



NATIONVIEW
PUBLIC SCHOOL

Nationview Public School

Principal's Message

Welcome to Nationview Public School! We hope that this parent/student information booklet will give you a sense of what Nationview is all about. This is an amazing school, with great students, supportive families and a dedicated staff.

Students, parents, staff, and the community should be very proud of our school. Staff members have high expectations of academics and behaviour and students are meeting and exceeding these high expectations on a daily basis. The children are, as are we, extremely proud of their steady display of Character!! Watch for the "You've Been Caught" character stickers and please join us for our monthly Character Always assemblies to celebrate!

We strongly encourage parents to talk with their children about school. It is our hope that students will not only say that school is fun; they will also be able to share with you, their excitement in learning. Our staff is also committed to ensuring you are involved all aspects of your child's life. Please "like" our Facebook page to see the "in the moment" learning and activities happening at Nationview!!

We encourage our parents to also become involved in school life at Nationview. School Council elections are held every fall and regular meetings are held throughout the year. Watch our newsletters for meeting dates and times.

Best wishes for another great year at Nationview!

Candy Campbell

Principal

Nationview Public School

School Council

Looking for a way to get more involved with your child's education? School Council is an excellent way to do just that. Our school has an elected school council that is an important forum for involving all members of the school community in issues that affect the education of students. The school council is made up of an elected committee of parents, staff, appointed community members, non-teaching staff, student (optional for elementary) and the Principal. All parents and guardians of Nationview students are invited to attend meetings. The school council is an advisory council on topics such as student achievement, curriculum priorities, school safety, after school activities, and fundraising activities. School Council has been successful in their fundraising efforts and this in turn allows the school to bring in many different opportunities for the children. It also allows us to make resource purchases, helps to offset the cost of field trips, purchase of Physed equipment and much more.

School Council happily welcomes volunteers!

Watch the school newsletter for meeting dates.

School Trustee: John Danaher

Upper Canada District School Board

MISSION

We prepare all students for a successful life

VISION

Creating Futures, Leading and Learning for All

VALUES

Caring, Fairness, Empathy, Honesty, Perseverance, Resilience,
Responsibility, Respect, Courage and Generosity



Nationview Public School

Revised, June 2013

OUR LIVING CREDO

We believe our first responsibility is to our students. We are also responsible to our parents, staff and the communities who benefit from the world-class education we provide. We will constantly strive to offer leadership in our classrooms and communities to help our students achieve academic, physical, social and moral excellence and a true sense of belonging. We are not just preparing students for academic success; we are preparing the stewards of our future so our communities may flourish and prosper.

We are responsible to our students. We will plan strategically for their success, maintaining the highest standards and ensuring our schools achieve a 90% graduation rate. We will honour students' abilities in a climate in which all students have the opportunity to reach their full potential. We will prepare our youth for their futures in post-secondary education, trades, apprenticeships, and work-destination programs. We understand that education is a lifelong journey and will partner with other agencies in our communities to educate our students and nurture healthy minds through all stages of life. We will make informed decisions, always seeking new and innovative ways to help our students attain their goals in a safe environment.

We are responsible to parents and guardians. We will support all families in their children's growth and development and encourage their participation in the daily life of our schools. We will operate with honesty and integrity and fiscal responsibility. We will act with character to inspire a sense of fairness, caring, compassion and tolerance in everything we do. We will respect and support every family, honouring the partnership that promotes good character in all. We will consistently communicate Board decisions to parents and community partners.

We are responsible to our employees. Every staff member will be considered as an individual and be treated with respect and dignity. We believe in teamwork and in providing an environment that promotes the sharing of best practices. We implement hiring procedures that recruit dedicated and caring individuals who help our students grow into caring and dedicated adults. We encourage ongoing professional learning for our employees through collaboration and other educational opportunities. We must provide strong and effective leadership at all levels. All actions must be just and ethical. We recognize employees as unique individuals and support the physical, intellectual, emotional and spiritual needs of both themselves and their families.

