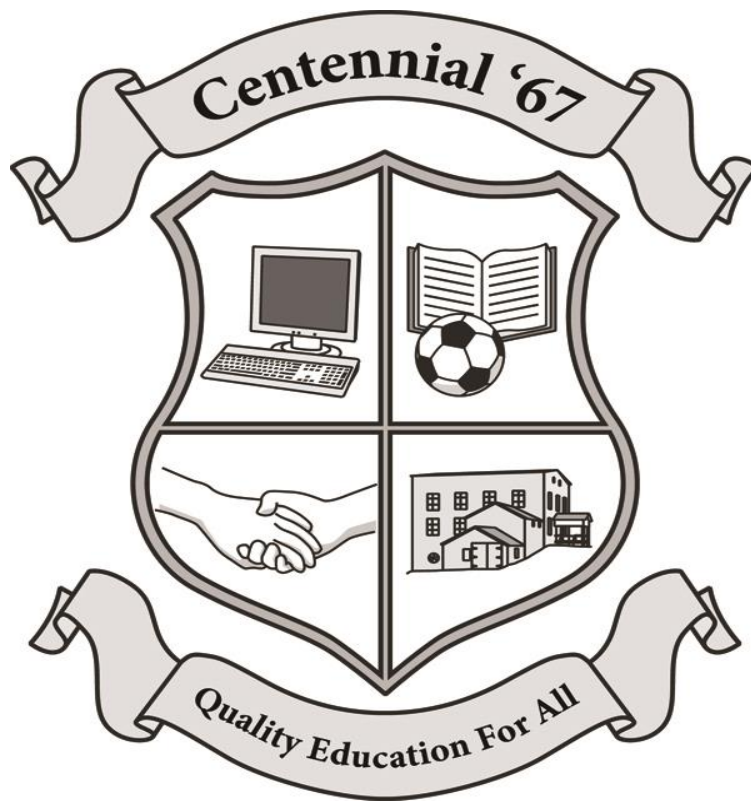


Centennial '67 School Guide



2017 – 2018 SCHOOL YEAR

cen67.ucdsb.on.ca

Introduction

Parents play a vital role in the development and education of their children and in the success of schools.

Parents are the most important influence in a child's life outside of school. Long after direct learning from parents in a child's early years gives way to formal education, parents continue to play a key role in student success through the attitudes they help to shape and the direct supports they provide.

Research clearly indicates that good schools become better schools when there is a strong connection with parents as part of the learning community. The positive results of a genuine partnership between parents and schools include improved student achievement, reduced absenteeism, better behaviour, and restored confidence among parents in their children's schooling.

Involvement in your child's education can take on many forms. Connecting with the teacher, volunteering for special events, participating on School Council are all ways that parents can help their child succeed. Centennial '67 staff and students welcome your involvement in the school community.

(Information taken from the Ontario Ministry of Education)

Hopefully this Guide will serve as a resource to you as parents/guardians – to help clarify routines and safety rules. As always please feel free to contact they school with any questions or concerns (613 658-3114 or visit our web site at www.cen67.ucdsb.on.ca).

www.edu.gov.on.ca/eng

Centennial '67 Daily Routines



Reporting Absences

In accordance with the Board Policy # 107 “Unexplained Non-Attendance”, parents are expected to call the school during school hours or use the 24 hour answering service to let the school staff know their child will be late or absent (613 658-3114). It would also be acceptable to send a note with your child to the classroom teacher before the day of the absence when it is known ahead of time; or send a note with a sibling. Please note that to ensure the safety of our students **all parents of students whose absence is unexplained will be contacted by the Office Administrator.**

Write a note or call the school if you know your child will be absent from school.

613-658-3114

Timelines

Please be aware that student supervision begins at 9:00AM. No supervision is provided prior to this time and no supervision is provided after school hours. Students will not be admitted into the building prior to 9:10AM except during extreme weather conditions.

