



# Vincent Massey Public School

905-623-5502

<http://vincentmassey.kprdsb.ca>

Principal: B. Speed

## **Kawartha Pine Ridge DSB Mission**

*We educate our students to excel in learning, to succeed in life and to enrich our communities.*

## **Kawartha Pine Ridge DSB Motto**

*Educating for Success!*

## **Vincent Massey PS Mission**

*In a happy learning place, each child will have the opportunity to acquire the skills, knowledge and values to become a responsible, lifelong learner.*

## **Vincent Massey PS Motto**

*"I am because we are...together we are a community!"*

## **STUDENT GUIDELINES**

### 1. Homework Policy

Homework provides extended opportunities for students to develop their knowledge and skills. It develops work habits necessary for life-long learning. The work students do at home helps them to practice the skills they have learned in the classroom and prepare for learning the next day.

In its homework policy, effective in the 2011-2012 school year, the Kawartha Pine Ridge DSB stresses that homework is not used to teach new skills. Instead, it supports the learning that occurs in class, during school time, under a teacher's guidance and supervision. Homework helps students develop positive work habits they will need throughout their lives, such as responsibility, organization, independence, initiative and collaboration. It also helps teachers identify learning gaps and adjust instruction, if needed, to better help the student meet with success.

Depending on your child's or teen's age and individual needs, homework may include: Reading daily, with or without parents, reviewing vocabulary and math facts, completing work not finished in class, doing research for projects and assignments to be completed in class, preparing presentations on knowledge or skills learned in class, etc.

### ***Student Tips***

- Try to establish a routine of doing homework at the same time and in the same place each day.
- Use your agenda to record all homework assignments.
- Pick a homework partner to check with if necessary.

### 2. Personal Items

Please make sure that all of your personal articles are clearly marked with your name.

### 3. Library

The student who is assigned a book will be ultimately responsible for its return in good condition. Students are required to demonstrate responsibility when using any materials or resources provided by the school. In case of loss or damage, the user is responsible.

### ***Student Tips***

- Think twice before lending textbooks or library books to friends.

### 4. Physical Education Routines

- For comfort, ease of movement and skill development it is strongly recommended that students wear comfortable clothing for gym. All students are required to have indoor running shoes for gym use that are kept at school. Gym running shoes

may be worn as their all-purpose indoor shoes.

- All Intermediate students are **required** to bring a change of clothes for gym.
- All gym equipment should be clearly labelled.
- Exemption from Physical Education activities is permissible only upon the recommendation of your doctor and with a note from home.

#### 5. Absences

Compulsory attendance applies not only to regular school days, but also to special events and trips. While we encourage our pupils' regular attendance, children who are not well are best cared for at home. By remaining out of school, sick students will likely recover more quickly and prevent the spread of illness to others.

#### 6. Safe Arrival Program

We conduct a Safe Arrival program on a daily basis at Vincent Massey PS. If your child will either be late arriving, not in attendance for the day, or leaving early, please ensure that a parent or guardian **Student Absence Reporting System prior to 8:00 am.**

**If a student is not in school and is not accounted for by school connects or the safe arrival line, the automated system will initiate calls to parent/guardian contact lines.**

Children who are late for school, for any reason, **must sign in at the office** prior to heading to class.

#### 7. Yard Supervision

All parents are reminded that yard supervision begins at 8:00 am and school buses arrive after this time. For this reason students who walk to school, or are dropped off by car, should not arrive prior to 8:00 am.