We are responsible to the communities we serve. We pledge to work with local partners to strengthen our communities' economic base by providing students with skills that business and industry require. We will work with community agencies to promote social and economic development. We will provide facilities that are clean, safe and inviting as focal points of community life, responsive to the academic, athletic, artistic, and social needs of area residents. We will assist our local partners to provide the necessary services that enhance community life.

We will promote environmental awareness among our staff, students and within the community. We recognize that we have only one world, and it is our responsibility to preserve it for future generations. Through our operations and educational programs we will practice energy conservation, respect for nature, reduction of waste, and an overall philosophy of environmental stewardship to ensure sustainability.

At the Upper Canada District School Board, education is about developing the head and the heart, choosing character over convenience, perseverance over quitting, and resilience over defeat. It is about showing integrity and being stewards of community success.

***We believe in the pursuit of learning while building
a strong sense of caring and respect of all.***

Nationview Public School

Code of Conduct

STANDARDS OF BEHAVIOUR

A. Respect, Civility, and Responsible Citizenship

All members of the school community must:

- Respect and comply with all applicable federal, provincial, and municipal laws
- Demonstrate honesty and integrity
- Respect differences in people, their ideas and their opinions
- Treat one another with dignity and respect at all times, and especially when there is disagreement
- Respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability
- Respect the rights of others
- Show proper care and regard for school property and the property of others
- Take appropriate measures to help those in need
- Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully
- Respect all members of the school community, especially persons in positions of authority
- Respect the need of others to work in an environment that is conducive to learning and teaching
- Not swear at a teacher or at another person in a position of authority

B. Safety

All members of the school community must not:

- Engage in bullying behaviours
- Commit sexual assault
- Traffic weapons or illegal drugs
- Give alcohol to a minor
- Commit robbery
- Be in possession of any weapon, including firearms

Nationview Public School

- Use any object to threaten or intimidate another person
- Cause injury to any person with an object
- Be in possession of, or be under the influence of, or provide others with alcohol or illegal drugs
- Inflict or encourage others to inflict bodily harm on another person
- 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 a school

ROLES AND RESPONSIBILITIES

A. The Upper Canada District School Board will

- Develop policies to set out how schools will implement and enforce the provincial Code of Conduct and all other rules developed which are related to the provincial standards that promote and support respect, civility, responsible citizenship and safety;
- Review those policies regularly with students, staff, parents, volunteers, and the community;
- Seek input from school councils, Parent Involvement Committee, Special Education Advisory Committee, parents, students, staff members, and the school community;
- Establish a process that clearly communicates the provincial and school board Codes of Conduct to all parents, students, staff members, and members of the school community in order to obtain their commitment and
- support;
- Develop effective intervention strategies and respond to all infractions related to the standards for respect, civility, responsible citizenship and safety;
- Provide opportunities for all staff to acquire the knowledge, skills, and attitudes necessary to develop and maintain academic excellence in a safe learning and teaching environment.

Nationview Public School

B. Principal/Vice-Principal

The Principal/Vice-Principal provides leadership in the daily operation of a school by:

- Demonstrating care for the school community and a commitment to academic excellence in a safe teaching and learning environment;
- Holding everyone under their authority accountable for his or her behaviour and actions;
- Empowering students to be positive leaders in the school and community;
- Communicating regularly and meaningfully with all members of their school community

C. Teachers and Other School Staff Members

Under the leadership of Principals, teachers and other school staff members maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, teachers and school staff uphold these high standards when they:

- Help students work to their full potential and develop their sense of self- worth;
- Empower students to be positive leaders in their classrooms, school, and community;
- Communicate regularly and meaningfully with parents;
- Maintain consistent standards of behaviour for all students;
- Demonstrate respect for all students, staff, parents, volunteers, and the members of the school community;
- Prepare students for the full responsibilities of citizenship.

