

Dr. G.J. MacGillivray

PUBLIC SCHOOL

Parent Handbook



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<http://macgillivray.kprdsb.ca>

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Message from Administration

Welcome to Dr. G. J. MacGillivray Public School. We believe in the importance of creating a culture of high expectations where students can thrive academically, socially, emotionally, and physically. We promote the development of 21st Century learning skills in our students by nurturing [deep learning competencies](#): Creativity, Collaboration, Citizenship, Critical Thinking, Character, and Communication.

Achievement matters. Engagement matters. Equity matters.

We are a community school and value the role our parents and community play in the development of the child. We invite you to participate in our school in whatever way you feel you can make a contribution. As partners in education we support ongoing communication and welcome your participation to help provide the best possible learning environment for each child. This partnership will help contribute to our students' mastery of the core curriculum while shaping our young people into considerate and responsible citizens.

We look forward to learning with you at Dr. G. J. MacGillivray as we work to provide your child with the best possible education. Please feel free to contact us if you have questions or need more information.

Sincerely,

The Dr. G.J. MacGillivray Staff

Ms. Jessica Outram

Principal

Mrs. Tammy Best

Vice Principal

Ms. Lyn Westlake

Vice Principal



COLLABORATION



CREATIVITY



CRITICAL THINKING



CITIZENSHIP



CHARACTER



COMMUNICATION



School Day Schedule

Morning Bell	9:15 a.m.
Instructional Period #1	9:15 a.m. - 10:55 a.m.
Nutrition Break #1 JK - Grade 2 Recess Grade 3 - 6	10:55 a.m. - 11:15 a.m.
Nutrition Break #1 Grades 3 - 6 Recess JK - Grade 2	11:15 a.m. - 11:35 a.m.
Instructional Period #2	11:35 am. - 1:15 p.m.
Nutrition Break #2 JK - Grade 2 Recess Grade 3 - 6	1:15 p.m. - 1:35 p.m.
Nutrition Break #2 Grades 3 - 6 Recess JK - Grade 2	1:35 p.m. - 1:55 p.m.
Instructional Period #3	1:55 p.m. - 3:35 p.m.
Dismissal	3:35 p.m.

Some Notes:

- Supervision in the school yard by staff begins at 9:00 a.m. and ends at 3:45 p.m. Parents are asked not to drop off their children outside of these times as they will be unsupervised. **When students are dropped off, parents are asked to stay off the yard and out of the hallways.**
- At lunch, students are expected to sit at their own seat, clean their own lunch area and not move about the classroom or the halls without staff permission. They are also expected to keep noise to a reasonable level.
- If arriving late to school, all students are expected to report to the office before going to class.
- Students are to remain outside under the supervision of the duty teacher during nutrition breaks. Students need to have permission of the duty teacher to enter the school during these times (e.g. to use the washroom or to get a drink from the water fountain).

School Staff

- Please refer to our website for an updated staff directory.

School Spirit

School Vision

- We, at Dr. G. J. MacGillivray, strive to create an inclusive school community that fosters relationships and high self-esteem in students and staff. At our school, high student achievement is a top priority. We value open communication with our parents and rich community partnerships to guide our educational journey forward.

School Colours

- Purple and gold

School Mascot

- Wildcat (#MacCats)



Important Dates for 2019-20

First Day of School: Tuesday, September 3, 2019

Winter Break: Monday, December 23, 2019, to Friday, January 3, 2020.

March Break, including board-designated holiday: Friday, March 13, 2020 – Friday, March 20, 2020

Last Day of School: Thursday, June 25, 2020

PA Days: August 29, September 27, October 25 (secondary schools only) and November 22, 2019; and January 31, April 24, June 5 (elementary schools only) and June 26, 2020.

[Click here to access the School Board's calendars.](#)

School Procedures

Yard Supervision

- The playground is supervised from 9:00 a.m. when the first buses arrive and during both recess periods. At the end of the day, the area in the front of the school, including crosswalks and the parking lot, is supervised until the last bus leaves.
- Students who walk, cycle or arrive by car are requested to arrive no earlier than 9:00 a.m. for safety purposes. Special arrangements must be discussed with the Principal. Kindergarten students will be entering directly into the building. Parents will remain outside.
- All students are expected to participate in outdoor breaks when they occur. Students may remain inside if they have medical documentation. In the event of inclement weather, students will remain indoors.
- [Click here to read more about our entry and dismissal procedures](#)

The Safe Arrival Program

- Dr. G. J. MacGillivray is pleased to participate in and promote the Safe Arrival Program. To ensure the safety of all students, parents are requested to:
 - 1) To report your child's absence please call 1-866-740-2902 or go to <http://kprdsb.schoolconnects.com> prior to the first bell.
 - 2) Contact the Safe Arrival Portal each day your child is absent. Where a student is absent for an extended period of time, please advise the school of the expected return date.
 - 3) Where a student is absent for two or more days, please send a note directly to the classroom teacher upon return so that the accurate reason for the absence may be recorded in student administrative records.
 - 4) Please send a note to your child's classroom teacher if your child needs to be dismissed early to attend an appointment. (e) If another adult or person is to pick up a child or children, parents/guardians are requested to send a note informing the teacher and the office of the situation.
 - 5) Students arriving late or needing to leave early are required to sign in / sign out at the office. Parents/Guardians must come in to the office to sign out their child(ren).

