numbers to verify your child is in fact in the care of those properly responsible for him/her, the police may be called to investigate. It is therefore critical that you keep us informed of your child's absence.** We will also check attendance and note any children who were here in the a.m. but are not present after the nutrition break.

**PLEASE NOTE: When a child arrives late or returns to school from an appointment they must be signed in at the office by a parent or guardian. This is Board policy.**



### *Pediculosis (Lice)*

Our board policy requires students to be **nit-free** before being re-admitted to school. A check must be done by one of our staff prior to re-admission. Please call the school if your child has lice so that we may check the whole class. We apologize for the inconvenience but it is our Board Policy.

### *Lunch Procedures*

Students must follow the rules of good taste when eating with their peers, and they are encouraged to bring environmentally conscious lunches. Students, whose parents expect them to stay for lunch, will not be allowed to leave at lunch without a note from their parents or parents signing them out. Our designated lunch hour is the second nutrition break. Students who do not return to school on time from lunch or are behaving inappropriately in the community will lose the privilege.



### *Allergy Alert*

We do have children in our school with a severe life-threatening food allergy to peanuts, nuts and shellfish (anaphylaxis). This is a medical condition that causes a severe reaction to specific foods and could be fatal within minutes. Any contact with peanuts (or other nuts) could cause such a reaction. Although this may or may not affect your child's class directly, we want to inform you so that you may choose to send foods to school with your child that are free from peanuts or nut products. Lunchroom and other arrangements will be made to ensure the safety of these children. Your cooperation and assistance in this matter will be greatly appreciated.



### *School Outings*

During the school year, a number of special events will be planned for the students. Some activities include: class trips, fund-raising campaigns, athletic competitions, musical and dramatic presentations and other special "fun days". It is always expected that students will demonstrate appropriate behaviour in order to be included in school outings and special events. The board requires all permissions for trips to be given by guardians in written only - No verbal permissions can be given. Students who do not conduct themselves according to academic and behavioural expectations will not be permitted to participate. Extra curricular activities are a privilege.



## **Student Drop-Off and Pick-Up**



During the school year, you may pick up your child for appointments and other activities by coming to the office. **ALL VISITORS AND PARENTS ARE REQUIRED TO CHECK IN WITH THE OFFICE STAFF UPON ENTERING THE SCHOOL. YOU WILL ALSO NEED TO SIGN IN AND OUT USING OUR VISITOR CLIPBOARD.**

Students should not be arriving at school prior to 8:30 a.m. as there are no staff on supervision duty before that time. On rainy days, students are asked to arrive at school as close to the posted entry time as possible. (8:50 a.m.)

Please do not drop off and pick up children in the staff parking .



## **Valuables at School**

Parents are encouraged to make sure students leave valuables and treasured items at home. MP3s, electronic games, cell phones, special clothing, toys or jewelry should not be brought to school. Often, these items end up missing and this causes a great deal of distress. **Cell phones are to be turned off and in backpacks or lockers during the school day. We will confiscate cell phones and parents will need to pick them up from the office.**



## **Bicycles**

Students may ride their bicycles to school but they are expected to walk their bicycles while they are on the school grounds. **Similarly, students are not allowed to use skateboards, roller blades, or scooters anywhere on school property.**



**Privileges will be suspended for a period of time if students fail to follow these rules. The school cannot be responsible for these items if they are lost or stolen. Riders must dismount and walk their bikes, skateboards, etc across school property for the safety of all students.**

There are bike racks available for use by students. This will provide them with a safe location for their bicycles. Locks are encouraged for all riders.

## **School Dress Code**



Students are expected to show good taste in selecting clothing for school. While differences in seasons and school activities will require clothing suitable for the occasion, some clothes are not suitable for the classroom. Distasteful slogans or revealing clothes are not acceptable and students will be asked to change these. The principal reserves the right to determine what is appropriate clothing. Hats must be removed when in the school building, unless for a specified activity. Footwear must be worn at all times and indoor shoes are recommended during inclement weather.

We also remind primary students to pack an extra set of clothing in their back packs.