D. Students

Students are 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 are demonstrated when a student:

- Comes to school prepared, on time, and ready to learn;

Nationview Public School

- Shows respect for himself or herself, for others, and for those in authority;
- Refrains from bringing anything to school that may compromise the safety of others;
- Follows the established rules and takes responsibility for his or her own actions.

E. *Parents*

Parents play an important role in the education of their children, and can support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfil their role when they:

- Show an active interest in their child's school work and progress;
- Communicate regularly with the school;
- 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;
- Show that they are familiar with the provincial Code of Conduct, the board's Code of Conduct, and school rules;
- Encourage and assist their child in following the rules of behaviour;
- Assist school staff in dealing with disciplinary issues involving their child.

F. *Community Partners and the Police*

The Upper Canada DSB is committed to enhancing and developing partnerships with community agencies and members of the community by establishing protocols which will establish clear linkages and formalize the relationship between the board and its partners. These partnerships will respect all applicable collective agreements.

The police play an essential role in making our schools and communities safe. The police investigate incidents in accordance with the protocol developed with the Upper Canada DSB. This protocol is based on a provincial model developed by the Ministry of the Solicitor General and the Ministry of Education.

Nationview Public School

STUDENT DISCIPLINE

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 his or her 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 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 his/her demonstrated abilities. The Board, and school administrators, must consider all mitigating and other factors, as required by the *Education Act* and as set out in Ontario Regulation 472/07. The continuum of interventions in our progressive discipline model begins at the classroom level between the teacher and the student and then includes the student's parent/guardian.

PPM 145 Progressive Discipline and Promoting Positive Student Behaviour can be found at www.edu.gov.on.ca/extra/eng/ppm/145.pdf

INTERVENTIONS MAY INCLUDE BUT ARE NOT LIMITED TO

| | |
|--------------------------------|-------------------------|
| Teacher-student meeting | Community service |
| Contact with parents | Conflict mediation |
| Verbal reminders | Peer mentoring |
| Written reflective assignments | Referral to counselling |
| Problem-solving activity | Meeting with parent |
| Time-out | |

Nationview Public School

| | |
|----------------------------|--|
| Quiet area to work | Referral to community agency |
| Removal from class | Withdrawal of classroom privileges |
| Update call to parent | Restitution for damages |
| Office referral/detentions | Restorative practices |
| Home consequences | Other interventions deemed appropriate |

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

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

Bullying Prevention- Nationview has a comprehensive Bullying Prevention and Awareness Plan which is reviewed and updated regularly, and posted on our website: www.nationview.ucdsb.on.ca

Nationview Public School

Absences and Lates (Safe Arrival)

It is very important that when possible, your child be in attendance at school and that they arrive to school on time. **Attending school is the most important factor in your child experiencing success in learning.** Please report your child's absence on MyFamilyRoom or call the school (613-989-2600) prior to the start of the school day when your child is going to be absent in order for us to maintain accurate records. Please leave us a detailed message on our answering machine, providing your name, your child's name and the reason for the absence. Please note that we have safe arrival procedures for elementary students, which requires all unaccounted student absences to be followed up with a phone call to a parent. We must continue to call until we get verbal confirmation regarding your child's absence. These calls will include calls to your identified home number, work number and emergency contact(s) and if no successful contact is made a call to the police requesting a Wellness Check, may occur. As part of the Safe Arrivals procedures, when inclement weather results in cancelled buses, we require parents of students who don't come by bus to contact the school in the usual manner to explain the absence. Thank you for your cooperation in this important aspect of our school operations.

Each absence and late interferes with the child's learning program. Students are expected to be prompt in arriving at school and absences must be for legitimate reasons.

If a student is absent from school on a frequent, unexplained basis, the Board's attendance counsellor/family support worker may be contacted so that appropriate support can be provided.

Accident or Illness

Any accident that occurs on school property should be reported immediately to the main office. In the case of a serious accident, parents will be contacted and emergency services provided.