Attendance

- Ontario Regulation 298 states that a student shall attend classes punctually and regularly. Research supports that children who attend school regularly achieve the most benefit from their educational program.
- Unless students are ill or are absent for some other unusual or emergency situation, it is expected that all students will attend school on a regular basis. It is important for students, parents and guardians to be aware that the school is required to report persistent absences to the Board's Attendance Counsellor.

Leaving the School Grounds

- Students who normally stay at school for lunch, such as bus students, may leave the school grounds if they give their teacher a note, signed by parents or guardians, each and every time they wish to leave the property.
- Students must sign-in and sign-out of the office every time they leave the building.
- One note allowing students to leave any time they wish during the year will not be accepted.
- Students may only leave the grounds during the first nutrition break. Students are reminded to return on time for the beginning of classes and the second instructional period.
- Students who return before the bell to begin the second instructional block are to remain outside on the yard. During the second break, all students are to remain at school.

Illness

- When a student becomes ill or has an accident during the course of the day, the school will try to contact the parent/guardian or emergency contact. The school may request that someone come to the school to transport the child home or to a doctor.
- To ensure care and safety, please ensure that current telephone numbers (home, work, cell) for parent/guardian and emergency contact are up to date and on file in the main office. A location is available for very ill students to rest until they are picked up, feel better or until the end of the school day.

Medication

- ***Generally, administration of medication will be conducted outside of school hours by parent(s)/ guardian(s).***
- If a child requires long term oral medication to be administered at school, parent(s)/guardian(s) must complete the Administration of Medication form available at the school office. The form also needs to be signed by your doctor.
- It is the responsibility of the school to maintain a log of the medication administered to each child. Please note this includes Tylenol, Aspirin, etc.as well.
- **Prescriptions, Epi-pen & Inhalers must be maintained in a safe location.**

Life Threatening Allergies

- Over the last years there has been a noted increase in the number of students attending school with life threatening allergies. One of the most common is the peanut and nut allergy. As always, safety of all our students is of the utmost importance. Dr. G. J. MacGillivray P.S. will advise parents whose children are classmates with students susceptible to peanut/nut allergies or other life threatening allergies. It is requested that students refrain from bringing peanut and nut products in their lunches.

- Where the occasional mistake occurs, the student who has brought a peanut/nut product will be asked to eat in a separate area from his/her classmates. The cooperation of the school community is appreciated in this critical matter.
- We also have some staff and students who have severe allergies to scented products. We strive to be a scent-safe school (this includes no essential oils).

Concussion Protocol

- The Kawartha Pine Ridge District School Board has had a comprehensive concussion guideline since 2012. We realize the important role that all stakeholders, especially staff, play in the prevention of concussion, identification of a suspected concussion as well as the ongoing monitoring and management of a student with a concussion.
- Knowledge of how to properly manage a diagnosed concussion is critical in a student's recovery and is essential in helping to prevent the student from returning to learning or physical activities too soon and risking further complications. Ultimately, this awareness and knowledge could help contribute to the student's long-term health and academic success.
- Parents will be notified if their child is involved in an incident where their head has been hit or injured. Parents may be asked to seek medical attention and provide documentation to rule out a concussion according to protocol.

Transportation and Busing

- Distance Eligibility
 - Junior and Senior Kindergarten pupils whose residence is more than one (1) kilometer direct walking distance by public road and/or public walkway from school are eligible for busing.
 - Grade 1 to Grade 8 pupils whose residence is more than 1.6 kilometers direct walking distance by public road and/or public walkway from school are also eligible for busing.
- Additional Eligibility Factors
 - The regulations and operating procedures of the Kawartha Pine Ridge District School Board provide transportation for pupils who, because of a lack of public transportation, distance from school, hazardous walking conditions, physical disabilities or emotional problems, would suffer undue hardships as a result of traveling to and from school on foot.
- Please Note: Riding on a school bus is a privilege and NOT a right. Only those students on the bus list may ride the bus.
- Rules of Conduct for Pupils Riding on a School Bus
 - Line up and board the bus promptly in single file without crowding or pushing
 - Be picked up and discharged only at designated stops (students may only ride their assigned bus)
 - Take seats on the bus as directed by the driver
 - Accept direction from the driver as the driver is in complete charge of his/her bus and passengers at all times and is subject to regulation
 - Keep all belongings under the bus seat and out of the way
 - Not eat or drink on the bus

- Remain seated at all times and refrain from opening the door or windows unless authorized by the driver
- Not create a disturbance, however slight, through the use of dangerous or annoying toys or by bothering/annoying other students
- Misconduct may result in the following process
 - discussion between the driver and student
 - discussion between the driver and administration
 - the filing of a bus report
 - discussion between the administration and the parent/guardian
 - loss of the privilege of riding the bus

Bicycles, Skateboards, Roller Blades, Roller Shoes, Scooters

- Where parents permit their children to ride their bicycles to school, it is expected that:
 - the bicycle be in sound mechanical condition
 - students obey the law and wear properly fitted bike helmets
 - children be aware of and practice bike safety
 - children be aware of and responsible for personal safety
 - lock the bike in the student racks located at the front and side of the school.
 - understand that neither the school nor the school board accepts any responsibility or liability for bicycles parked on school property
 - any wheel transportation needs to be walked on school property; no riding
- Skateboards, roller blades, roller shoes and scooters are not to be used on school property. When a student arrives at school, he/she is expected to carry the skateboard or scooter while on the property or to change from roller blades / roller shoes into regular shoes before entering the school yard. Failure to do so will result in the student losing the privilege to have these items at school.
- Students may not wear roller shoes in the school building.
- The school cannot accept responsibility for the loss and/or theft of bicycles, skateboards, roller blades, roller shoes or scooters.

