

Westminster Public School Agenda/Handbook



Home of the Wildcats

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Brockville, ON, K6V 4N6  
613-345-5552

This book belongs to:

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## Safe Arrival Program/Attendance Procedures at Westminster

If your child is absent, please contact the school prior to 9:15 AM (This includes walkers on snow days).  
Phone: 613-345-5552 for absence reporting  
Input electronically through My Family Room, visit [www.myfamilyroom.ca](http://www.myfamilyroom.ca) to register.

The Safe Arrival program mandates that we contact a student's parent/guardian each day a student is absent. Please let the school know the reason for your child's absence. You can call the school, leave a message on the answering machine or use MyFamilyRoom ([www.myfamilyroom.ca](http://www.myfamilyroom.ca)) to let the school know of any absences. If your child is being picked up at school as a planned absence, please put a note in your child's agenda. The note must indicate the name of the student being picked up, identify the person picking up the student and note the time the student will be picked up. The parent/guardian must sign out the student at the office as they exit the school. Students are not permitted to leave school grounds at lunch or recess to walk into town or visit the local convenience store.

If dismissal plans for a student change during the day, please contact the school as soon as possible to advise of the change, preferably no later than 2:00 PM. This allows us to notify students and teaching staff without interruption to classroom instructional time. The school telephone is typically very busy after this time of day and there is a risk that your dismissal plan changes would not be received before the end of the school day. If your child must be picked up unexpectedly, please contact the school to advise of this need, indicating the time of pick up and who will be picking up the student.

At all times, anyone picking up a child at school is required to enter the school through the main entrance. Please report to the main office, identify yourself and advise the principal/office administrator that you are picking up the student. You will be asked to present identification if you are not known to the school staff.

There are occasions throughout the year when students believe they will be picked up at dismissal rather than ride the bus home. In order to avoid unnecessary worry for parents and caregivers, our policy is that students will be sent home on their regular bus if they do not have a note, or a parent phone call has not been received.

A student arriving late for school must be accompanied into the school by their parent/guardian and sign in at the office for attendance and safety reasons.

**Please ensure that all visitors**, including parents and volunteers, enter and exit the building via the Main Entrance and use the Visitors Logbook located in the main office to sign in and sign out.

As a bus safety measure, vehicles are restricted from entering and parking in the bus-loading zone during morning drop-off and afternoon dismissal.

If you are driving your child to school, please check with your school to see what time supervision on the yard starts in the morning. No child is allowed on the yard without proper supervision. In the case of an emergency, it may be possible to make special arrangements by contacting the office.

Attendance is recorded daily and students arriving after 9:30AM are required to report to Mrs. Morrison or Mrs. Bell prior to going to class.

### **Cars and Parking**

Parents/guardians and school visitors can park their cars in the school parking lot. Cars parked in the reserved parking areas will be towed. Expenses incurred as a result will be the responsibility of the owner.

Vehicles which are parked in the bus/drop off lanes may be towed. Expenses incurred as the result of towing will be the responsibility of the owner. Vehicles are not to be parked on school property overnight unless permission has been granted by the Principal. The school/board will not take any responsibility for damages incurred to any vehicle on school property. If you park on school property, this is done at your own risk.

### **Use of Personal Electronic Devices in the Classroom and School**

In recognition of their differing interests, abilities, personalities and learning preferences, the Upper Canada District School Board encourages its students to select and use the supplies, equipment, devices and other resources they need to learn effectively at school and at home.

The Upper Canada District School Board supports its students by providing an environment that allows students to bring supplies, equipment, devices and other resources of their own into the school and classroom in a way consistent with Upper Canada District School Board policies and values.

Smart phones, cell phones, and other electronic devices are to be used in class at the discretion of the teacher and school principal. The unauthorized use of a cell phone or an electronic device in class may result in the teacher asking the student to put the device in their backpack, keep the device at home or ask for it to be given to the teacher for safe keeping. This item may be sent to the office and returned to the student at the end of the day. If this happens on numerous occasions the student may be asked to keep the electronic device at home.

### **Photographs and Recording Audio/Video**

On school property, no one is allowed to record audio/video or take pictures of staff or students at any time or anywhere unless they have the permission of the Principal/Vice-Principal and all of the people in the photograph, video or sound recording. Taking a picture or recording someone without their permission could be an invasion of privacy and might lead to suspension, expulsion, criminal charges, or a civil lawsuit.

**NOTE: If a student violates any policy stated above the device could be confiscated and the possible consequences listed above will be followed.**

### **Skateboards/In-Line Skates and Shoes with Wheels**

Students are not permitted to use skateboards, in-line skates or shoes with wheels on school property. Students with wheels built into the bottom of their shoes are to remove the wheels before entering school property.