9:10AM – 11:10AM	First Instructional Block
11:10AM – 11:50AM	First Nutrition Break/Recess
11:50AM – 1:10PM	Second Instructional Block
1:10PM – 1:50PM	Second Nutrition Break/Recess
1:50PM – 3:30PM	Third Instructional Block
3:30PM	Dismissal

Leaving the School

When students are leaving the school with parents and/or guardians they are asked to sign out in the attendance log book located in the main office. This includes pick ups at the end of the day.

- Students who go to their home for lunch must have written permission to do so. If parents wish their children to have lunch out of the building they will need to arrange to pick them up at the school.
- If students have to leave school during the day, please submit a dated and signed note indicating the reason for leaving as well as the time the student will be required to leave. Parents or designated adults are asked to come to the office for this pick-up arrangement.
- Student who arrive after 9:10AM and 11:50AM and who do not enter the school with their classes are expected to report to the office.

As Centennial '67 has only one incoming phone line it is important that it be reserved for school business. Students, therefore, need to make their travel, lunch and social arrangements on their own time. Students are allowed access to the school phones only on an emergency basis.

Centennial '67 Daily Routines



The Health and Physical Education curriculum is designed to promote involvement, participation and physical fitness. All students regardless of ability will participate in the regular physical education program to the extent that they are able. **If due to medical reasons a student is unable to participate, a note from the student's doctor is required.**

Effective October 1, 2010 the Upper Canada District School Board will no longer administer prescribed oral medication for students without the authorization of a licensed physician and medication must be received within a labeled 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. The Board recognizes that there may be exceptional cases where a student must have medication administered during regular school hours.

Illness

Under normal circumstances, a child who cannot go outside during nutrition breaks because of illness is too ill to be at school. The school does not have the resources to care for sick children. If there is a medical reason for your child to be inside during the nutrition breaks, please send a letter from your physician stating the dates and the reason your child is required to be inside. Students will be kept indoors during rainy days and in cases of extreme weather.

If a student becomes ill or is accidentally injured while in school, the school will:

- provide first aid if necessary
- contact the parent/guardian or person listed as the emergency contact on the student file and ask that the student be picked up (if the contact person cannot be reached, the student will be made comfortable in the school until contact is made)
- in the case of serious illness or injury, have the student taken to the nearest clinic or hospital.



Remember to provide the school office with up-to-date home, work and emergency telephone numbers.

Centennial '67 Daily Routines



Volunteers

At Centennial '67 we appreciate our returning volunteers and welcome new ones to our school. Before volunteering and in accordance with the Upper Canada District School Board Policy 205 Procedure 205.1 – Section 3 all volunteers must have a completed Vulnerable Sector Check on file at the school office.

Library policy: Books are signed out using the Destiny automated library system. Books are scanned by the classroom teacher and are signed out for a period of two weeks. There is no charge for late books.



Students who eat lunch at school will eat in classrooms under staff supervision. Students have two 20 minute nutrition breaks, **Hot lunch items are presold every Monday and Friday by pre-ordering on a monthly basis.** Details will be sent with each monthly order. Milk orders are sent home monthly.

- **New Volunteer or those whose CBC is over 2 years old:**
Form LE220VS – Request for Vulnerable Sector Screening Checks
This 2 page form must be picked up at the school:
Page 1 is completed by the school as the requesting organization and Page 2 is to be completed by the applicant.
Form LE220E – Consent to Disclosure of Personal Information
This form must also be completed by the applicant/volunteer and must accompany LE220VS.
- All forms must be dated and signed and taken to the OPP office with acceptable forms of photo identification. i.e., driver's license, passport.
- **Returning Volunteer:** from last year, who have a current CBC, an Offence Declaration – Form C – Annual Volunteer should be completed and retained at the school in a secure, confidential manner with the original CBC.

Copies of the above forms are available on the school web site or can be picked up at the school.

