

## COLLEGE PARK ELEMENTARY SCHOOL

Junior Kindergarten through Grade 8

*"Knowledge for Today...Wisdom for Eternity"*

This handbook is authorized by the School Board of College Park Elementary School. It contains policies and guidelines designed to promote and uphold the school. This handbook will be revised and updated as needed. Changes during the school year will be communicated via the school *Newsletter* or by email and posted on the CPES website.

### Introduction

College Park Elementary School recognizes God as the ultimate source of existence and truth. Through the Bible, He has revealed His will to the world. Through His church on earth, He seeks the lost for His kingdom.

Because we believe that all are made in God's image, College Park Elementary School seeks to nurture thinkers rather than mere reflectors of other's thoughts; service rather than selfish ambition; maximum development of one's potential; and an appreciation for all that is true and good (Ellen G. White, *True Education*, p.121).

College Park Elementary School (CPES) was established in Oshawa on the campus of Kingsway College in 1912. It has always been located on the campus and moved to its present facility in 1972.

College Park Elementary School is owned and operated by the Seventh-day Adventist Church of Ontario and is part of a world-wide Seventh-day Adventist educational system. Presently in Ontario there are eight elementary schools and two high schools. Within this system CPES conducts a program to instill belief in Seventh-day Adventist tenets within the context of one's personal relationship with Jesus Christ, and to foster a desire to share that relationship with others.

An education of this kind imparts far more than academic knowledge. It is a balanced development of the whole person. At College Park Elementary School, home, school, and church cooperate together with divine agencies in preparing learners for citizenship here on this earth and for eternity.

### Mission Statement

College Park Elementary School is dedicated to building committed Christians and responsible citizens through:

- Current and appropriate academics guided by competent and caring staff who strive for excellence.
- Family living nurtured in an environment where life-long friendships are formed.
- Social interaction that develops positive relationships.
- Christian growth where students choose Christ as their best friend and learn to be workers for their Saviour while preparing for eternity.
- Christian service in which selfless service to others becomes a way of life.

## Admittance Policies & Registration Procedures

College Park Elementary School is operated primarily as a service to the members of the Seventh-day Adventist Church in Ontario. Other students who desire to flourish in this environment, to develop a Christian character, and who can support the philosophy and policies established by this school are welcome.

Because College Park Elementary is a private parochial school, it is religiously oriented and has regulations that direct conduct. Students are expected to support these regulations while in school or participating in school-related activities.

Parents seeking enrollment/re-enrollment for their child are responsible to submit ALL the necessary forms completed and during the appropriate office hours (as communicated by the CPES office) and/or online using the PowerSchool Enrollment portal. The CPES office will notify families when re-admission packages are available and the days and times the school office will be open to return the completed forms and/or assist parents in completing forms.

Parents seeking enrollment for their children into the school thereby place themselves on record as being in harmony with the policies of the school and pledge themselves to assist in every way possible to uphold the school, the teachers, and the education program.

### Minimum age requirements for admittance are as follows:

- Junior Kindergarten: child must be four (4) years of age by December 31 of the current school year.
- Senior Kindergarten: child must be five years (5) of age by December 31 of the current school year.
- First Grade: child must be six (6) years of age by December 31 of the current school year.
- Students entering school for the first time must have proof of age.

An enrollment or re-enrollment package may be obtained from the school office or on the CPES website. The enclosed forms should be filled out completely by a parent/guardian as part of the registration process.

### Re-admission

Currently enrolled students will be re-admitted annually upon timely completion of re-enrollment forms, including a Statement of Agreement and subject to:

- behavioral/scholastic approval by both the admittance/re-admission committee, and principal.
- financial clearance by the school treasurer. All returning students must have ALL the re-enrollment forms completed and receive clearance from both the admittance/re-admissions committee and the treasurer before school attendance may be permitted.

### New Admission

New students will be admitted upon:

- review of the application and all submitted documents.
- familiarization with Seventh-day Adventist beliefs.

- completion of ALL registration forms, and a signed Statement of Agreement, indicating full compliance with school policies.
- receipt of scholastic records from previous school. [i.e. students most recent report card, Individual Education Plan (if applicable)]
- communication with the students' previous principal/teacher may be required.
- placement evaluation and assessment by prospective teacher and principal.
- financial clearance determined by the school treasurer
- classroom space availability.
- review/evaluation of any accommodations/modifications necessary including, but not limited to, special needs, learning/physical disabilities. If CPES does not have the proper resources to meet the specific students' needs, admission may not be possible.

CPES reserves the right to deny admittance or re-admission to any student whose academic or behavioural needs cannot be met by College Park Elementary School. ALL current student's applications will be reviewed. Following this review, should a student not be granted re-enrollment families will be communicated with in writing in a timely fashion.

Upon the completion of ALL necessary forms and when clearance has been given by the admittance/re-admissions committee and the treasurer, notification of admittance/re-admission acceptance will be sent out to students and their families in a timely manner.