### **Bikes on School Property**

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

### **Damage to School Property**

Students should report all damage of school property to the main office as soon as possible. Students who are responsible for damages to school property or for the loss of school property may be expected to pay for the repair or the replacement of the property and may receive further applicable consequences.

### **Nut Allergies**

As many of you are aware, some students at our schools have been diagnosed with severe allergies to peanuts, peanut butter and nut products. In some cases, even trace amounts of peanut butter and/or nut products could jeopardize the life of a child/person with this allergy. Please do not send peanut butter or products containing nuts of any kind to school. Imitation Peanut Butter or any soy butter is not permitted in the school as it is hard to differentiate these products from peanut butter or nut spreads. Your cooperation in this regard could save a life and is greatly appreciated!

### **Use of Scented Products**

Many people suffer from allergies to scented products. All staff, students and visitors are asked to refrain from or minimize the use of scented products, as they can result in adverse effects on the health of others. These products include but are not limited to perfume, hair spray, lotion, body spray, air fresheners, aftershave and hand cream.

### **Fire Drills**

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



### **Progressive Discipline**

It is the policy of the Upper Canada District School Board, with respect to progressive discipline, to support a safe learning and teaching environment in which every pupil can reach their full potential. Appropriate action must consistently be taken by schools to address behaviours that are contrary to provincial and Board Codes of Conduct.

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 by the Board and all schools must be clear and developmentally appropriate, and must include learning opportunities for pupils in order to reinforce positive behaviours and help pupils make good choices. For pupils with special education and/or disability related needs, interventions, supports and consequences must be consistent with the expectations in the student's IEP and/or their demonstrated abilities. The Board, and school administrators, must consider all mitigating and other factors, as required by the *Education Act* and as set out in Ontario Regulation 472/07. The continuum of interventions in our progressive discipline model begins at the classroom level between the teacher and the student and then includes the student's parent/guardian.

### **Interventions may include but are not limited to:**

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

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

Update call to parent	Referral to community agency
Meeting with parent	Referral to support staff
Suspension/Expulsion	Community Service
Withdrawal from class	Withdrawal of school privileges
Meeting with student and teacher	Restitution for damages
Conflict Mediation	Restorative practices
Alternative to suspension	Reflection activities

When addressing inappropriate behaviour, school staff should consider the particular pupil and circumstances, including any mitigating and other factors as set out in the Student Discipline Procedures, the nature and severity of the behaviour, and the impact on the school climate.

### **Suspensions and Expulsions**

When a principal determines that a pupil has committed one or more infractions on school property, during school-related activities or events, and/or in circumstances off of school property, where the infraction has an impact on the school climate, a principal will consider whether that pupil should be suspended or be recommended to the Board Expulsion Committee.

**Note:** If a pupil is suspended, they are suspended from their school and from engaging in all school-related activities. The student cannot be on any school property within the UCDSB without the permission from the school principal.

### **EMERGENCY CODES**

#### **“Lockdown” – There is an imminent threat to staff and students inside the school or in relation to the school**

- All Staff and students should go to the nearest classroom/room.
- Classroom doors and windows are to be locked
- Staff and students are to remain away from doors and windows and out of the line of sight from the windows and doors
- If staff and students that are outside the school: should run for cover behind the nearest solid structure or seek safety and security in a spot off of school grounds – they should NOT re-enter the building unless absolutely necessary for protection
- REMAIN QUIET!!! - Make the classroom look, feel and sound empty.
- No contact with office **unless information about suspect/incident/bomb/fire.**
- No cell phone usage within the classroom.
- **Ignore the fire alarm unless there is clear evidence of a fire and an immediate threat to student safety**
- **Washroom:** If a student is in a washroom and can't go to another room immediately and safely during a lockdown they should enter a stall, lock the stall door and climb up on the toilet so their feet cannot be seen while remaining quiet.
- **ALL staff and students should remain in their safe location until they are removed by the police.**

#### **“Hold and Secure” – the potential threat is outside the school**

- All exterior doors to the school must be locked.
- All students and staff must return and enter the school if they are outside.
- **Once all students and staff have returned inside the school, no one is allowed in or out of the school until the code cancelled.**
- Staff and students can continue what they were doing inside the school.

**“Shelter in Place”** – this is a non-violent threat in the community or a weather situation that could place students and staff at risk.

- All staff and students must return and enter the school if they are outside.

- All students and staff must remain in the school until the code is removed or permission is granted by the principal to leave the school.
- Staff and students can continue what they were doing inside the school.