Nationview Public School

Please contact the office (613 989-2600) if there are changes in the telephone numbers of parents, guardians, babysitter or emergency contact. This is important so that, if the need arises, we are able to quickly make contact with the appropriate person. Students will only be released to persons who are indicated in the student's contact list. From time to time, a child becomes ill/injured at school. In this case, the school will endeavour to contact the parent at home or work in order to arrange for the child to be picked up, for appropriate assistance. **It is most important that the parent(s) provide the school with home, work and cell phone numbers,**

as well as the name of an alternate person/babysitter who has your permission to act on your behalf if we are unable to contact you. Please be sure to update this information with the school when changes take place.

Nationview Public School

Allergen Sensitive School

We would like to remind you that there are children in our school with **life threatening allergies** to peanuts/nuts. This is a medical condition (anaphylaxis) that causes severe reaction to specific foods and scented products. This can result in death within minutes. As this affects the entire school community, we are requesting that you not send foods or items noted as potential hazards to school with your child. Items purchased from bulk bins and bulk packages that may not be marked should not be sent to school as there is potential for cross contamination. Cross-contamination occurs when a safe food comes in contact with a food allergen such as peanut, nuts, seafood or milk. For those with severe food allergies, eating even the slightest trace of an allergic food can cause a potentially life threatening or fatal reaction. Please be aware that labeled peanut free products might contain other nuts, reading the full ingredient list is very important to avoid nut products being sent to school. Many manufacturing companies have the “no peanut” symbol on the front of the product but the ingredient list includes other types of nuts. Also keep in mind that over time, “safe” foods may change manufacturing location or ingredients and are no longer nut free. Although we appreciate parents wishing to send in celebratory treats, it does pose a hazard to some of our children and we ask that you refrain from such a donations. If you have any questions, please contact your child’s teacher or school administration.

Nationview Public School



Bikes on School Property

Students who live within biking distance of the school are welcome to bring their bike to school with their parent's or guardian's permission. Once at school, bicycles are to be kept in the bicycle racks outside of the front entrance until the end of the day. Students are responsible for providing their own locks, if desired. Students are not allowed to ride bicycles on school grounds. 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. Helmets must be worn if taking part in a school related cycling activity. At dismissal time, students on bikes will be the last to leave once the buses have departed.

Bus Transportation

UCDSB's transportation is operated by Student Transportation of Eastern Ontario (STEO). STEO is a transportation consortium of the Catholic District School Board of Eastern Ontario (CDSBEO), and the Upper Canada District School Board (UCDSB). You can visit their website, www.steo.ca for bus cancellation and busing guidelines information. There hours of operation and other contact information is listed below:

Office hours are 8:30 a.m. to 4:30 p.m. Monday to Friday.

Telephone: (613) 925-0022 or 1-855-925-0022

Fax: (613) 925-0024

Email: transportation@steo.ca

Nationview Public School

Parking—Bus Zone and Daycare/Visitor Parking

The only vehicles permitted in the front of the school are busses and emergency vehicles during the hours of 9:00-10:00 AM and 3:00-4:00 PM. Staff parking will be to the north of the building while daycare and visitor parking will be to the south of the school. For the safety of our children please respect the signage and park in the designated area for your purpose at the school.

Clubs and Activities

Our staff is extremely committed to our students' well-being and offers a number of clubs during recesses. As each club is about to begin, teachers will let the children know of meeting times and start dates.



Concussions

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

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

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

If a student has a suspected concussion whether it is school related or not it is imperative that the school be made aware so that a Return to Learn/Return to Physical Activity Plan can be developed in collaboration with the school, home and medical practitioner. Please view the UCDSB concussion procedure and appendices at the following links [UCDSB Concussion Procedure 4001.1](#) & [Concussion Procedure 4001.1 Appendices](#) to view important information and all of the steps that must be followed

Nationview Public School

and the forms that must be used if a student has a suspected concussion or concussion.