### **Financial Overview**

College Park Elementary School has three major sources of income: the Ontario Conference of the Seventh-day Adventist Church operating subsidy, constituent church subsidies, and tuition.

There are three different categories of tuition fees: constituent, non-constituent, and others. "Constituent" refers to those who are members of the Constituent Church within the Durham Region who physically and financially support CPES. Our constituent churches are Bowmanville SDA, College Park SDA, Durham Filcan SDA, and Newlife SDA. "Non-constituent" refers to those who are members of other Seventh-day Adventist churches outside of the Durham Region.

Tuition fees cover tuition and registration. Fees are due on the first day of each month. Payment options include e-Transfer, online banking and debit. A 3% discount is available for those paying the yearly tuition by September 30 of the current school year. If an account becomes more than 60 days overdue, the student(s) may be asked to withdraw from school. The Board reserves the right to place an interest charge on accounts over 30 days. Returning students will not be re-admitted if their account is outstanding. Tuition rates are set each year by the School Board. Current rates are available on our website and/or from the school office.

*Student Aid:* Requests for tuition assistance for constituent and non-constituent students must be made through the local church board. Application forms are available at the church office. Check with your church for deadlines.

*Refund:* If a student is withdrawn from CPES during the school year payments stop at time of withdrawal. If prepayment has been made the balance is refunded.

Financial statements are provided at the school's annual *Constituency Meeting* held each spring.

## Attendance

School is in session from 8:30 a.m.-3:30 p.m. Monday through Thursday, and 8:30 am-12:00 pm on Fridays. This is subject to change based on various factors which may impact the school week or school year. Ontario education laws require regular school attendance. Teachers record daily attendance including absence, tardiness, and early dismissal in school registers which are legal documents required by the Province of Ontario and the Ontario Conference of the Seventh-day Adventist Church.

- Students are required to attend school regularly and on time. For each case of absence (or tardiness), communication with the school office, and the homeroom teacher is required.
- Excessive absences or tardiness may result in communication between the homeroom teacher, principal and the parent/guardian.
- Students will not be excused from school without parental consent. For each absence/tardy the pupil must provide a verified excuse (phone, email or written) giving date and reason for that absence/tardy. An unverified absence/tardy will be recorded as unexcused.
- Students who arrive late will be admitted to the classroom at a point where his/her entrance will be least disruptive to the program. A parent/guardian who consistently brings his/her child late, or requires frequent early dismissals jeopardizes the child's performance.
- If a student must be absent for a reason that is not emergency-related, we require that advance notice be given. Such notification will enable the teacher to provide assignments beforehand, and will allow the student the advantage of remaining current with the class. The student is expected to be prepared to write scheduled tests upon his/her return. It is the responsibility of the parent/guardian to ensure that all given assignments are completed prior to the student's return to school.
- Students must not leave the school grounds during operating hours, including lunch, without verified permission from their parents/guardians. A student is allowed to go only with his/her own parent/guardian at lunch time; unless express consent from a parent is provided.
- For personal security reasons, it is recommended that students enter and leave school property from Shankel Road.
- CPES has a safe arrival plan to ensure the safety of our students. If your child is unable to attend school, notify the office and teacher by or before 9:30 a.m. If a message is not received, the school office will take steps to determine why a child is not at school.

## Curriculum & Instruction

College Park Elementary School offers a standard curriculum integrated with a Biblical viewpoint. It recognizes and adopts within the framework of its philosophies the curriculum guidelines provided by the Ontario Ministry of Education and the Seventh-day Adventist North American Division Office of Education.

All teachers in the employ of this school hold University degrees in Education or their area of specialization. Teachers are denominationally certified and most have membership with the Ontario College of Teachers through provincial certification. CPES requires vulnerable sector checks from all individuals that come in regular contact with students.

The school provides a minimum of 1,500 minutes of instruction per week in covering the following curriculum areas:

- Christian Growth: Bible, *Encounter Bible Curriculum*
- The Basics: language arts, reading, mathematics, science, social studies/geography and history, and French
- Fine Arts: art, band, and choir
- Physical Education: individual and team activities and sports

Canadian Achievement Tests (CAT) are traditionally administered biennial to students in grades 3 - 8. This assesses students skills in reading, language, writing, spelling, and mathematics comparatively with national and provincial standards. Teachers review the results to assess individual student needs and to adjust overall curriculum delivery as necessary.

Extracurricular activities include intramurals, the production of the annual yearbook, and our After School Athletic Program (ASAP).

College Park Elementary School is committed to meeting the needs of the whole child. Throughout the education process, a strong academic base and standard is expected so that students are equipped with the basic skills as they proceed through the grades. Prospective graduates are expected to demonstrate sufficient mastery of subject areas in order to graduate.