Centennial '67 Health and Safety



Biking

Bike Permission:

If you wish your child to ride his/her bicycle to school you will need to complete a permission form to indicate your approval. Bicycles are brought to school at the owners' risk and locking the bicycle is a recommended deterrent to theft.

Bike Helmet Tips:

According to Safe Kids Canada, head injuries are the #1 cause of serious injury and death to kids on wheels. ***In Ontario, anyone under the age of 18 must wear a certified helmet when cycling. It's the law!***

- Choose a helmet specifically designed for cycling, otherwise you may not get the type of protection you need.
- Make sure the helmet has a certification label from one of the following organizations: CSA, CPSC, Snell or ASTM.
- Always replace a bike helmet after a crash or when it is more than 5 years old.
- Buy a helmet that fits properly. For more information visit: <http://www.safekidscanada.ca/SKCFORParents/custom/GotWheelsGetAHelmetColour.pdf>

Bike Safety:

- Students are not permitted to ride bikes on school property. They must walk their bike to the bike rack upon entering the school grounds.
- Bicycles must be parked in the bike rack in front of the school.
- At dismissal, all buses must have exited the school property before students are permitted to walk their bikes off the schoolyard.
- Any reliable report of improper use of bicycles on the way to or from school may result in the withdrawal of the privilege of riding a bike to school.

Visitors

We pride ourselves on having an open door policy. Parents are welcome to visit the school but arrangements should be made with the teacher prior to a visit to the classroom.

All visitors to the school are asked to use the main entrance and sign the visitor's book located in the main office when they arrive. They are asked to sign out when they leave. This procedure is in compliance with the UCDSB Safe Schools Policy #430.



Centennial '67 Health and Safety



Reporting Your Child's Shots to the Leeds, Grenville and Lanark District Health Unit:

When children are registered to begin school, parents are told to provide a record of their children's shots. Many parents do not realize that they are required to update that original record as their child continues to grow and be vaccinated. The doctor's office does not inform the Health Unit when new shots are given. This is the responsibility of the parent. The Health Unit needs to be told the name of the vaccine and the date that the vaccine was given. **You can update your child's record in one of two ways:**

- Fax a copy of the updated record to 613 345-7038.
- Mail a copy of the updated record to:

Leeds, Grenville and Lanark District Health Unit Department of Clinical Services Vaccine Preventable Disease Program 458 Laurier Blvd., Brockville, Ontario K6V 7A3 Phone 1-800-660-5853 or 613 345-5685.

Bussing

Bus behaviour: For safety's sake, students are expected to obey the "Regulations for Bus Riders", as prepared by the School Board. Students, who **choose** not to comply with these regulations, will receive a bus report to be signed by a parent or guardian. Should the incident be deemed serious enough or if a student has received a third incident report the student will be deprived of the privilege of travelling on the bus. Parents are responsible for arranging transportation for their child who has received a bus suspension.

Bus Cancellations:

To access information about bus cancellations please note that:

- Announcements regarding the cancellation of school bus and special vehicle transportation will be broadcasted starting at 6:15 a.m. on local area radio stations. It is important that you are aware that we are in the South Grenville Area.
- School bus cancellations will be posted by 6:15 a.m. on the Transportation Department's website at www.ucdsb.on.ca/transportation (click on the Bus Cancellation Status button).
- Or you can call 1-866-629-0629 to access a pre-recorded message.

Please note that if transportation is cancelled in the morning, afternoon transportation will not operate.

Alternate bus arrangements can be made only for emergency situations. Please contact the school office to complete an Emergency Seat Request Form for this purpose. It will be faxed to the bus company for approval before this arrangement can take place.

Centennial '67 Health and Safety



Allergy Alert!

Due to the prevalence and severity of **life threatening allergies to peanuts, tree nuts, nut products, shellfish, poorly cooked eggs and melons;**

Centennial '67 has been deemed an allergen aware school. Please respect this by not sending any food to school with your child that may contain these products.