Damage to School Property

Staff and students work diligently to maintain a clean and damage free school that we are all proud of. Students should notify the main office of any damage to school property as soon as possible. Students who are responsible for damages to or loss of school property will be expected to pay for repair or replacement (property, books and facilities). Students might be asked to repair/clean damages (safety and age appropriate) as part of our restorative practices.

Dress Code

Students are to wear clothing that is neat, clean and appropriate for the school environment. Students are expected to be neat and clean in their persons and habits. Clothing, accessories or items which promote or represent violence, tobacco, alcohol, drugs or any other form of prejudice, offensive language or sexual innuendo are not permitted. Heavy chains, along with wrist bands or neck bands with metal spikes or other items which may pose a danger to others are not permitted.

In addition, appropriate footwear is required, at all times. Sandals and flip flops are not suitable for the play structure, gym class or other physically active events outdoors. If children wear these to school an additional pair of outdoor shoes for these activities would be needed. Students who cannot tie shoes should continue to use Velcro shoes for safety purposes.

Electronic Devices

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

Nationview Public School

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 locker or keep the device at home. Any such items are brought with the understanding that it is at the students' own risk. For safety, electronic devices are not permitted on the yard. Recording or photographing, of any type, of another person is not permitted. Students are not to post any material obtained during school hours on Facebook or other social media platforms of their peers without consent.

Emergency Response Program -

"Lockdown" – There is an imminent threat to staff and students inside the school

- All Staff and students should go to the nearest classroom/room.
- 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 are outside the school, they 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
- Classroom doors and windows are to be locked
- 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

Nationview Public School

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 are to be secured
- Staff and students should remain with their class in whatever location their class is located and secure themselves within the room.
- If staff and students are outside of their classroom (outdoors, hallway) they should go into the nearest classroom/office.
- Classroom activities can resume within reason.
- If students are in the washroom or hallway they should return to their class immediately.
- No one is allowed in or out of the room until the code is cancelled.

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

- Students should remain with their class in whatever location their class is located
- If students are in the washroom or hallway they should return to their class immediately.
- If students are in the office, they should remain there unless instructed otherwise
 - If students are outside they should re-enter the building with their teacher and go into a classroom.

Nationview Public School

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, move away from the building once outside. Attendance will be taken outside once the class is a safe distance from the school.



EQAO

Students in Grade 3 and 6 are required to write the EQAO assessment of reading, writing and mathematics. The general time frame is mid May - mid June. We ask parents to avoid making any appointments for students during the school day in this time period and to ensure that students come to school well rested so that they can do their best work.

Equity and Inclusive Education

The Ontario education system is based on a vision of an equitable and inclusive system where all students, parents, and other members of the school community are welcomed and respected; where every student is supported and inspired to succeed in a culture of high expectations for learning; and where all staff and students value diversity and demonstrate respect for others and a commitment to establishing a just, caring society. We provide students and staff with authentic and relevant opportunities to learn about diverse histories, cultures and perspectives. The Ministry of Education has developed many resources to assist teachers and parents. Some examples are *Developing and Implementing Equity and Inclusive Education Policies in Ontario Schools*, *Equity and Inclusive Education in Ontario Schools: Guidelines for Policy Development and Implementation*. These can be found at www.edu.gov.on.ca/eng/policyfunding/equity.html.

Nationview Public School

Head Lice

Head lice are easily passed from one person to another. Children are especially prone to head lice. Please impress upon your children not to share hats, hair brushes, etc. and examine your child's hair for head lice and their eggs (nits) on a weekly basis. If you find head lice or eggs in your child's hair, please notify the school promptly. Treat your child's hair and check other family members according to the information sheet available from the Health Unit and the school. If live lice or nits are found, you will be contacted so that you can treat your child. A non-identifying letter to parents in the class where lice are found will also be sent home. If you have any questions, please contact the school or the Health Unit.