### **Homework**

Generally, no homework is assigned to students below Grade 4, except to complete work which should have been finished in class. A homework program for grades 4 to 8 may include, but not limited to:

- completion of work not finished in class
- completion of short term and long term assignments such as special projects, reports, compositions, etc.
- review of work completed ~~taken~~ that day
- study for tests
- individualized reading

Assessments may come in various forms. End of unit chapter or module learning evaluations, will be sent home after grading with grades 1-8. They must be signed and returned to the teacher.

### **Academic Excellence**

Students with a minimum of 80% overall average and no marks below 60% in regular academic subjects, qualify for the Academic Excellence List.

### **Extra-curricular Sports (when in session)**

CPES has had a long standing tradition of being involved in After School Sports Programs (ASAP). ASAP activities are not required; they are an extra-curricular program. Any eligible student who wishes to participate in the ASAP program will be subject to academic and behavioural review. Students who do not meet the minimum academic requirements and/or who do not meet the behavioural expectations may NOT be eligible to participate in the ASAP activities. Additionally, CPES provides intramurals which eligible grade levels (5-8) may participate during the noon hour recess.

## Dress Code

The following dress code was developed and implemented to: uphold a healthy self-image in our students, foster a sense of modesty in our students, and ensure rules of etiquette are being respected in our school. College Park Elementary School reserves the right to maintain the standards it has outlined in its dress code:

### Clothing:

- Clothes should be clean, neat, and worn according to the way the apparel was designed to be worn and must be of a style that is not offensive, extreme, or distracting.
- Clothing should be free of images/memes and/or text involving sex, violence, occult, prejudice or profanity.
- In keeping with our desire to live healthy lives, clothes depicting tobacco, drug paraphernalia or alcohol products are not to be worn.
- Revealing clothing (i.e. short shorts, bare midriffs, bare shoulders, halter tops, spaghetti strap tops, etc.) is not acceptable. Under- garments should be covered at all times. Tights may be worn with a longer top that covers the buttock and pelvic area. All shorts should be mid-thigh length or longer.

### Accessories:

- Hats, toques, bandannas, and coats are to be left in lockers/cubbies/storage areas and are not to be worn in the school. Hoods of any kind are not permissible indoor attire.
- The wearing of jewellery to school is not permitted due to potential injury, theft, and/or loss. CPES assumes no responsibility for loss, damaged, and/or stolen property. For safety reasons, jewellery should be close fitting and earrings should be small studs; one small lob stud per ear maximum. Any jewellery deemed unsafe should be removed upon request during athletic activities. The only exceptions to this rule are medical alert bracelets and necklaces. Additionally exemptions for religious purposes granted on a case by case basis.
- If worn, make-up should be minimal and natural in tone.

### Hair:

- Student hair should be neat, clean, of a natural colour and non-distracting.

### Footwear:

- Students need two pairs of footwear (outdoor shoes and indoor shoes). Indoor shoes are to be used exclusively inside the school. Athletic, non-marking shoes are recommended to double for inside and physical education classes. The outdoor pair is to be weather and recess activity appropriate.

### Weather-Appropriate Attire:

- All students are expected to be outside during all recess periods, except in very inclement weather (-25 or below), and should be dressed accordingly.

## Student Conduct

CPES is striving to be a **Grace Based** school. Please know that the CPES staff will do their best to remind, re-enforce and offer alternatives for student behaviour in an effort to guide each student in their Christian character development.

Each student enrolled at CPES is a representative of the school. For this reason, students are expected to practice and uphold the established standards of conduct. Any student who disregards the basic principles of the school, as listed below, is subject to disciplinary action which may include expulsion.

Each teacher is given the responsibility of classroom management. The principal and/or vice principal will assist the teachers in this endeavour and assume overall responsibility for the execution of school policies and rules. Parents and students are expected to cooperate with the school in these matters.

The school seeks to cooperate with the home in developing the following school principles:

- Respect for and obedience to authority.
- Courtesy and respect for others.
- Responsibility in performing assigned tasks.
- Cooperation with others in and outside the classroom.
- Truthfulness in work and life.
- Cleanliness in person and property.
- Respect for school property and the property of others.
- Promptness in attendance and the completion of assignments.
- Proper conduct in speech, social relationships, and recreation.

The school will employ appropriate means of correction when a student's behaviour is unsatisfactory. Minor offenses will be resolved by the classroom teacher. Major infractions that require administrative assistance and/or the discipline committee may include: persistent opposition to authority, theft, vandalism, fighting, bullying, disrespectful abusive language or gestures, discriminatory behaviour, undermining of the spiritual values of the school through sacrilegious attitudes or conduct, inappropriate display of affection, sexual harassment in any form, and persistent minor problems.