## **Volunteers**

We welcome parent volunteers in a variety of ways and at all grade levels. Volunteers provide an avenue for getting the COMMUNITY involved in our school program. Volunteers are needed on a regular basis as well as for special event days, to assist teachers in the classroom, and during field trips. **All volunteers are now required to provide a criminal reference check which needs to be updated every two years. A school letter is available for volunteers to take to the police station. Please pick them up from our secretary at the office.**



## **Medication**



Students who require medication to be administered at school will be required to complete a **medical form** signed by a physician and bring the medication in the original container. This form is available at the office. Medication will be kept in a locked cabinet and accessed by staff only.

## **Lost and Found**

Lost and found boxes are located in the Annex. Please check these bins regularly. At the end of each term, all unclaimed items will be sent to a charity.





### **Emergency Closing/Bus Cancellation for Zone 4**

If the school is closed or buses are cancelled due to bad weather before school begins for the day, an announcement is made over radio station Brantford's CKPC 1380 AM or 92.1 FM or Hamilton's 900 AM or 95.3 FM.. Please listen to the radio during inclement weather for these announcements. You may also check the board's website at [www.granderie.ca](http://www.granderie.ca). The announcements will be made for rural and urban schools of the GRAND ERIE DISTRICT SCHOOL BOARD. Our school is located in Zone 4. If transportation is cancelled during the school day, we will use the "fan out" protocol which follows the instructions you have given us on the emergency forms sent home in September.

### **Emergency Evacuation and Lockdown Procedures**



Six emergency drills are scheduled for the fall and spring of each school year. There will also be two lockdown drills per year. Students and staff practise evacuation routines in order to ensure safety during emergency situations. Please go over these procedures with your child.

1. **Quietly, line up and leave the building. If not with your class, walk to the closest exit and find your class at the designated area.**
2. **If the regular route is blocked, students need to go to the closest exit.**
3. **Once in designated area, staff will take attendance and report back to the secretary any students missing. Students will return to class after the signal bell is rung that it is safe to return to class.**

There may be an occasion when we might be required to evacuate the entire school for a longer period of time. Should such a situation occur, our emergency plan is to take students to Brantford Collegiate Institute High School.

### **Homework Policy**

The Ontario curricula is "rigorous and demanding". There may be times when students either do not finish classroom assignments or are required to research and complete project work. This will necessitate some homework on the part of students. The following homework guidelines will help parents to support their child's learning.

#### ***Homework Guidelines***

<b>Grade Level</b>	<b>Time Expectation</b>	<b>Activities</b>
<b>Primary Program</b> (Grades 1-3)	15 to 30 minutes	The focus for at home work at this level could involve: book bags, data gathering, reading, nature study, cooking, crafts, experiments, measurement, estimating, reviewing number facts and experiential learning with parents. The expectation is that this type of activity is completed with parental support.
<b>Junior /Intermediate Program</b> (Grades 4-8)	30 to 60 minutes	This type of home learning should focus on developing work ethic skills and is a continuation of the kinds of activities done in the primary program. Supplementary reading, design and tech projects, science and research projects could continue in the home.

### **School Council**

The Ecole Dufferin Parent Council is an enthusiastic group whose talents and directions we draw upon to establish meaningful school programs and activities. The purpose of our meetings is to enhance the learning of our students. Information about meeting times and dates will be forthcoming early in September.



## Student Support

All Grand Erie District School Board employees take seriously all allegations of bullying, racism, gender-based violence, homophobia, sexual harassment, inappropriate sexual behaviour, and any other negative behaviour which would impact on the school climate.

Ecole Dufferin recognizes that any students who are targeted by any form of bullying or harassment may experience negative affects. As such, part of our Progressive Discipline approach includes support for those students and families who are experiencing victimization. Support can include a variety of measures:

- ensuring reporting of incidents,
- establish a support plan for students
- responding effectively to incidents
- informing parents and including them in problem-solving,
- referral to board student support services
- referral to Safe Schools Team
- Restorative Justice
- referral to community agencies for support
- collaboration with Police Services where appropriate.

In addition to providing support to those who are impacted by negative student behaviour, **Ecole Dufferin** is committed to providing opportunities to reinforce and celebrate positive student behaviour.

In addition, **Ecole Dufferin** is committed to supporting students in making positive behavioural changes.

For example, we use: Tribes, Character Recognition Programs and Assemblies, Kelso's Choices.

**Ecole Dufferin** is committed to promoting and supporting appropriate student behaviours that contribute to and sustain a safe learning and teaching environment. It is our goal to provide a positive school climate in which each student can reach his or her full potential.