Winter Safety:

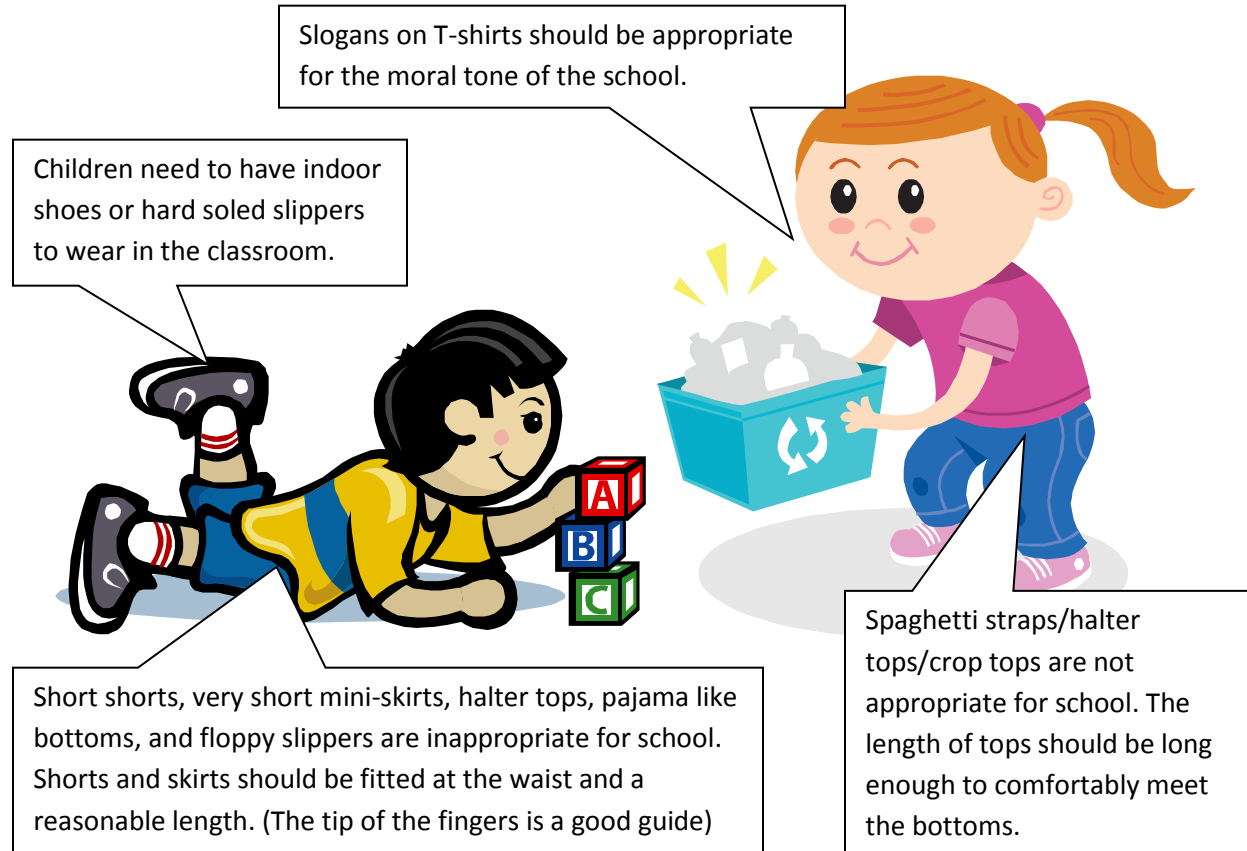
During the winter months when the ground is frozen, the playground equipment in the school yard can become hazardous. As temperatures fall below zero degrees, very few types of protective ground surfacing remain resilient enough to offer any degree of protection to a falling child, regardless of depth. If the ground cover is frozen, the play equipment is not safe for use. Snow can cause two problems on a play structure –firstly, it can make play surfaces very slippery; secondly, it can create suffocation hazards if the openings at the end of tube slides or similar structures become closed in by drifting snow. Ice or freezing rain can make play surfaces, hand grips and stairways very slippery, increasing the risk of slip and fall injuries. As a result of the hazardous conditions that winter brings, playground equipment cannot be operated safely. Therefore, it will be “*off limits*” during the times of the school year when the above conditions exist. **This is a school board directive** that is being instituted to ensure the safety and well-being of our students.