In addition:

- Damage or loss to school property and school books is unacceptable. Any student responsible for damage to school property will be required to pay for the damage.
- Fireworks, guns, knives, laser pointers, all forms of weaponry capable of bodily harm, and electronic devices are not allowed. All personal electronic devices may not be used on school property during school hours, without staff consent, until the student is in their parent/guardian's care. Once a student enters the school ~~the items~~ electronic devices must be turned into the school office.
- No tobacco, alcoholic beverages, illegal drugs, and other controlled substances are permitted.
- Computer use will be restricted to those students who have read and signed the Computer/Internet Use Agreement with their parents. (This agreement is included in the enrollment/re-enrollment packets)
- Books selected for book reports or independent reading at school must be quality literature that strengthens Christian values and ethics. If in doubt, the student should consult the teacher.
- Horror, occult, or violent comic books, figures, clothing, and other associated materials should not be brought or worn to school.
- Bicycle riding, Rollerblading, skateboarding and/or skate shoes (Heely's) and other forms of wheeled sports activities are not permitted on school premises at any time as stipulated by insurance policies.
- Gum chewing is not allowed on school property due to the potential damage to carpets, school fixtures, and furniture.

## CPES Discipline Plan

The Ontario Government has made amendments to the Safe Schools act in the form of Bill 212, the Education Amendment Act and Bill 157, Keeping Our Kids Safe at School Act. Bill 212 emphasized the need for a safe schools strategy, which emphasizes prevention as well as progressive discipline. While we do not fall under government jurisdiction, we feel that we too should be in line with the Safe Schools Act. Staff at CPES has developed a progressive discipline plan and preventive programs. These include:

- Prevention Measures
- CPES Values
- Student Conduct & Discipline Procedures
- Progressive Discipline Measures
- Behaviour Intervention Steps
- Bullying and Cheating Defined
- CPES Partners in Learning Contract

### Prevention

***The establishment and use of programs as well as other positive activities designed to promote the building of healthy relationships and appropriate behaviours.***

Preventative strategies have always been a part of CPES. CPES staff also intentionally educates students regarding our norms, procedures and expectations. Being a Faith-based school allows for various opportunities during worship, Bible class, and Week of Prayer to discuss the importance of getting to know Jesus so that we can be kind to others. CPES embraces the following four core values and attempts to instill these in our students:

- **Emotional Intelligence** - The power to see, understand and impact feelings.
- **Respect** – The power to treat yourself and others like God’s children.
- **Integrity** – The power to do the right thing at all times
- **Grit** – The power to never give up on your goal even when it’s tough

Students who choose to violate our core values will be subject to disciplinary action. Our behaviour intervention plan includes intervention at the classroom and administrative levels.

### Progressive Discipline

***A series of defined steps progressively applied as disciplinary interventions to improve student behaviour.***

The goal of this program is to modify inappropriate behaviour with reflection and/or consequences. Students are expected to show ownership for their choices; students who disregard school rules will be held accountable for their behaviour.

### Behaviour Intervention, Classroom & Administrative

Minor student disciplinary problems such as excessive talking, not bringing materials to class, will be dealt with by teachers. Teachers will follow progressive discipline steps when working with students and their families. An example of progressive discipline may include:

- **Step One:** Talk with the student and take appropriate action. For example: If a student is running in the hall, they may be reminded not to run and asked to go back and walk.
- **Step Two:** Students will complete an age-appropriate reflection log. Parents will receive a copy of the reflection log; original reflection log will be kept at school.



- **Step Three:** After three events of the same nature, students will be placed on a behaviour contract. A copy of the behaviour contract will be sent home for parents.
- **If the above-mentioned interventions do not correct the student's behaviour, the teacher may move to the fourth step.**
- **Step Four:** The teacher will recommend the student to the discipline committee.

**Some situations may require the teacher to move directly to step 3 or 4.**

Additionally, police and community members are essential partners in making our school and community safer. Police may investigate incidents which are deemed to have mandatory consequences as follows.

- possession of weapon, including, but not limited to firearms;
- trafficking in drugs or weapons;
- robbery;
- use of a weapon to cause bodily harm, or to threaten serious harm;
- physical assault causing bodily harm requiring professional medical treatment;
- sexual assault;
- providing alcohol to minors;
- uttering a threat to inflict serious bodily harm.

### **Behaviour Intervention, Discipline Committee Referrals**

Students will be immediately referred to the Discipline Committee for serious problems (e.g., contraband items, discrimination, violence, bullying, harassment, drugs, alcohol, and tobacco/vaping etc.). Teachers have the discretion to meet with the Discipline Committee to discuss individual cases that do not involve the aforementioned infractions but are of a severe/persistent nature to disrupt the learning process and require discipline committee action in a timely manner.

The Discipline Committee consists of the following individuals: principal, vice principal, the homeroom teacher of the student being discussed and one staff representative from JK-3, Grades 4-6, Grades 7-8. A minimum of four individuals will be present at each discipline committee meeting.

Consequences are designed as a guide to teach the students to accept responsibility for his/her actions. Consequences may include, but are not limited to: loss of privileges, writing a reflection, behavioural contract, in-school suspension, out-of-school suspension, or expulsion. Parents will be contacted and behavioural records will be kept.