Intramurals/Sports Teams



Nationview encourages all students to participate in physical activity. Various intramurals/sport are offered to the students. These vary each year but have included They include: soccer, basketball, 3-pitch, mini-sticks, cross country running and track and field and volleyball.

Lockers

Some older students will be assigned a locker. Locks are not permitted, but students can use a carbiner. The locker is to be kept clean at all times and should not be used to store valuables of any kind. Nationview and the Upper Canada District School Board are not responsible for lost or stolen articles.

Nationview Public School

Lost and Found

The school and UCDSB cannot take responsibility for personal property that is lost or stolen. Students are encouraged to label their personal property so lost items can be returned to their proper owners. Valuables such as money, electronic devices, jewelry and expensive clothing should never be left unattended. Students should not leave valuables in classrooms, the gymnasium or hallways. All missing property should be reported to the main office as soon as possible to promote the successful tracking and return of the missing item(s).

Students who find things that do not belong to them should take found items to the main office or Lost/Found area. Glasses, jewelry, wallets, cell phones, and other electronic devices will be kept locked in the office area until they are claimed. All other items will be taken to the lost and found box located in the main foyer.

At the end of each term, the lost and found box is emptied and sent to a local charitable organization.

Participation in Activities

At Nationview Public School, we encourage students to take advantage of the many extracurricular activities which are organized to provide students with a well-rounded educational experience. Participation by students in co-curricular activities is a privilege and it is the expectation that students are in good standing (attendance, behaviour, academics) in order to be involved in extra curriculars.



Personal/Medical Information/Medical Needs

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 regimes should, where possible, be adjusted to avoid administration of medication (prescription/non-prescription) during school hours.

Nationview Public School

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.

The Authorization for the Administration of Medication Form can be picked up from the main office or downloaded [https://www.boarddocs.com/can/ucdsb/Board.nsf/files/9ZTHL348F3E7/\\$file/Procedure%20112.1_Form_Authorization%20for%20Administration%20of%20Medication.pdf](https://www.boarddocs.com/can/ucdsb/Board.nsf/files/9ZTHL348F3E7/$file/Procedure%20112.1_Form_Authorization%20for%20Administration%20of%20Medication.pdf)

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. As part of Ryan's Law, students will have a management plan for their inhalers. For more information regarding medication please contact the main office.

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 (eg. 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;

Nationview Public School

- 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);

Nationview Public School

- 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.

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 of someone without their permission could be an invasion of privacy and might lead to suspension, expulsion, criminal charges, or a civil lawsuit.

We recognize that during many festivals/school plays etc., parents are wanting to capture their child's performance electronically. Parents and other family members need to be aware there is a possibility that they will be recorded. Of course we ask that parents be respectful in their recordings and how they share them publically.

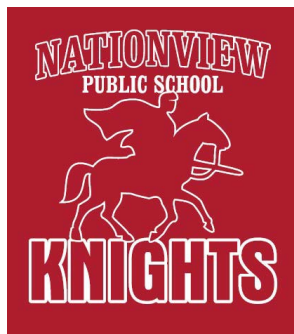
Playground

- The school yard at Nationview is divided by age groups to allow for appropriate play and exploration to occur. Each area is supervised by staff members for the duration of the recess;
- Students at Nationview are expected to play safely, keeping their hands to themselves and their feet on the ground. Consequences for unsafe play will be dealt with as per the progressive discipline approach;

Nationview Public School

Procedure for Releasing Children during School Hours

- **Parents are asked to pick their children up at the Main Door. Please notify your child's teacher or the office staff prior to picking up your child. After-school pickups must be called in no later than 2:15 p.m. Messages left after this time are not guaranteed to be received.**
- When it is necessary for a child to go home during the day because of illness or for any other reason, the parents will be contacted prior to your child leaving the school.
- A child will only be released to a person listed as a contact in our student information system. Please ensure the accuracy of this information on your children Verification Sheet which is sent home at the beginning of each school.