Head Lice:

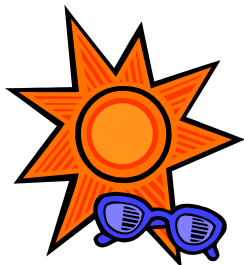
No matter how cautious one may be, head lice are easily passed from one person to another. Children are especially prone to these pests. **Please impress upon your children not to share hats, hair brushes, etc. and examine your child’s hair for head lice and their eggs (nits) on a weekly basis.** Look behind the ears, at the back of the neck and the top of the head, near the scalp. 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. Students are checked each term by trained volunteers at the school. If you wish to volunteer for this role, please contact the Office. When live lice or nits are found, you will be contacted so that you can deal with the issue. A letter to parents in the class where lice are found will also be sent home to keep parents/guardians aware. If you have any questions, please contact the school or the Health Unit at 613 345-5685.

Centennial '67 Behaviour

Dress Code: Good taste always prevails when dressing for school. Clothing should be neat and clean in appearance and in good condition i.e., without tears and/or large holes.



Sunglasses, hats and hoods are for outdoor use only!



Centennial '67 Behaviour



The Ministry of Education requires that every elementary student across Ontario participate in vigorous daily physical activity. The Upper Canada District School Board requires that students participate in 30 minutes of daily physical activity (DPA). To ensure safety, students must wear appropriate footwear and clothing on a daily basis. The OPHEA (Ontario Physical and Health Association) guidelines below are applicable during DPA time as well as during outdoor recesses.

Students:

- Must wear running shoes (no running shoes with wheels, no sandals, no slip-ons, no cleats and no open toed or open heeled shoes)
- Have no hanging jewelry (hanging jewelry that cannot be removed must be taped/covered)
- Must wear loose fitting clothing that does not inhibit movement

At Centennial '67 Public School students are expected to dress appropriately for physical education classes. The following outlines the expectations for each grade level.

JK-K, Grades 1 and 2: Running shoes and socks **must** be worn. Shorts or pants/track suit and T-shirt should be worn.

Grades 3-6: All students must wear shorts/sport pants, T-shirt, socks and running shoes. A change of T-shirt might be considered to enhance personal hygiene and comfort.



Centennial '67 Behaviour



Reporting student progress:

Students will receive a written report card at the end of each term (i.e., February, June) and a Progress Report in November. A parent may schedule an interview at any time throughout the year by contacting the teacher.



Homework:

Research tells us that children who spend more time on homework, on average, do better in school. The organizational skills children develop through homework such as task completion and meeting deadlines, will serve them well as adults. Children need to know that their parents think homework is important. The suggested amount of time for homework is about 10 minutes per grade level, so Grade 3 X 10=30 minutes. If your child has no assigned homework, reading is always recommended. While the responsibilities must match the age and ability of the child, all students are expected to be active participants in their own learning. Planners are a tool to assist in the development of organized study and work habits and serve as a valuable link between school and home.