### **Statement on Equity and Inclusion**

**Our Commitment to Inclusion, Love, and Respect:** As followers of Christ, we embrace His teachings of love, compassion, and acceptance. We value diversity and are committed to creating a safe and respectful learning environment for all students. In keeping with Biblical principles, racial discrimination and hate speech have no place in our school community. We endeavour to foster an environment where kindness, open dialogue, empathy, understanding and grace prevail. We actively address any incidents that violate these principles. Together, we will build a community that reflects Christ's love and fosters a culture of respect, kindness and acceptance.

This statement will be reviewed with all students; staff will continually review and re-enforce the concepts therein. Should a student display behaviour that is not in keeping with our commitment to inclusion, love and respect; the following will occur:

#### **JK - 5**

- First offence: A full investigation will be conducted, parents will be informed, the student will be counselled with, inclusion statement will be reviewed, and amends will be made.
- Second offence: The student will be excused from school until the discipline committee meets to discuss next steps and consequences; this will occur in a timely fashion.

#### **Grade 6-8**

- First offence: Similar process as JK-5; additionally, based on the severity of the event the student may be excused from classes until the discipline committee meets to discuss next steps and consequences.
- Second offence: The student will serve a minimum one day out of school suspension; a reflection piece and apology note are to be submitted electronically before returning to school.

Any additional offences will follow the progressive discipline model and behaviour interventions outlined in the previous section.

#### **Bullying Defined**

As per the Keeping Our Kids Safe at School Act (Bill 157) bullying is included in the list of infractions for which suspensions must be considered. The term “Bullying” (Cyber-bullying included) has been widely used by both schools and parents. The legal definition, as defined by the Ministry, is what will be used to identify bullying at College Park Elementary and is as follows; “Bullying is typically a form of repeated, persistent and aggressive behaviour directed toward 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. Remember that the inclusion of technology has cause for far reaching implications as cyber-bullying may occur outside of school hours.

#### **Steps to follow if you are a victim of bullying:**

1. Tell the bully to “stop” what they are doing to make you uncomfortable
2. If they do not stop, speak to the teacher on duty, your homeroom teacher, or any other teacher in the area
3. The teacher should speak with the student/bully and follow the proper procedures to handle the situation
4. The teacher shall communicate with the principal who will follow up with the students involved
5. If the situation has not been resolved and the bullying continues, the principal and the Discipline Committee will take appropriate measures

The victim is not at fault and should never be placed in a situation where they feel threatened; it is their right to feel safe and communicate with teachers and administration in seeking support.

### **Technology use and responsibility: (in regards to bullying)**

CPES does not provide personal use devices. CPES will monitor any CPES devices during school hours. CPES student email accounts may be monitored remotely during instruction and online learning. The CPES devices and email accounts shall be used for educational, school related purposes.

### **PARENT RESPONSIBILITY**

Outside of school, parents bear responsibility to provide guidance on Internet use. Parents are responsible for monitoring their student's use of their child's assigned Google Classroom account when not in school. It shall be the responsibility of the parent/guardian to monitor the personal devices after school hours or while the student is under their supervision.

### **INTERNET ACCEPTABLE USE POLICY (as found in the enrollment and re-enrollment packets)**

#### **LIMITED EDUCATIONAL USE (while at CPES)**

CPES is providing students with access to the school's computer, which includes Internet access. The purpose of the system is not to provide students with general access to the Internet. The computers have a limited educational purpose, which includes use of the system for classroom activities, and limited high quality, self discovery activities. Users are expected to use Internet access through the system to further educational and personal goals consistent with the mission and policy of CPES. Uses that might be acceptable on a user's personal system may not be acceptable on this limited purpose network.

#### **USE OF SYSTEM AS A PRIVILEGE**

The use of the school system and access to use of the Internet is a privilege, not a right. Unacceptable use of the CPES computers or Internet may result in one or more of the following consequences: suspension or cancellation of use of access privileges, payment for damages and repairs, discipline under other CPES policies, including suspension, expulsion, or civil or liability under other applicable local provincial or federal laws.

#### **LOSS OR DAMAGED PROPERTY**

If a student loses or damages a school device, parents will be responsible for all repair and/or replacement costs.

#### **UNACCEPTABLE USES**

The following uses (but not limited) of the CPES computer system and Internet use are considered unacceptable.