Electronic Devices

- If a student brings a cell phone to school, it is to be powered off and put away out of sight, such as being left in a school bag or desk, when the student arrives at school and not brought back out until the student has left the building and is on the way home at the end of the day. Cell phones are not to be used inside the school or on school yard. If a student needs to use the phone, he/she is to ask for a permission note from the teacher and proceed to the office.
- Due to privacy issues, students are not allowed to bring cameras to school, unless there is a special reason, such as a field trip. As well, students are not to use electronic devices to take pictures of other students due to privacy issues.
- Personal music devices, are not to be used by the students during instructional times. If they are used in the classroom during nutrition breaks, the sound should be turned to a personal listening volume and not loud enough so that others can hear it.

- Students not following these rules will be directed by the teacher to the office where the object will be left, and may be picked up at the end of the day. If a student continues to disobey, then the object will be kept until a parent can come to the school to pick it up.
- The school is not responsible for any loss or damage to these items. If they are brought to school, the student is responsible for them.

School Cash Online

- **What is School Cash Online?**
 - School Cash Online is an online parent portal that offers a safe, fast and convenient way to pay for school activity fees. The portal is customized to meet your school's needs and allows parents to add students, make payments, check current balance/account history and print or view receipts. The school is strongly encouraging families to use cash online to pay for school related items.
- **How do I Register?**
 - Please type this address into your web browser: <http://kprdsb.schoolcashonline.com>
 - Register by selecting the "Get Started Now" and following steps.
 - After you receive the confirmation email, please select "click here" option, login and add each of your children to your household account. To do this, you will need your student's last name, first name and date of birth.
- **What Payment Methods are Available?**
 - **myWallet:** An online wallet that can be loaded to hold funds and pay for your child's fees on School Cash Online. myWallet also allows you to allocate funds to pay for school fees at a later date, as you would with a gift card. It can take up to 7 days from the date the funds are loaded for funds to become available.
 - **eCheque:** An electronic version of a paper cheque used to make payments online. Anyone with a chequing/savings account can pay by eCheque through School Cash Online. To pay with an eCheque, simply enter your account number on the payment screen and click submit.
- **How do I use myWallet?** myWallet offers you a secure alternative to traditional payment methods without the need for you to enter the payment information multiple times.
 - Go to your district's School Cash Online portal URL. (<https://kprdsb.schoolcashonline.com/>)
 - Click the "Sign into Your Account" button and enter your email and password to access your account.
 - Select myWallet tab, click "Add Funds to myWallet" and use eCheque to load funds into your myWallet account (it may take up to 7 days for funds to become available to pay fees.)
 - Once your funds have been made available, add all your items to the shopping cart, select the checkout option and select the myWallet payment method to make purchases.
- **Is it Safe to Use?** Our top priority is to keep your personal information safe. School Cash Online is PCI compliant, CSAE 3416 certified, HTTP Secure and adheres to the highest industry standards of security. School Cash Online does not share your personal information with any third party. School Cash Online will never contact you to divulge confidential information via phone, email or mail.
- For more information contact Parent Helpdesk at parenthelpdesk@schoolcashonline.com or 1-866-961-1803

YMCA Before and After School Program (Ages 4-12)

- Give your child a safe, stimulating and fun environment at Dr. G.J. MacGillivray's YMCA Before and After School Program. Our staff hold a current first aid certificate and a clear police reference check. There's also a Registered Early Child Educator within every group of 10 children for our extended day programs and within every group of 15 children for our 6-12 age group. Throughout the year, staff continue their professional development to give your child the best possible care.
 - To register, Call Dr. G.J MacGillivray's YMCA directly at **905-243-1049** or email them at gjmacgillivray@ymcagta.org
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Emergency School Situations and Procedures

Bus Cancellations (Inclement Weather)

- Bus companies are responsible for cancelling, shortening or delaying bus runs. The following two companies provide our buses:
 - **First Student:** 905-623-3811
 - **Phoenix Transportation:** 905-697-0503
 - Bus changes/cancellations are broadcasted on local radio stations: 1580 AM / 107.7 FM, Oshawa; 94.9 FM, Oshawa; 95.9 FM, Oshawa As well as the following website: <http://www.stsco.ca> (or call 1-800-757-0307, extension 231 or 232)
- **If a school bus does not run in the morning due to inclement weather, it will not run after school.**
- If parents/guardians choose to bring children to school when the buses are not running, parents /guardians are responsible for picking their children up after school.
- Please remember that the decision to send students to school in bad weather rests with the parent/guardian.

Early School Dismissal (Weather conditions, plant conditions, etc)

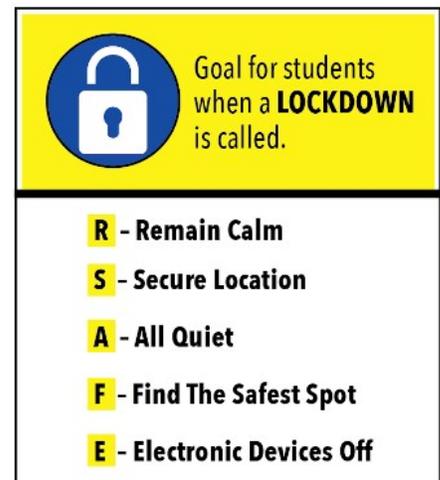
- Where weather conditions are such that early dismissal is possible, parents/guardians are requested to monitor local radio stations for announcements.
- Parents/guardians are requested to remind their children of emergency plans they are to follow should the child or children arrive home early.