CONTACTS

- **Centennial '67 Public School** – <http://cen67.ucdsb.on.ca>
Box 100 / 7 Henderson Street
Spencerville, ON
K0E 1X0
Tel: 613-658-3114 **Fax:** 613-658-2808
- **The Upper Canada District School Board** - <http://www.ucdsb.on.ca>
225 Central Avenue West
Brockville, ON
K6V 5X1
Tel: 1-613-342-0371 **Toll Free:** 1-800-267-7131
- **Education Quality and Accountability Office (EQAO)** - <http://www.eqao.com/>
- **Ontario Ministry of Education** – <http://www.edu.gov.on.ca/eng/>
- **The Leeds, Grenville and Lanark District Health Unit** - <http://www.healthunit.org>

<i>Main Office: Brockville</i>	<i>Kemptville</i>
458 Laurier Blvd,	Box 343 Concession Rd.
Brockville, ON	Kemptville, ON
K6V 7A3	K0G 1J0
Tel: 613-345-5685 Fax: 613-345-2879	Tel: 613-258-5941 Fax: 613-258-1407
Office Hours:	Office Hours:
Monday - Friday 8:30am - 4:30pm	Monday - Thursday 8:30am - 4:30pm
	Friday 8:30am - 3:30pm
- **United Counties of Leeds and Grenville** - <http://www.uclg.ca/en/>
200-25 Central Avenue West
Brockville, ON
K6V 4N6
Tel: 613-342-3840 **Toll Free:** 1-800-267-8146
- The **Ontario Early Years Centre**, a program of the United Counties of Leeds and Grenville, is committed to supporting parents, caregivers and children from birth to age 6. All of our services are free and programming is offered in communities across Leeds and Grenville. For information regarding programming, our core services, early learning programs and parenting workshops please visit our website at:
http://www.uclg.ca/en/services/childrensservices_oeyc.asp
- **Family and Children's Services** – <http://www.casbrock.com/>

<i>Brockville Office</i>	<i>Kemptville Office</i>
438 Laurier Blvd.	5 Clothier St. East
Brockville, ON	P.O Box 1299
K6V 6C5	Kemptville, ON
Tel: 613-498-2100 Toll Free: 1-800-481-7834 Fax: 613-498-2108	Tel: 613-258-1460 After Hours: 613-258-0867 Fax: 613-258-4459

- **Child and Youth Wellness** - <http://www.cywc.net/>

<i>Kemptville Office</i>	<i>Prescott Office</i>
3-5 Clothier Street	193 Water Street, Unit 401
Kemptville, ON K0G 1J0	Prescott, ON K0E 1T0
Tel: 613-258-1959 Fax: 613-258-9339	Tel: 613-925-1615 Fax: 613-925-1625
- As part of our literacy goals we would like to encourage families to visit our local public library. The **Spencerville Public Library** has a collection of more than 11,000 books including picture books, fiction, non-fiction for adults, youth and children, books on CDs, videos, and periodicals. Inter-Library loans are also available. The library is open Tuesday 2 – 5 pm; 7 - 9 pm, Thurs. 2 – 5 pm; 7 – 9 pm and Sat - 9:30 am – 1 pm. For more information visit their website at: <http://www.spencervillelibrary.ca>
- Tips on Internet Safety - <http://www.bewebaware.ca/english/default.aspx>

**SOUTH GRENVILLE FAMILY OF SCHOOLS
CODE OF BEHAVIOUR**

The expectations and responsibilities outlined below are designed to ensure the safety and well-being of all students and staff at South Grenville Family Schools.

RESPECT FOR SELF		
<i>BEHAVIOUR</i>	<i>REASONS FOR BEHAVIOUR</i>	<i>POSSIBLE CONSEQUENCES</i>
Students are expected to be neat and clean and dressed in an appropriate manner. Clothing should be modest and free of profanity, offensive slogans, words or pictures. Hats and outerwear are to be removed when entering the building. Inside footwear should be worn in school.	Your appearance reflects your good judgment and your respect for yourself and the environment.	<ul style="list-style-type: none"> • Intervention by classroom teacher. • Requirement for change of clothing. (e.g., t-shirt) • Referral to principal or vice-principal. • Contact with parents.
Students are expected to refrain from the use of alcohol, drugs, or cigarettes.	To participate meaningfully in class and school activities, you must be alert and ready to learn. These substances are prohibited by law on school property.	<ul style="list-style-type: none"> • Referral to principal or vice-principal. • Contact with parents. • Suspension from school and school-related activities. • Police involvement.
Students are expected to use acceptable language at all times.	Being able to use acceptable and tasteful language is a valuable life skill.	<ul style="list-style-type: none"> • Intervention by classroom teacher. • Contact with parents. • Referral to principal or vice-principal. • Suspension