1. Users will not use the CPES system to access, review, upload, download, store, print, post, or distribute pornographic, obscene or sexually explicit material.
2. Users will not use the CPES system to transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.
3. Users will not use the CPES system to access, review, upload, download, store, print, post, or distribute materials that use language or images that are inappropriate to the educational setting or disruptive to the educational process and will not post information or materials that could cause damage or danger of disruption.
4. Users will not use the CPES system to access, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

5. Users will not use the CPES system to knowingly or recklessly post false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks including prejudicial or discriminatory attacks.
6. Users will not use the CPES system to engage in any illegal act or violate any local, provincial or federal law.
7. Users will not use the CPES system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the CPES system software, hardware or wiring or take any action to violate the school's computer security, and will not use the CPES system in such a way as to disrupt the use of the system by other users.
8. Users will not use the CPES system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
9. Users will not use CPES system to post private information about another person or to post personal contact information about themselves or other persons including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes, and will not repost a message that was sent to the user privately without the permission of the person who sent it. Users will not use CPES system to violate copyright laws, or usage licensing agreements, or otherwise use another person's property without the person's prior approval, including downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
10. Users will not use the CPES system to purchase goods or services for personal use without authorization from the appropriate school personnel.
11. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to appropriate school personnel. This disclosure may serve as a defence against an allegation that the user has intentionally violated this policy

Students who use personal devices to access social media platforms such as, but not limited to, SnapChat, House Party, Instagram, FaceBook, WhatsApp, etc. are under their parent/guardian's supervision. It shall be the responsibility of the parent/guardian to monitor and take the appropriate actions in dealing with the use and misuse of their child's personal devices. In extreme cases, CPES may need to contact the authorities.

Please note: students/children as young as 12 may be charged if their actions fall under the Criminal Code of Canada. This includes using technology for cyber-bullying with the intent to cause harm in areas of social, physical (uttering threats), exclusion etc.

### **Cheating Defined**

**Cheating is defined as any use or attempt to use the work and ideas of another, with or without consent and/or appropriate citation to benefit their grade status. This includes plagiarism.** All students involved in the incident will be held accountable for their actions (i.e., zero on papers). Students involved in cheating on examinations or finals may be referred to a school administrator or discipline committee for disciplinary action.

### **Partners in Learning Contract**

Effective discipline is the most productive when parents and teachers work together to aid the student in upholding the CPES values of being safe, respectful and responsible. **In order for this program to work effectively, parents must make appointments to see teachers.** Parents and students are expected to cooperate with the school in these

matters. Please read over the following CPES Partners in Learning Contract with your child. Kindly sign it, have your child sign it and return it to your child's homeroom teacher.

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## **College Park Elementary School**

### **Partners in Learning Contract (see enrollment, re-enrollment packets)**

We believe that children learn from adults and that love, care, encouragement, positive support and a wholesome, nurturing environment are critical to the healthy development of every child. We are committed to working together, with each of us doing our best to promote our student's achievement.

#### **As a student, I pledge to:**

- Tell the truth, be responsible for myself, treat others with respect, and work cooperatively to resolve problems.
- Work as hard as I can and complete all of my school and homework assignments.
- Talk to my parents about what I am learning in school.
- Ask my teachers for help when I don't understand something.
- Follow my classrooms' and school's rules and procedures.
- Arrive at class on time and prepare to work.
- Be in the classroom or other designated places as required by the course schedule.

#### **As a parent/guardian, I pledge to:**

- Provide a quiet study time at home and encourage good study habits.
- Talk with my child about his/her activities every day.
- Play an active role in my child's education by attending conferences, looking at school work, contacting/speaking with my child's teachers, reading the CPES newsletter, and volunteering when available, and signing agenda daily.
- Ensure my child arrives at school on time.
- Provide an environment that includes adequate food and rest so my child is ready to learn each morning.
- Encourage my child to read and complete their homework daily.
- Work cooperatively with the staff and administration of CPES.
- Provide an email address that can be used for communication.
- Review the handbook with my child.

#### **As teachers, we pledge to:**

- Provide learning experiences in our classrooms.
- Explain our goals, expectations, and grading systems to students and parents.
- Use a variety of teaching methods and materials.
- Hold high expectations for every student's achievement.
- Teach and practice classroom and school behavioral expectations, review the student handbook, and assess our students on their understanding.
- Work with parents to ensure that their children receive the best possible education that we can provide.
- Provide a safe and positive atmosphere for learning.

#### **As administrators, we pledge to:**

- Create a welcoming and positive learning environment at our school.

- Talk with students and parents about the school's mission and goals.
- Provide a safe, orderly learning environment.
- Support the partnership between parent, student, and staff.
- Provide appropriate in-service and training for teachers and parents.

### **Grievance Procedure for Students and/or Parents**

College Park Elementary School seeks to maintain a spirit of cooperation, mutual understanding, and harmony. When communication disintegrates and misunderstandings surface, follow the procedure below to resolve conflicts based on the wise counsel found in Matthew 18.

Follow these steps in sequence: Parents shall follow steps in order and may be referred back to a step if it has been missed. The appropriate process must be followed.