Quality Daily Physical Education (QDPE)

It is our goal that all our students receive thirty minutes of Quality Daily Physical Education either in the classroom, the gymnasium, or out of doors. The goal is to enable all elementary students to improve or maintain their physical fitness and their overall health and wellness, and to enhance their learning opportunities. *PPM 138 Daily Physical Activity in Elementary Schools*, www.edu.gov.on.ca/extra/eng/ppm/ppm138.pdf

Nationview Public School

School Sanctioned Events

Students involved in any school sanctioned event that is off school property must follow the policies and procedures with respect to Field Trips as outline by UCDSB and Nationview Public School.

Skateboards/Scooters/Rollerblades

The use of skateboards, scooters, Heelies and rollerblades is not permitted on or around school property – this includes the school parking lot. If students do bring these items to school they can store them in the main office for the day. Upon dismissal, students using scooters/skateboards/rollerblades will be dismissed by a staff member after the school busses have left.

Smoking, Tobacco, e-Cigarettes and Vaporizers



In our pursuit to encourage and promote healthy lifestyles, students will not be allowed to be in possession of tobacco products, e-cigarettes and vaporizers at school at any time. If a student is found with tobacco, e-cigarettes or vaporizers in their possession on school property it will be confiscated by the school staff;

parents/guardians will be contacted and consequences may be imposed. If students are caught using, selling or distributing tobacco products (eg smoking, chewing tobacco or other), e-cigarettes or vaporizers on school property it will be confiscated and the Tobacco Enforcement officer may be contacted and consequences will be enforced.

NOTE: The Smoke Free Ontario Act provides an exemption for the use of tobacco products for "...the traditional use of tobacco that forms part of Aboriginal culture and spirituality." An Indigenous person has the right to use tobacco for traditional Indigenous cultural or spiritual purposes. In such cases, the principal or appropriate superintendent must be informed in advance to confirm whether or not any special measures may be needed to be introduced to support the ceremony or practice within the school setting or, on board property.

Nationview Public School

Social Media Presence

In the ever-changing world of information transmission, and being cognizant of our carbon footprint, Nationview will begin to utilize a variety of formats to communicate with parents. Parents/students can find us on the web at <http://www.ucdsb.on.ca/school/nat/Pages/default.aspx> , on Facebook <https://www.facebook.com/NationviewPS> , and on Instagram as Nationviewknights. Our Social media pages allow us to provide quick and current information.

Media consent forms (available on the UCDSB website ([Media Release & Photo Forms - Upper Canada District School Board \(ucdsb.on.ca\)](http://www.ucdsb.on.ca)) are now signed once for the duration of attendance at NPS. Preferences can be updated at anytime. If you wish to change your consent please contact the office.

Classroom teachers are also using a variety of web-based applications to help keep parents informed and involved in the daily activities of our children. Please inquire with your child's teacher.

Student Insurance

Students are given the opportunity to purchase student accident insurance in September. The purchase of this insurance is optional, but students engaged in physical education and sports are advised to purchase this or similar insurance.

Toys/Valuables to School

It is understandable that children like to bring their toys, Pokémon cards, and stuffed animals to school; however, they are often misplaced or cause disruption rather than generate positive discussion/interaction that is encouraged during class activities. It is recommended that toys be kept at home where they are safe.

Use of Computers

At registration, your child/parent will be asked to read and agree to the Acceptable Usage of Computers Agreement. Should a student not comply as per the agreement, parents will be notified and his or her computer privileges may be suspended. This includes following the expectations regarding FB and personal devices.

Nationview Public School

Violent Threat Risk Assessment Protocol

The Upper Canada District School Board is committed to providing safe learning environments for all students, staff, school visitors and community members. When students behave inappropriately, principals use progressive discipline to help them take responsibility for their actions, change their behaviour, and learn from their mistakes.