RESPECT FOR OTHERS		
<i>BEHAVIOUR</i>	<i>REASONS FOR BEHAVIOUR</i>	<i>POSSIBLE CONSEQUENCES</i>
Students are expected to be courteous, considerate and respectful to staff, students, people in authority and visitors.	This is a minimum expectation of all people.	<ul style="list-style-type: none"> • Intervention • Parental involvement • Suspension • Police involvement
Students are expected to interact safely on school property and on school-related activities, and to resolve conflicts that arise without physical confrontations, threats, or intimidation.	Positive interaction is an expectation for all as you make your way in our society.	<ul style="list-style-type: none"> • Intervention by staff. • Loss of privileges. • Contact with parents. • Referral to principal or vice-principal. • Suspension
Students are expected to refrain	All members of the school	<ul style="list-style-type: none"> • Intervention

from any activities that are defined as 'bullying'.	community have the right to feel safe and free from intimidation or threats.	<ul style="list-style-type: none"> • Referral to principal or vice-principal. • Parental involvement. • Police involvement. • Suspension
<p>Definition of Bullying: Bullying is typically a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another persons' body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.</p>		
Students are expected to use technical devices in an appropriate and acceptable manner on school property and on school-related activities.	Technical devices must be used in an acceptable manner in order to support student learning for all.	<ul style="list-style-type: none"> • Intervention • Referral to principal or vice-principal. • Parental involvement. • Police involvement.

RESPECT FOR PROPERTY		
BEHAVIOUR	REASONS FOR BEHAVIOUR	POSSIBLE CONSEQUENCES
Students are expected to treat the school building, its contents, its property and the property of others with respect.	Vandalism is not condoned by our society.	<ul style="list-style-type: none"> • Intervention • Parental involvement • Suspension • Police involvement

RESPECT FOR LEARNING		
BEHAVIOUR	REASONS FOR BEHAVIOUR	POSSIBLE CONSEQUENCES
Students are expected to be prepared for class and ready to learn. This includes: regular attendance, prompt arrival, completion of assigned tasks and school/class expectations.	Regular attendance and work preparedness is an expectation of all students as per the Education Act.	<ul style="list-style-type: none"> • Intervention • Parental involvement • Loss of privileges. • Referral to principal or vice-principal.
Students are expected to work in the classroom in a manner that supports learning for all. This means being cooperative, respecting the rights and opinions of others, taking turns, listening and being polite.	Every student has the right to work and learn in an environment that is positive and free from disruption.	<ul style="list-style-type: none"> • Intervention by staff. • Loss of privileges. • Contact with parents. • Referral to principal or vice-principal.

CODE OF CONDUCT – Board Policy #124

The Upper Canada District School Board Code of Conduct is based on the foundation of the Character Always initiative, and has been developed to promote and support respect, civility, responsible citizenship and to provide the framework for policies related to student discipline, bullying prevention, student and staff safety, respectful working and learning environments, and workplace harassment.

STANDARDS OF BEHAVIOUR

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 authority

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
- 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 or 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

Principals, 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. They demonstrate

care for the school community and a commitment to academic excellence in a safe teaching and learning environment. As role models, principals, 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 and members of the school community;
- Maintain consistent standards of behaviour for all students;
- Hold everyone under their authority accountable for his or her behaviour and actions;
- Demonstrate respect for all students, staff, parents, volunteers, and the members of the school community;
- Prepare students for the full responsibilities of citizenship.

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;
- 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.

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 fulfill 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 prepare 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.