## **Student Health – Supporting Students with Medical Needs**

### **Taking Medication at School – [Authorization for Administration of Medication 112.1](#)**

The Upper Canada District School Board will not administer prescribed medication for students without the authorization of a licensed physician and the medication must be received within a properly labelled pharmacy bottle.

The administration of prescription and / or non-prescription medication to a student is the responsibility of the student's parent(s)/guardian(s). Treatment regimens should, where possible, be adjusted to avoid administration of medication (prescription/non-prescription) during school hours.

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

1. The Authorization for the Administration of Medication form must be completed and signed by a licensed physician and/or the parent(s)/guardian(s). This form will need to be completed for every new school year and/or for each medication which requires administration by the school. Should there be a dosage change for any medication a new form must be submitted.
2. All prescribed medication must be received within a pharmacy bottle and the label on the bottle must provide instruction on how to administer such medication. The pharmacist medication information sheet must also be provided with the Authorization for Administration of Medication form. Non-prescribed medication must be in its original packaging.
3. Medications stored at school, for self/school administration, must be appropriately labeled (in original container) with the student's name, medication name, amount required, frequency, proper storage of medication, expiration date, and include any special instructions regarding side effects or emergency procedures. Medication must be stored in a secure and designated location to avoid loss or tampering.

[The Authorization for the Administration of Medication Form](#) can be picked up from the main office.

**NOTE:** Students are not permitted to transport or keep medication with them for safety reasons. **The exception here is an epi-pen or asthma inhaler if students have a signed permission form.** For more information regarding medication please contact the main office.

### **Parents/Guardians of Children with Medical Needs**

As the primary caregiver for your child, parents/guardians are expected to be active participants in supporting the management of your child's medical needs (e.g. Anaphylaxis, Asthma, Diabetes, Epilepsy, or other medical requirements) while they are in school. At a minimum, parents/guardians should:

- **inform the school of your child's medical needs and co-create the Plan of Care for their child with the principal or the principal's designate;**
- educate your child about their medical condition(s) with support from their child's health care professional, as needed;
- guide and encourage your child to reach their full potential for self-management and self-advocacy;
- communicate changes to the Plan of Care, such as changes to the status of your child's medical condition(s) or changes to your child's ability to manage the medical condition(s), to the principal or the principal's designate;

- confirm annually to the principal or the principal's designate that your child's medical status is unchanged;
- initiate and participate in annual meetings to review your child's Plan of Care;
- supply your child and/or the school with sufficient quantities of medication and supplies in their original, clearly labelled containers, as directed by a health care professional and as outlined in the Plan of Care, and track the expiration dates if they are supplied;
- seek medical advice from a medical doctor, nurse practitioner, or pharmacist, where appropriate.

### **Students with Medical Needs**

Depending on their cognitive, emotional, social, and physical stage of development, and their capacity for self-management, students are expected to actively support the development and implementation of their Plan of Care. Students should:

- take responsibility for advocating for their personal safety and well-being that is consistent with their cognitive, emotional, social, and physical stage of development and their capacity for self-management;
- participate in the development or review of their Plan of Care;
- carry out daily or routine self-management of their medical condition to their full potential, as described in their Plan of Care (e.g., carry their medication and medical supplies; follow school board policies on disposal of medication and medical supplies);
- set goals on an ongoing basis for self-management of their medical condition, in conjunction with their parent(s) and health care professional(s);
- communicate with their parent(s)/guardian(s) and school staff if they are facing challenges related to their medical condition(s) at school;
- wear medical alert identification that they and/or their parent(s)/guardian(s) deem appropriate;
- if possible, inform school staff and/or their peers if a medical incident or a medical emergency occurs.

### **Concussions**

The Upper Canada District School Board (Board) recognizes concussions as a serious injury which requires appropriate follow-up measures to reduce risk of potential additional injury. Concussion awareness, prevention, identification and management are a priority for the Board.

The Board recognizes that children and adolescents are among those at greatest risk for concussions and that while there is potential for a concussion any time there is body trauma, the risk is greatest during activities where collisions can occur, such as during physical education classes, playground time, or school-based sports activities.

It is critical that a student with a suspected concussion be examined by a medical doctor or nurse practitioner as soon as possible on the same day.

If a student has a suspected concussion whether it is school related or not it is imperative that the school be made aware so that a Return to Learn/Return to Physical Activity Plan can be developed in collaboration with the school, home and medical practitioner.

### **School Staff**

School staff should follow their school board's policies and the provisions in their collective agreements related to supporting students with medical needs in schools.