Fire

- Definite procedures are published for all staff and routine practices keep everyone in a state of preparedness.
- When the fire alarm is heard, all students, staff and visitors will leave the building quickly and quietly by the assigned exit. Students are not permitted to go to lockers or coat racks to retrieve belongings. Staff will direct the students well away from the school and will remain with their assigned class. No one will be permitted to reenter the school until hearing the all clear signal, successive ringing of the school bell. In the event of a prolonged evacuation, direction will be given by the Principal or designate.

Lockdowns

- As with fire drills, there are definite procedures published for all staff and routine practices keep everyone in a state of preparedness.
- School policy is that students are not to use cellphones in class: it is important that this continue during a lockdown. It avoids misinformation being communicated and it also may jam police communications.
- During a lockdown, the school is effectively closed. A sign will be placed in the front door of the school to announce the lockdown.



 LOCKDOWN To be used in response to a threat of danger inside the school	 HOLD & SECURE To be used in response to a threat of danger outside the school	 SHELTER-IN-PLACE To be used in response to environmental danger (e.g., weather)	 BOMB THREAT To be used in response to a bomb threat
GOAL FOR STAFF	GOAL FOR STAFF	GOAL FOR STAFF	GOAL FOR STAFF
To ensure all staff and students get to a secure location and make the location appear deserted (as quickly as possible).	To ensure all students remain inside and away from exterior doors and windows.	To ensure all instructions specific to the environmental hazard are followed.	To ensure all instructions for the bomb threat response are followed.
<p>R - REMAIN CALM</p> <p>S - SECURE If safe to do so:</p> <ul style="list-style-type: none"> gather everyone in immediate area into nearest securable classroom/ space lock and barricade the door turn off lights close blinds and cover windows <p>A - ALL QUIET Tell everyone to remain absolutely quiet.</p> <p>F - FIND THE SAFEST SPOT Move everyone to the pre-determined safe area in the room.</p> <p>In a portable, move to the middle of the room and turn tops of desks outward – with all staff and students inside the circle</p> <p>E - ELECTRONIC DEVICES OFF Tell everyone to turn off and put away all cell phones.</p>	<p>Close the classroom door.</p> <p>Close the blinds and keep everyone away from windows.</p> <p>Take attendance.</p> <p>Continue classroom routines/lessons.</p> <p>Do not change classes or go outside until the Hold and Secure is lifted.</p> <p>Staff and students in portables may be relocated into the school in consultation with emergency services personnel.</p>	<p>Follow the instructions for a Hold and Secure, unless given directions specific to the environmental hazard.</p> <p>For example: Hurricane/tornado: move away from outside walls and windows, take cover under desks or in the hallway.</p> <p>Earthquake: move away from windows and possible falling objects; get on the ground and under desk.</p>	<p>If directed to do so, conduct a visual scan of the immediate area for a suspicious package/device. Staff or students should never touch a suspicious package/device.</p> <p>If a suspicious package/device is located, inform Administration immediately so evacuation decisions can be made.</p> <p>If directed to do so, follow evacuation instructions. Evacuees should take personal belongings from the immediate area to assist the police search.</p> <p>Turn off and put away all cell phones.</p>
<p>In the event of a fire alarm during any of these situations:</p> <ul style="list-style-type: none"> Remain in position until directed by emergency personnel unless there is an obvious and imminent risk of fire. <p>The termination of a Lockdown, Hold and Secure, Shelter in Place or Bomb Threat Response will be announced over the PA, or ended on a room to room basis by Police or Administration.</p>			

Nuclear Evacuation / Potassium Iodide Pill

- In the event of an accident at the Darlington Nuclear Station, radioactive emissions may occur. One type of radioactive material which may be released are radioiodines. If radioiodines are inhaled, they are absorbed by the thyroid gland (a small organ located at the front of the neck, at the base of the throat). The ingestion of a potassium iodide (KI) pill will minimize the amount of radioiodine absorbed by the thyroid.
- It is expected that there will be plenty of time to close the school and evacuate your child before any radiation exposure occurs. However, a decision has been made to pre-distribute potassium iodide (KI) pills to all schools within a 10km radius of the nuclear generating stations. All Principals have been instructed that the issue of these pills is subject to Provincial Authorization. There may be some reaction to potassium iodide pills for individuals allergic to iodine. For this reason it is important for parents to notify the school if they suspect or know their child may have an allergic reaction.
- For questions regarding thyroid blocking and potassium iodide, please contact the Regional Municipality of Durham Health Department at 905-668-7711 ext. 3195.