1. Speak to the person most directly involved to identify the problem and ascertain the facts; whether it is your student, teacher, or administrator and first try to resolve the issue with them. At no time should adults confront students who are not their own children.
2. If not resolved, the parent will put the issue in writing or through email (one page maximum) and submit it to the principal along with a request for a conference with the teacher and the principal.
3. Following the conference the principal shall respond in writing and/or email to the teacher and the parent about what was decided at the meeting.
4. If not resolved, the parent will ask the principal to schedule another conference, which shall include the principal, teacher, parent, and one or more of the following: CPES board chair, Ontario Conference Superintendent of Schools or his/her designee. The principal shall follow up in writing to all parties.
5. If not resolved, the parent contacts the board chair, in writing or email, copying the school administration who will seek resolution through the appropriate subcommittee of the board.
6. If the school and the family are unable to reach a satisfactory resolution, the family may choose to seek an alternative educational option (e.g., home schooling or another school).

### **Tips for a Good Meeting with a Teacher**

1. Make an appointment to meet with the teacher outside of regular school hours. The teacher has a responsibility to be teaching or supervising students, and it is in your best interest to have the teacher's full attention: as well and there will be fewer restrictions on the amount of time the teacher will be able to meet with you. Parents should not ask to meet with a teacher prior to the start of school day or a class period as preparation for receiving the students is priority. All meetings must be made in advance through communication via the school office, administration and intended teacher. Once a parent has requested a meeting the appropriate time for meeting will be communicated and arranged

2. If you are angry or upset about the issue, wait until you have calmed down. “Striking while the iron is hot” may make you feel better at the time to get it off your chest, but could also cause more damage and make the situation worse.
3. Come with a positive attitude to help make our school a better place by working with the teacher.
4. Try to treat the other person the way you would like to be treated under similar circumstances.
5. Be reasonable in your approach and expectations.
6. Try to see the other person’s point of view. Listen to them and try to understand. Taking time to walk in the other person’s shoes can give us a new perspective on the issue, and present new solutions.
7. Avoid the use of over generalizations like “always” or “never,” since they are seldom true.

### **Appeals of Suspensions and Expulsions**

CPES operates in harmony with the Safe Schools Act of Ontario. When a suspension (in-school or out-of-school) is to be affected, students will be notified by the principal or vice principal. The principal will notify staff and parents orally and in writing. If the suspension exceeds **one day**, a conference with the parents will be held prior to the suspension.

1. Parents may appeal a suspension of more than **five days** in writing to the principal no later than **one day after** notification.
2. Appeals of suspensions will be heard by the discipline committee of College Park Elementary School.
3. The suspended student may not be on campus until his/her appeal has been heard and a decision rendered. The suspension may have been served, but if the suspension is overturned on appeal to the committee, all reference to the suspension will be removed from the student’s record.
4. Recommendations for expulsion from the CPES Discipline Committee are acted upon by the School Board Executive Committee.
5. Expulsions may be appealed to the full School Board in writing. If the expulsion is overturned, all reference to the expulsion will be removed from the student’s record.

***All appeals decisions are final.***

### **Agendas**

CPES uses a standard published agenda for each student from grades 1-8. The agendas may be used daily by the student for, student study skills, teacher/parent communication, homework, and project schedules.

## **Contacting Teachers**

Teachers are generally unable to take phone calls during the school day. Except for emergencies, they will not be called to the phone. CPES' administrative assistant will take messages for teachers and have them return calls as soon as possible. Teachers may also be contacted via email; all emails will be returned when time allows within 48 hours.

If you wish to meet with a teacher, please make an appointment.

## **Parent/Teacher Conferences**

Parent/teacher conferences are an important part of your child's education. Parents are encouraged to schedule a conference with teachers at the end of each grading period.

## **Conferences with the Principal**

At times it is necessary for parents to meet with the principal. This may be done at the principal's request or at the request of the parent. To arrange a conference, please call the school office to schedule an appointment. If it is possible, please state the topic for discussion in order to help the principal prepare for the conference.

## **Lockers**

Lockers are assigned to specific grades. Students should select a lock; the combination or a copy key should be given to the teacher. Lockers are subject to inspection at any time and are to be kept clean. Students are not permitted to permanently affix anything to lockers.

## **School Newsletter**

A weekly newsletter is prepared to keep parents, students, and staff informed of upcoming events, reminders, announcements, etc. The "*Newsflash*" is distributed via CPES website.

## **Address /Phone # Changes**

It is essential that parents notify the home room teacher and the school's administrative assistant if there is a change of address or phone number during the school year. The school must be kept current with this information so we may be able to contact parents in case of an emergency related to your child.

## **School Visits by Parents/Visitors**

All visitors to the school during school hours, including parents and guardians, should visit the office first. Visitors may be issued identification to wear while in the school. Parents should not ask to meet with a teacher prior to the start of school day or a class period as preparation for receiving the students is priority. All meetings must be made in advance through communication via the school office, administration and intended teacher. Once a parent has requested a meeting the appropriate time for meeting will be communicated and arranged. A parent's appearance at the classroom door interferes with classroom procedures, and may cause distraction that can defeat a teacher's primary goal at a very crucial point in a lesson or presentation. The school secretary will assist you if you need to communicate with your child, or deliver a lunch or other item.