**A REMINDER THAT CARS ARE NOT PERMITTED IN THE BUS LOADING ZONE.**

#### 8. School Entry/Exit

Students are to enter the school at the bell using the doors assigned for their class. Classes are expected to line up quietly before they are asked to enter the building. **No student entry or exit is allowed through the main doors at the front unless the student is late.**

#### 9. Student Arrival

**It is the parents'/guardians' responsibility that students arrive at school on time and ready to work. Yard duty staff begin at 8:00 a.m., no students can enter school property before this time. Teachers begin class instruction for the day at 8:15 am. As well as disrupting the class, a late student may miss important information for the day's work. It is important that students learn the value of being on time.**

#### 10. To Release a Student

**We request that parents send a note to the teacher should you wish your child to be released early. Telephone calls during the school day to make these arrangements cause unnecessary interruptions in classrooms and the office. The note should indicate the time, date and reason for your request. Note: please do not text your child during school hours. If you need to speak with them, please call the main office and we will gladly retrieve them for you.**

When picking up a child at school for an appointment or to take them to lunch, **we request that the adult report to the office for their child to be signed out.**

**Parents please note:** Phone arrangements should only be made in cases of **emergency**

**situations.** Please do not leave a message on the answering machine regarding changing arrangements.

### Students Leaving School at Breaks

Parents/Guardians of all students in all grades must sign out and accompany their child for nutrition breaks.

### Intermediate Students

Leaving school property for breaks is a privilege that may be earned. During the first term, all intermediate students will stay at school for breaks unless signed out and accompanied by a parent. During Term 2, students who have demonstrated consistent positive behaviour may receive approval from the principal to leave school grounds for second break with the prior written permission of their parents. A student contract will be signed by the student, parent/guardian and the principal. If a student demonstrates that their behaviour on or off of school property is not appropriate according to the contract and the school code of conduct, privileges will be revoked and the progressive discipline processes of the board will be implemented.

### 11. Balanced Day

The 2023-2024 daily schedule will be as follows:

8:15	Entry bell rings
8:15 – 10:15	<b>First Instructional Block</b>
10:15 – 10:55	First Nutrition Break*
10:55 – 12:15	<b>Second Instructional Block</b>
12:15 – 12:55	Second Nutrition Break**
12:55 – 2:35	<b>Third Instructional Block</b>
2:35	Dismissal bell rings

\*Primary/Junior students eat first while the Intermediate students go outside. The students switch after 20 minutes.

\*\*This is the only nutritional break that students are allowed to go **home** for lunch with parent permission.

### 12. Nut Safe School

Our school has several students who have life-threatening allergies to nuts. We are

asking for your support and co-operation in refraining from sending nuts or nut products to school. We need to maintain the safety of these students by ensuring that they do not come in contact with nuts, nut products and surfaces with nut products on them (i.e. door handle touched by someone with peanut butter on his/her fingers, water fountain handles, etc.). Your help and support in promoting a safe environment at our school is greatly appreciated.

### 13. Medication Policy

In keeping with board policy, the staff is not allowed to keep or administer any medication to a student without first receiving a form signed by the parent and the doctor. This form may be obtained from the school office. All medications are kept in a locked cabinet in the office. A record is kept of all medications administered at school, including those administered by the students. This means that no student should have any medications in their classroom or on their person with the exception of students who use asthma medication for which they may have an alternate plan. **All medications (except asthma and Epipens dependent on the needs of the student and parent wishes.) must be stored at the office.**

### 14. Plan of Care

Students with any potentially life threatening illnesses or medical conditions must have a completed Plan of Care on file at the office. This plan needs to be updated yearly so that school personnel know the safest way to deal with an emergency. Please contact the office to schedule a brief meeting to review the plan as soon as possible.

### 15. Dress Code

#### ***Please note “Code of Conduct 4.15”***

For health and safety reasons, indoor shoes will be required for each student. Jackets, hats and outerwear will be removed upon entering class. Students should dress appropriately for the weather.

### 16. Bicycle/Skateboard Safety

A significant number of our grades 1-8 students are riding their bicycles/skateboards/scooters to and from school. To help ensure safe travelling for everyone, it would be appreciated if parents could take some time to review proper riding practices with their children, including the legal requirement for helmets. Also, students should be reminded that for safety reasons bicycles/skateboards/scooters are to be **walked** at all times when on school property.

#### ***Student Tips***

- Lock your bike at school.
- Do not leave your bike in the schoolyard overnight, even if it is locked.

### 17. School Telephone

Students will only be allowed to use the school telephone in an **emergency**. A note signed by the teacher must be shown upon arrival at the office.