Yard to school

- In case of emergency where students would be safer inside the school, the school bell will ring. Upon hearing the bell, staff on outdoor supervision duty would direct students to enter quickly through the nearest door where staff would greet students and direct them to their classrooms.
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School Organization

School Council

- The Ministry of Education requires all schools to have a school council in place within the first month of the school year. The first school councils were elected in 1996-97.
- **What does a School Council do?** - gives advice to the Principal or the School Board in one or more of the following areas:
 - student behaviour code
 - school curriculum
 - school and board test results
 - school profile
 - budget
 - school/community communication
 - reporting
 - co-curricular activities
 - school services
 - community use of schools
 - services for children and youth
 - Board Policies
- **Guiding Principles:** Kawartha Pine Ridge District Board of Education supports and encourages the responsible and active advisory role of School Councils.
 - School Councils are advisory bodies and as such, will provide guidance to the principal, and where appropriate, to the school board as priorities develop.
 - Education is an essential partnership which requires communication, recognition and involvement of all school staff, parents and community representatives.
 - School Council goals should be student-focussed, esteem building and relevant to the parent/guardian and/or child.
 - School Council=s policy will define the roles and expectations of its members.
 - Appropriate in-service opportunities will be made available.
 - Regular review of School Council activities is necessary to evaluate and respond to the changing needs of students, parents, school and communities.

- School Councils should endeavour to have their memberships reflect the diversity of the school communities.
- **What is it meant by Advisory?** The School Council will provide suggestions, ideas, and opinions which reflect the views of the whole school community. The day-to-day operation of the school is the responsibility of the principal.
- **Who can be members?**
 - parents/guardians must form the majority of school council members
 - teachers
 - non-teaching members of staff
 - community members
 - school principal (mandatory)
- **How do I get involved?**
 - talk to your school principal
 - attend meetings (**meetings are set by the newly elected School Council each September. Meetings usually begin at 7:00 p.m in the Library.**)
 - talk with other school council members
- **As a member, what are you expected to do?**
 - represent the interests of all the children in the school
 - provide informed advice to the school principal
 - miss no more than three meetings per school year
- The following executive positions are filled at the first meeting: Chair, Secretary, Treasurer, and Regional Representative. **Election procedures and information:**
 - Parents and legal guardians of students enrolled at the school are eligible to both vote for and run as parent representatives.
 - Board of education employees may both vote for and run as a parent representative at any public school where their children are enrolled.
 - Nomination ballots should be returned to the school and they will be kept by the office.
 - Voting will occur at the first School Council meeting scheduled in September. All parents/guardians of students may vote.
 - No individual campaign literature for school council elections may be distributed or posted in the school.
 - Elections by acclamation are acceptable.
 - Non-teaching staff, student and teacher representatives will be elected by their peers prior to the initial meeting of the newly elected school council.
 - Application forms are available from the office. Contact the Principal if you have any further questions.

School Volunteers

- Volunteers are always welcome and we value the many ways our volunteers support student achievement and learning. Volunteers are encouraged to support students and assist school staff in a variety of ways such as in the library, in classrooms, on class excursions or special events and in the preparation of learning resources. Your assistance on a scheduled or occasional basis is most welcome.

- Volunteers who participate in learning situations on a regular basis are required to provide a current (within the past 12 months) Police Records Check, including a **VULNERABLE SECTOR SCREENING**, at their own expense before commencing involvement. This also applies to individual volunteers who assume a position of fiscal responsibility.

Visitors

- Visitors to our school are always welcome. In accordance with Kawartha Pine Ridge District School Board policy, all visitors to Dr. G. J. MacGillivray are required to report to the office in order to sign in and to obtain a Visitor badge before accessing any other part of the school.
- Visitors are requested to enter and exit the building through the front entrance. Visitors are asked to return to the office at the end of their visit to sign out and return the badge.

Home School Communication

- At the beginning of each school year, **The Student Verification and Consent Form** is sent home for completion. Accurate student information is vital in case of an accident or emergency. Please complete and return the forms as soon as possible. If you have any questions regarding this form, please do not hesitate to contact the school secretary. If any of the information changes during the school year, please notify the school immediately.
- The Open House/Meet the Teacher night is scheduled early in September. This is a night for you to meet your child's teacher as well as familiarize yourself with our school. Please note that this is **not** an interview evening. If you wish to discuss your child's progress, please contact the school and a mutually convenient appointment will be arranged.
- Parents are always welcome to call or visit the school to discuss a student's progress or address a concern. However, please keep in mind that an **appointment** is preferable as it is not appropriate for a teacher to leave his/her class unattended to talk to a parent during instructional time. Also, many staff have other commitments or appointments outside school hours and cannot always meet on the spot. If your concern is of an urgent nature, please call the school office and we will see if the relevant person is available. Every effort will be made to address concerns promptly.
- Regular home/school communication will occur with weekly emails and the monthly newsletters. For certain items, only one copy will be sent home with the oldest child of the family. Most classroom teachers will publish a Monthly Newsletter outlining the curriculum to be covered for that month or provide such information through EDSBY.

Agendas

- At Dr. G.J. MacGillivray Public School, an agenda will be provided to students to be used with teacher direction and supervision, by all students, from grade 1 to grade 6, in the school. An agenda is an invaluable tool to organize school work, to record homework and as a vehicle of regular communication between home and school. There is no cost to parents this year for the agendas.