**Ecole Dufferin** endeavours to create a student-centred educational community whose members support one another with mutual understanding and respect.



**Ecole Dufferin**  
**106 Chestnut St.**  
**Brantford, Ontario**  
**N3T 4C6**  
**(519) 752-8232**



# Ecole Dufferin

## At Ecole Dufferin we value:

### Integrity

#### We will:

- Build trust and demonstrate trustworthiness among students, staff, families, board and community
- Be open and transparent
- Ensure words and actions align
- Model courtesy, social responsibility, fairness and inclusiveness

### Respect

#### We will:

- Seek and consider the input of students, staff, families and community
- Act in a caring, thoughtful and considerate manner
- Honour the diversity, dignity and worth of all individuals
- Recognize the time, energy and efforts of others

### Responsibility

#### We will:

- Provide programs, services and facilities to optimize learning for all students
- Use our resources effectively and efficiently
- Measure and report for continuous improvements
- Deliver on our commitments

### Relationships

#### We will:

- Develop and support partnerships
- Recognize and respect the skills and dedication of all
- Demonstrate care and commitment
- Celebrate effort, innovation and excellence
- Share the joy in learning

## Progressive Discipline Plan

**Progressive discipline** is a whole-school approach.

It utilizes a continuum of interventions, supports and consequences to address inappropriate student behaviour and to build upon strategies that promote positive behaviours. When inappropriate behaviour occurs, disciplinary measures are applied within a framework that shifts focus from one that is solely punitive to one that is corrective and supportive.

### Prevention and Intervention

Prevention and early intervention are essential in maintaining a positive school environment in which students can learn. Opportunities for students to learn from the choices they make, address inappropriate behaviours/attitudes and work with the team members at the school, who are dedicated to their support, are ongoing. This process also informs parents bringing to their attention awareness of the situation and asking for their supportive involvement.

Strategies include:

- All students are taught classroom rules and School Code of Conduct
- Bullying prevention program is taught to students
- Character education traits are taught and modeled by staff and students
- Students are given a chance to practice and review rules to ensure they understand them

When addressing inappropriate student behaviours or attitudes, consideration is given to the particular students and the circumstances of the behaviour or attitude, the nature and severity of the behaviour or attitude and the impact of the inappropriate behaviour or attitude on the school climate. Disciplinary interventions, supports and consequences for students with special education needs are considered in conjunction with the student's strengths, needs, goal and expectations as outlined in the Individualized Education Plan.

## Progressive Discipline Strategies

### Level One - Teacher

- Warning to student with reminder of rules
- Opportunity for dialogue with teacher, educational assistant to discuss incident
- Time out in designated Quiet Zone
- Apology
- Withdrawal of privileges or detention
- Contact with parents

### Level Two - Principal & Resource Staff

- Withdrawal of special privileges
- Opportunity to dialogue with principal with regards to steps taken to date
- Contact parents
- Referral to resource team
- Development of an IEP for behaviour
- In-school suspension
- Student-based team meeting to develop action plan
- Alternate or shortened day

### Level Three - School and Community Partners

- Referral to board support services
- Case Conference
- Restorative Justice Circles
- Involvement of Community Services

### Level Four - Safe Schools Team Involvement

- Involvement of the Children's Aid Society, School Resource Officer or alternative education opportunities
- Threat or Risk Assessment
- Out-of-school suspension or expulsion





*Grand Erie District School Board*  
**CODE OF DIGITAL CITIZENSHIP**  
**"Protect and Respect"**  
Responsible Actions in a Digital World

**PROTECT**

- I will not post information online that will put myself or others at risk.
- I will report any online attacks or inappropriate behaviour directed at myself or others.
- I will protect myself, my passwords and my resources.
- I will protect others by not forwarding inappropriate communications or materials.
- I will refrain from pirating or distributing digital resources that aren't free or don't belong to me.
- I will verify the accuracy of online information.

**RESPECT**

- I will give thoughtful consideration as to what personal information about my life, experiences and relationships I post.
- I will respect myself and others through my online actions and responses.
- I will not use electronic media to insult, bully, harass or stalk other people.
- I will not visit sites that are inappropriate.
- I will request permission to use online resources when necessary and cite all references to websites, books, media, etc.
- I will respect all equipment and all resources available to me.