## School Closure

### Winter Storm Closure

#### *Procedure for early morning cancellation of school*

1. Staff will be notified of cancellation by administration as early as possible.
2. Parents/Guardians will be notified via our School Announcement WhatsApp group.
3. Parents/Guardians are also advised to listen to the radio for information regarding school closure. Radio announcements will be made by 7:00 a.m. 680 News Radio (AM band). The school will follow the Durham Board directive for Oshawa Schools.

### School Cancellation

#### *Procedure for emergency closure during the school day.*

1. Parents/Guardians will be notified via our School Announcement WhatsApp group and/or via an email.
2. Students will remain at school with staff unless released to their own parent/guardian or an individual the parent/guardian designates.
3. If evacuation of the building/grounds is necessary, students will be temporarily relocated in a building at Kingsway College.

### Darlington Nuclear Generating Station

#### *Procedure for evacuation due to an emergency at the plant.*

1. To send as many students as possible home with their parents.
2. To transport via staff/volunteer vehicles all other
3. Students to the Oshawa Civic Auditorium on Thornton Road, our relocation destination as per Emergency Measures Ontario.
4. To administer potassium iodine pills only if directed by the Province of Ontario or Emergency Measures Ontario to students that have been authorized to receive it by parental consent forms.

## Health and Nutritional Information

Parents need to be aware of their child's health and make decisions to safeguard their well-being and the well-being of others. The following symptoms suggest the child should remain at home: pale or flushed face; rash or infection of the skin; headache; red or pink eyes; temperatures over 38° C; loss of energy or decrease in activity; nausea, vomiting, stomach ache and/or diarrhea; ear ache, sore throat; coughing, sneezing and/or runny nose because of a cold. As per Durham Health recommendations, students who have a fever can return to school after being 24 hours fever-free. Students who have diarrhea are welcome to return to school after being 48 hours symptom-free.

Please inform the school of contagious illnesses such as pink eye, chicken pox, or cases of head lice, so that other parents can be alerted to watch for symptoms.

When children return to school after being sick, please make certain that they are dressed appropriately for existing weather conditions. Children who are able to attend school will be expected to play outside during recess.

If your child is prescribed medication for a health problem, the school requests that, if possible, it be given at home. However, if it is necessary for a child to receive medication at school, parental/guardian consent to administer medication must be provided in writing. The students must bring the medication in its original, identified container, and submit it to the office or the teacher for administering.

Please ensure that your child eats a solid breakfast; snack time is permitted at scheduled times for JK-6. Certain medical conditions such as diabetes or hypoglycemia are exempted, subject to arrangement with the teacher.

Preventive strategies for the potential of food allergies shall include the following:

- Students should not trade or share food.
- Children with food allergies should eat only lunches and snacks that have been prepared at home.
- NUTS *in any form, including nut oil*, are NOT to be included in foods brought in for special occasions, and food contents should be labelled.

Please note that our school is **nut** and **fragrance** free for the comfort and safety of those suffering from allergies. Please keep this in mind when preparing lunches and snacks for consumption at school. Students must not bring fragrances of any kind to school, whether they be liquid, aerosol, or solid. All such items will be confiscated.

### **Hot Lunch Program (when in operation)**

College Park Elementary School advocates the health benefits of a vegetarian diet. The school provides a hot lunch menu from Monday to Thursdays as a fund raising project. The menu options are posted monthly on the MunchaLunch portal and all orders must be pre-ordered online by the posted cutoff date.

### **After-School Care (when in operation)**

Parents may sign their children up for after-school care by registering with the after-school care provider. This is a service hosted at CPES but operated by an after-school care provider. Please contact the provider for fees and additional information; contact information can be provided at the school office.

### **Safety**

CPES complies with local Building and Fire Codes. A minimum of 5 fire drills are held per year, one of which is conducted by the local fire department. Durham Regional Health Unit provides immunization checks, dental checks, and regulates CPES in matters of public health concerns. In cases of suspected child abuse, CPES follows the protocol of the Province of Ontario legislation which requires that school staff report concerns immediately to the local Children's Aid Society.

### **Suggestions to Help Your Child Succeed in School**

Here are some helpful guidelines to help your child succeed in school:

- Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
- Encourage your child to be enthusiastic about his/her school work, and to complete assignments neatly, accurately, and punctually.
- Provide your child with a suitable, quiet, well-lit place of study at home, and help him/her to establish a regular study pattern or schedule and adequate school supplies available.
- Use the student's daily agenda to keep current with assignments and schedules.
- Talk with the child about school activities; show an active interest in his/her report card and progress.

- Work with the school in carrying out recommendations made in the best interest of the child, including discipline.
- Provide your child with a well-balanced breakfast and sufficient lunch.
- Have prayer with your child every day and send him/her from home with a healthy, positive sense of self-esteem.
- Teach the child respect for law, authority, the rights of others, for private and public property, and reverence toward God.
- Be sure your child is in bed each night at a proper hour to ensure adequate rest.