Board Wide Communication System: EDSBY

- Kawartha Pine Ridge District School Board uses an enhanced communication system. We believe that better access to information about your own child will empower you to have richer and more engaging conversations at home which will ultimately assist your child academically. <https://kpr.edsby.com/>
 - As a school we will use the calendar in Edsby (which also appears on our website).
 - Edsby allows the office staff to email you our newsletters.
 - We will post updates on our School News Feed.
 - Some teachers may use Edsby to communicate with you or to maintain an electronic portfolio on your child.
 - Some teachers may also choose to use other communication tools like SeeSaw or Remind.
- Edsby keeps everything safe and secure within the confines of our school district meaning there is no access to the internet nor is anyone from the outside world “allowed in”.
- Ensure the school secretary has your current and correct email address. Edsby provisions each parent with their own account so if there is a Mom and a Dad at home, we encourage you to ensure we have both addresses.
- Parental consent
 - Please note that we do inform parents through our Student Registration form and the Information and Communications
 - Release form that *“on-line digital tools and resources will be used in accordance with Kawartha Pine Ridge District School Board’s roles, responsibilities, guidelines and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) legislation for the purpose of education.”*
- Privacy of information in Edsby
 - Edsby is a secure and closed platform designed specifically for school boards. Unlike many other social media platforms used by schools across North America, the data contained in Edsby is limited in access to the Kawartha Pine Ridge School Board. Furthermore, information is not searchable or accessible outside of Edsby or to any other school board customers. Individuals outside of KPR could not do a google search of a student’s name and bring up information about a student.
 - All data is transmitted using SSL (secure socket layer) so there is no risk of information being intercepted over the Internet.
 - Within Edsby:
 - parents cannot see other students or parents including any demographic details)
 - students cannot see other students that are not in their class or groups
 - All data is stored in Canada.
- The board has contracted the use of Edsby with privacy and security very much in mind. It is in part a step to address the concern of students and teachers using social media tools like Facebook, Instagram, and Edmodo without being fully aware of the privacy risks involved. Edsby is not at all like Facebook. Edsby is a closed and secured network and in many ways is an extension of the KPR network. All access to KPR information in Edsby is controlled through KPR’s Active Directory Services which means there is no possible way for outside users to obtain access. Edsby’s Privacy Overview states they will not sell personal information or the content we provide. They will also not

disclose or provide any of personal information or content to third parties for any purposes except as described in their Privacy Policy.

Possible Parental Concerns and Route to Follow

Unhappy child or concerns in the classroom:

- Contact the teacher, set up an interview
- Work together towards a solution
- Monitor progress
- Continually feed positive comments to the child, to the parent, to the school
- Seek assistance from the vice principal or principal if required

Problem with other students or other concerns:

- Contact the classroom teacher
- Explain the problem in a quiet and rational manner
- Monitor progress
- Follow up to ensure all concerns have been addressed

Please note: Parents should never speak to another child about concerns.

Our school also has access to a School Board Counsellor. If you require any further information on these services, please contact the school.

School Policies

Code of Conduct

- [Click here to access our Code of Conduct](#)

Bullying Prevention and Intervention Program

- [Click here to access our Bullying Prevention Plan.](#)

Food at School

- At the teacher's discretion, students may be allowed to have a bottle of water or juice on their desk during instructional time. During the day, there will be two periods where students will have either their lunch or a healthy snack. During this time, students are to sit in their desk and ensure that all garbage is properly disposed of. We do encourage students using reusable (not glass) containers. As an ECO school we support litterless lunches.
- No gum is allowed in the building or on the school grounds.
- No peanut or nut products.
- No food or drink is allowed on the school yard.

Learning Resources

- Respect for, and care of, all learning resources is an expectation of everyone at Dr. G. J. MacGillivray Public School. Students are responsible for the books and resource materials they use. Where students use a textbook, calculator, math manipulative or other materials during a lesson and then take them home to complete an assignment, it is expected that those materials be returned to the school on the next day. In some cases, such as the use of library materials, students are expected to return the learning resources on the specified return date.
- When a student has been assigned a textbook for the year, the student is responsible for returning the text to the school in June in good condition. ***Damage to or loss of learning resources will result in a replacement charge.***

Assessment and Evaluation

- Assessment and evaluation are an important part of the learning process for both the student and the teacher. The purpose of assessment and evaluation is not only to measure and describe learning, but to improve learning so that a student may achieve to his or her learning potential.
 - **Assessment FOR Learning:** Assessment *for* learning is the ongoing process of gathering and interpreting evidence about student learning for the purpose of determining where students are in their learning, where they need to go, and how best to get there. The information gathered is used by teachers to adjust instruction and provide feedback and by students to focus their learning and next steps. Assessment for learning takes place while the student is still learning and serves to promote learning.
 - **Assessment AS Learning:** Assessment *as* learning is the process of developing and supporting students' awareness of their own thinking while learning and conditions that lead to success during their learning. The practice of using this information makes the student a part of the assessment process. Students monitor their own learning, use feedback from teachers and peers to determine their next steps, and set their own learning goals. Students are required to have a clear understanding of the learning goals and what it means to be successful, as they are the critical connector between assessment and learning.
 - **Assessment OF Learning:** Assessment *of* learning is the process of collecting and interpreting evidence for the purpose of summarizing learning at a given point in time, to make judgements about the quality of student learning on the basis of established criteria, and to assign a value to represent that quality.