When student behaviour poses a potential threat to safety or causes serious harm, the Community Violence Threat Risk Assessment Protocol (VTRA) helps principals take further steps to protect the well-being of our students. The protocol helps schools respond quickly to threatening incidents such as: possession of a weapon or replica weapon, bomb threat or plan, verbal, written or electronic (Internet, text) threats to kill or injure oneself or others, or other threats of violence, fire setting.

The Community VTRA outlines how a school responds immediately to threatening behaviour. Principals may first bring together a School Threat Assessment Team, which includes the principal/vice-principal, the designated regional lead, and police. If the situation is serious, the principal may also consult with the Superintendent responsible for the school, and call in the Community Threat Assessment Team. This community team also includes representatives of community agencies who work with us to keep our schools safe, such as local police and children's mental health organizations. Parents and guardians will be notified if their child will be discussed through the Community Threat Assessment Protocol. If a parent/guardian cannot be reached, or if they choose not to provide consent, but a concern for safety still exists due to threatening behaviour, the threat assessment may still proceed. Personal information shared throughout this process will respect and balance each individual's right to privacy with the need to ensure the safety of all.

As always, student safety is our first priority. If you have any questions regarding the Upper Canada District School Board Community Violence Threat Risk Assessment Protocol, please contact Superintendent **Ron Ferguson** at 613-342-0371 (ext. 1305) or toll free at 1-800-267-7131 ext. 1305.

Nationview Public School

Visitors

We welcome visitors to Nationview Public School, however, for the safety and security of all our students, we request that **all parents and visitors**, must enter via the Main Door, come to the office and sign the Visitor's Book. The doors of the building are locked at all times during the day.

Volunteers

We are always looking for volunteers for field trips, reading to our children, helping maintain bulletin boards, helping in the library, and all the other special events we host. Parents/guardian/grandparents/family members who would like to volunteer will be required to have a vulnerable sector background check. Please contact our Office Administrator, lois.serviss@ucdsb.on.ca and she will guide you through that process. Yearly, before the expiration of your check, you are required to sign an offence declaration. This will avoid having to start the vulnerable sector check from the beginning.

Weapons, Firecrackers, Matches, Lighters and Laser Pointers The possession or display of weapons, firecrackers, matches, lighters and laser pointers on school property is not permitted at any time.

Toy Weapons/Replicas

The possession or display of toy or replica weapons on school property is not permitted at any time.

Nationview Public School

ASSESSMENT, EVALUATION AND REPORTING

Since September 2010, assessment, evaluation, and reporting in Ontario schools have been based on the policies and practices described in Growing Success: Assessment, Evaluation and Reporting in Ontario's Schools, First Edition Covering Grades 1 to 12. A copy can be downloaded at <http://www.edu.gov.on.ca/eng/policyfunding/success.html> and the Kindergarten Addendum is located at <http://www.edu.gov.on.ca/eng/policyfunding/growingSuccessAddendum.html>

Communication with parents and students about student achievement should be continuous throughout the course, by means such as parent-teacher or parent-student-teacher conferences, portfolios of student work, student-led conferences, interviews, phone calls, checklists, and informal reports. Communication about student achievement should be designed to provide detailed information that will encourage students to set goals for learning, help teachers to establish plans for teaching, and assist parents in supporting learning at home. (Growing Success 2010, p. 54)

The report card grade represents a student's achievement of overall curriculum expectations, as demonstrated up to the reporting time. Student achievement of the overall curriculum expectations will be evaluated in accordance with the achievement charts in the provincial curriculum. The report card grade will involve teachers' professional judgment and interpretation of evidence and should reflect the student's most consistent level of achievement with special consideration given to more recent evidence.

Learning Skills (Grades 1-12)

The separate evaluation of the achievement of the curriculum expectations and the development of the learning skills and work habits provides students and parents with information specific to each type of achievement and clearly and accurately identifies a student's strengths and the areas of which improvements are needed. The six Learning Skills and Work Habits are Responsibility, Organization, Independent Work, Collaboration, Initiative and Self-Regulation.