BULLYING PREVENTION AND INTERVENTION

It is the policy of the Upper Canada District School Board that in support of the positive school climate, schools will, within the context of Character Always, include specific bullying prevention and intervention education and training for all students and staff. A positive school climate is evident when:

- Students and staff feel safe and are safe.
- Healthy and inclusive relationships are promoted.
- Students are encouraged to be positive leaders in their school community.
- All partners are actively engaged.
- Improvement of learning outcomes for all students is emphasized.

- Bullying prevention messages are reinforced through programs addressing discrimination based on such factors as age, race, sexual orientation, gender, faith, disability, ethnicity, and socio-economic disadvantage.

Definition of Bullying

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

Bullying prevention and intervention is included as a component of thought and action in the Upper Canada District School Board, because Character Always is embedded in the organization and curriculum based deliver of all school related activities. Therefore, it is recognized that:

- Bullying adversely affects students' ability to learn.
- Bullying adversely affects healthy relationships and the school climate.
- Bullying adversely affects a school's ability to educate its students.
- Bullying will not be accepted on school property, at school-related activities, on school buses, or in any other circumstances (e.g. online) where engaging in bullying will have a negative impact on the school climate.

Within the context of Character Always, schools will include specific bullying prevention and intervention education and training for all students and staff. Each school will regularly review procedures with all students to report bullying incidents safely and in a way that will minimize the possibility of reprisal. Bullying prevention and intervention training strategies will be provided to all school staff which will include training on cultural sensitivity and respect for diversity and special education needs.

We are taking a pro-active approach to bullying/negative behaviours. All schools have implemented a Character Always Program, based on the Board-wide program. Through this initiative we are developing the virtues of:

Caring Fairness Honesty Respect Resilience Perseverance Responsibility Empathy

PROGRESSIVE DISCIPLINE

Progressive discipline is an approach that uses a continuum of corrective and supportive interventions, and consequences to address inappropriate behaviour and to build upon strategies that promote positive behaviours. Consequences include learning opportunities for reinforcing positive behaviour and assisting pupils to make good choices.

The teachers or principal will select the most appropriate response to address the pupil's behaviour. Where a pupil has special education and/or disability related needs, the interventions, supports and consequences must be consistent with the expectations for the pupil, including those in the pupil's Individual Education Plan or Behaviour Management Plan.

Progress discipline includes the use of early and ongoing intervention strategies and strategies to address inappropriate behaviour. Pupils' parent(s)/guardian(s) should be actively engaged in progressive discipline approach.

Early and Ongoing Intervention Strategies

A teacher or the principal may utilize early and/or ongoing intervention strategies to prevent unsafe or inappropriate behaviours. Inappropriate behaviour includes any behaviour that disrupts the positive school climate and/or has a negative impact on the school community. These may include:

- Contact with pupil's parent(s)/guardians(s);
- Oral reminders;
- Review of expectations;
- Written work assignments addressing the behaviour, that has a learning component;
- Volunteer services to the school community;
- Conflict mediation and resolution;
- Referral to counseling; and/or
- Consultation.

In all cases where ongoing intervention strategies are used, the pupil's parents/guardians should be consulted.

Addressing Inappropriate Behaviour

If a pupil has engaged in inappropriate behaviour the principal or designate may choose to use a progressive discipline strategy to address the infraction. Mitigating circumstances must be considered before a decision to suspend or expel is made. Interventions that are (1) developmentally appropriate, and (2) include opportunities for pupils to focus on improving their behaviour may include:

- Meeting with the pupil's parents/guardians, pupil and principal;
- Referral to a community agency for anger management or substance abuse, counseling/intervention;
- Detentions;
- Withdrawal of privileges;
- Withdrawal from class;
- Restitution for damages
- Restorative practices; and
- Transfer with support.

Short-term suspension may also be considered a useful progressive discipline approach. The UCDSB has also created alternative programs for students who receive long term suspensions (6-20 days) and a program for students who are expelled from any school in our board.