Assessment

- Assessment is the gathering of information about a student, or a group of students, using a variety of tools and techniques. There is no judgement involved. A variety of assessment tools and strategies are used to gather information and provide feedback to the student, parents and the teacher. Some examples of assessment strategies include, but are not limited to:
 - anecdotal observations of the student in action (e.g.: cooperative group work, Physical Education, the Arts, Reading, Mathematics, Technology)
 - quizzes and/or tests at the end of the week or the end of a unit (e.g.: Spelling, Mathematics)
 - electronic portfolios which include typical samples of student work (e.g.: Writing, taped reading, Art)
 - student portfolios which include selections made by students (e.g.: best work, work which shows growth)
 - teacher-student conferences (e.g.: Reading, Writing, Mathematics)
 - photographs or videos of students in action (e.g.: Drama, Science projects)
 - checklists of task completion (e.g.: daily work, homework, responsibility)

Authentic Assessment

- Authentic Assessment involves the teacher and student together, and the parent, through communication. In authentic assessment teachers:
 - state their goals and expectations clearly to students at the beginning of instruction
 - (sometimes) send home a written copy of the expectations for parents
 - assist students to meet the expectations at varying levels according to the student's abilities, needs and interests, and
 - use the results of the assessment to plan further instruction

[KPR Assessment, Evaluation and Reporting Guidelines](#)

[KPR Assessment Resources Folder](#)

Standardized Assessment - EQAO

- Standardized Assessment is a form of assessment whereby students results are compared with a “norm” or “standard” which other students in a large group would be expected to score on a similar test. This type of assessment is being used annually by the Kawartha Pine Ridge District School Board in grades three and six at the elementary level, and grades nine and ten at the secondary level. For elementary students these tests are written in the spring but are scored by outside assessors with the results returned to the Board at a later date. These results can indicate particular strengths and weaknesses in specific areas. The results may then be addressed in an Action Plan created by each school designed to focus on helping students to achieve to their potential.
- The results for each school are recorded and made public in the School Profile which is sent out annually.

Evaluation

- Evaluation takes place throughout the school year. Evaluation is the process of integrating the information gathered in assessment and applying some judgement to it. Usually this judgement takes the form of a letter grade or mark. Evaluation involves ascribing a >value= to the information gathered. Assessment and Evaluation are used to help the learning process in some of the following ways:
 - **Student:**
 - setting personal expectations and goals
 - deciding what to study, when to study
 - understanding teacher expectations
 - practicing and consolidating
 - developing feelings of self-worth
 - **Parents:**
 - setting expectations
 - setting a home study environment
 - planning resources for child's future
 - rewarding
 - self-evaluation
 - deciding about the value of school
 - **Teacher:**
 - diagnostic
 - revealing expectations
 - communicating student progress
 - providing practice
 - grouping, selecting
 - motivating
 - programmed evaluation and planning
 - placement
 - **Other:**
 - placement in special program
 - setting expectations
 - access to courses/jobs
 - curriculum planning
 - curriculum reviews
- Evaluation is based on assessments of learning that provide data on student achievement at strategic times throughout the grade/subject/course, often at the end of a period of instruction.
 - **Learning Goals:** Learning Goals are brief statements that describe, in student friendly language, what a student should know or be able to do by the end of a period of instruction. The goals represent clusters of knowledge and skills that the student must master to successfully achieve the overall curriculum.
 - **Success Criteria:** Success Criteria describes what it “looks like” when a student successfully meets the learning goals. Success criteria are used to determine to what degree a learning goal has been achieved. Success is defined by criteria in the achievement chart, and discussed and agreed upon in collaboration with students. Using success criteria, students and teachers are able to evaluate the progress being made in the process of completing a task and then evaluate their achievement on completion.

Learning Skills and Work Habits:

- *Responsibility, Organization, Independent Work, Collaboration, Initiative, Self Regulation*
- Learning skills and work habits will be intentionally taught, assessed and evaluated separately from the curriculum. They are strong indicators of potential successes and difficulties.

Student Achievement and School Improvement Plan

- Student achievement is communicated informally to parents over time through telephone calls, notes home, parent signature requests and conferences (teacher or parent initiated).
- The school improvement plan is updated on a yearly basis, with input from the staff and school council. Changes in curriculum delivery are closely linked to the key findings of the EQAO assessments over the last 5 years.
- The School Improvement Plan is a working document, subject to changes as the year progresses.
- Each school year we will focus our learning to improve student achievement through the lens of [School Effectiveness Framework indicators](#).
- Teachers meet on a regular basis to analyze student learning and share strategies for best practices, in order to improve instruction, evaluation and assessment strategies. Reading, writing and math tasks are being structured to address the curriculum expectations outlined in the Ontario curriculum guides. Teachers are incorporating research-based strategies to improve student achievement.

Parent-Teacher Interviews

- Student achievement is communicated formally to parents through a parent-teacher interview in late October after the Progress Report. Interviews may be requested by either the parent or the teacher at any time there is a concern.

Progress Reports and Report Cards

- Progress Reports and Reports Cards for students in Kindergarten, as well as students in grades 1 through 6 will be issued according to guidelines established by the Ontario Ministry of Education and the Kawartha Pine Ridge District School Board.
- Please note that families are encouraged to maintain an ongoing and informal communication with the teacher as the year progresses to fully participate in their child(ren)'s learning.

Class Trips and Excursions

- Throughout the school year students leave the school site to go on trips as part of the regular program. Class trips are approved through the school office as worthwhile, safe learning experiences. Adult supervision is mandatory on all excursions. Permission forms, for excursions beyond walking distance, must be signed by a Parent/Guardian and returned to the school **or the**

child will not be allowed to participate. Verbal permission is not accepted. Parents are welcome to attend and assist with the supervision, as long as a **current Police Check is on file.**

- Non-participating students will attend school and work under supervision in an alternate classroom.
- In some cases there may be a charge to students to pay for consumable items, travel costs, or special events. Every effort will be made to ensure that all students wishing to participate will be included. If there are financial circumstances which make it difficult to pay for the charges, please telephone the Principal.
- **If you are picking your child up from a class trip you will be required to complete a Departure from Itinerary form.**

School Excursion Drivers

- Parent and teacher drivers are very beneficial to our school programs. However, parents and teachers are advised that a detailed form must be completed prior to transporting students by private vehicle and that a minimum \$1,000,000 liability coverage is required. This form is to be completed each school year. Please note that younger children require properly installed car seats in passenger vehicles and therefore will only be transported by school bus.

Walking Students / Parking / Kiss 'n' Ride

In the Morning: We encourage all walking families to walk but if you are driving your child to school you have two options:

1. **Park your vehicle on the street in an appropriate area and walk your child to school**
 - please be aware of the signs as to where you can park
 - ensure that you are not blocking a neighbour's driveway
 - walk on the sidewalk, do not cut through the parking lot
 - please cross the road with the crossing guard
 - kindergarten parents walk your child to their kindergarten door
 - all other students can either go in through the garden middle doors to the backyard or they can enter the yard through the gate by the bus drop off
 - parents are not allowed in the backyard
2. **Kiss and Ride**
 - parents are expected to drive in behind the other vehicles in single file
 - parents are NOT to get out of their vehicle
 - staff will be supporting the safe implementation of the kiss and ride
 - when the car is stopped older students may get out at any time (exiting the vehicle on the sidewalk side) and students enter the school through the middle garden doors
 - we ask that even if your children have disembarked that you remain in the line.. do not pass other cars
 - please have all your child's belongings with them and avoid having things in the trunk
 - if your child requires assistance (kindergarten or early primary) please wait in the lineup until you reach a staff member who will assist you. Our very young students will be assisted by the staff or one of our volunteer students that are in Macgillivray purple shirts.

At Dismissal:

- the parking lot will be closed please park on the street in appropriate parking areas and respect our neighbours by not blocking their driveways
- if you arrive early please do not block in the staff vehicles
- all students will be exiting through the various entrances at the front of the school. Please arrange a meeting spot with your child
- if you arrive before the bell please ensure that you wait in the designated area (on the right hand side of the green pylons). The left lane is the bus lane
- please cross at the cross walks and do not cross through the bus lane
- please ensure that your child/children are WALKING with you as you start your journey home
- if a child cannot find their parents they are to go to the office and we will contact you

As a school community, we have created these guidelines to ensure safe entrances and exits to the building. We wish to thank our school council committee members, school staff, KPR staff and community members who developed the plan. We would like to offer a special thank you to our support staff who are always outside assisting children and adults in helping keep our school safe. It is also important to recognize our "Purple Shirt" crew who volunteer to assist the kindergarten children. Last but not least thank you to the parents who on a daily basis follow the routines to make Dr. G.J. MacGillivray a safe place for all.

Early Sign-Outs:

- We will not be calling your child for dismissal until after you arrive at the office. If you need to be somewhere at a specific time, please try to come early. Thank you for understanding.
- If you are coming into the school, please go directly to the office. Any parents in our hallways need to have Visitors Passes, this includes the mornings and afternoons for drop-offs and pick-ups.

Custody Orders

- If particular arrangements need to be made please speak to and advise the school office and provide documentation.

Pediculosis

- Students at Dr. G. J. MacGillivray Public School will be checked for pediculosis randomly throughout the school year and as cases arise. Volunteers are welcomed as part of this school initiative. A school-based Pediculosis Plan is on file in the office if further information is required.

Scent Awareness

- In order to keep our school a safe environment for all and due to the number of allergies in the school, students are not to wear or bring spray deodorants, colognes, perfumes, etc., to school. Roll-on deodorants for use after Gym classes are permitted.

Extra-Curricular Activities

- At various times throughout the school year extra-curricular activities (such as band or sports practice) may be offered to students either before or after regular school hours.
- For bus students, parents will need to make alternative transportation arrangements. In some cases there may be a charge to students to pay for consumable items, travel costs, or special events.

Lost and Found

- Students are reminded that if they bring toys or other personal objects to school they do so at their own risk. There are no locked storage areas and the school is unable to guarantee the security of these items. It is recommended that, where possible, all items of a personal nature are identified with the child's name. As well, please label all items of outer clothing, boots, gym shoes, etc.
- When items are misplaced, children are encouraged to look for such items in the Lost and Found boxes. From time to time, these items will be displayed for parents and students.
- Unclaimed items will be given to charity at the end of every month.

Dogs on the Schoolyard

- We recognize that many parents use the walk to school in the morning and afternoon, as a time to walk the family dog(s). Due to the number of students on the yard, we request that dogs not be brought onto the schoolyard (beyond the yellow gate on the east side of the school). We do not know which children may be nearby - - there may be those with allergies or who are afraid of dogs. As well, even the most well behaved dog may have difficulties with all the students, involved in a variety of games and activities before morning bell, or the number of students leaving the school at dismissal time. In the afternoon, parents arriving early and going onto the schoolyard would be disturbing classes using the yard for Physical Education classes or Daily Physical Activity (D.P.A.) sessions.