### 18. Lost and Found

Students should not bring valuable items to school as the school will not be responsible for lost or stolen items.

A lost and found box is maintained at the school. With staff permission, each student may visit this box to search for and claim belongings. Parents are welcome to visit the school and search for family possessions.

At the end of each term, the articles in this box will be displayed so that students and/or parents may claim them. Items not claimed at these times will be given to a charitable organization.

### 19. Emergency Procedures

In the event of an emergency when school operations are affected by inclement weather or heating plant failure, the following guidelines will be followed:

If buses are not running radio announcements will be made on 94.9 FM, 1350 AM (both known as MAGIC 94.9 FM). You can also check [www.stsco.ca](http://www.stsco.ca) for bus cancellations. During inclement weather conditions, these stations and website will keep you updated on deteriorating weather conditions and bus cancellations prior to the beginning of the school day. **The school will remain open when buses are not running.**

Please do not call the school to inquire about bus cancellations and/or school closures. This information will be provided by the radio stations. For more information please go to the STSCO website at [www.stsco.ca](http://www.stsco.ca).

### 20. Busing Instructions to Students

Safety First: It is a good idea to review, from time to time, some basic safety rules. When riding on a school bus, students are expected:

- To follow the directions and instructions provided by the driver
- To board and leave the bus in an orderly manner
- To remain in their seats when the bus is moving
- To follow the hands-off policy established the school’s Code of Conduct

Any behavior which distracts the driver’s attention from other traffic or from the prevailing road conditions is a safety issue. For this reason, students whose behavior gives cause for concern regarding the safety of other students on the bus may lose the privilege of riding on the bus.

### ***Student Tips***

- Keep well back of the travelled portion of the road at the boarding points until the bus has stopped.
- Do not move toward the bus until it has stopped.
- Board the bus in an orderly manner.

In keeping with the Board's Equity, Diversity and Inclusion policy (B-3.2) and administrative regulation (B-3.2.1), all schools within the Kawartha Pine Ridge District School Board, including Vincent Massey PS, welcome and support students who wish to lead or participate in school clubs, groups, or activities that promote safe, accepting, equitable, positive, diverse and inclusive environments. This includes activities that promote anti-racism, gender equity, respect for people living with disabilities, and for people of all sexual orientations, gender identities and expressions (including clubs, groups or activities with the name Gay-Straight Alliance or GSA).

### **School Code of Conduct**

The Vincent Massey P.S. Code of Conduct sets clear standards of behavior for all members of the school community – students, staff, parents, community partners, volunteers and visitors – and is based on the Kawartha Pine Ridge DSB Code of Conduct and the Provincial Code of Conduct, effective February 1, 2008.

This Code of Conduct applies at school, during school related or school sponsored activities and to events that happen outside of school but might have an impact on the school climate. This Code of Conduct includes cyberbullying.

It is important to note that the new Code of Conduct strives to make schools safer by focusing on promoting positive behavior, on providing early and ongoing intervention, on preventing inappropriate behaviour and on

addressing inappropriate behaviour with appropriate consequences. As a result, it makes a shift away from a punitive approach to incidents of harm and wrongdoing to a new approach that seeks to correct the inappropriate behaviour and, in KPRDSB, to repair the harm that has been caused.

Progressive discipline and restorative practices are two of the supports available to schools when working with inappropriate behaviour or conduct, and principals will use both strategies when considering the most appropriate way to respond to each situation in order to provide students with the opportunity to learn from the choices they make.

### **1. School Code of Conduct**

The Ministry of Education requires that all schools develop a code of conduct which communicates the standards of behaviour to all the members of the school community and the types of behaviour expected from them. Members of the school community include: students, staff, parent(s)/guardian(s) and others such as visitors and volunteers.

Codes of Conduct must be reviewed at least every three years. School principals must consult with students, staff, the school council and the superintendent in this review. School Codes of Conduct must be consistent with the provincial code and aligned with Board Policy No. ES 1.1, Safe, Caring and Restorative Schools and this Administrative Regulation.

The Board recognizes that all students, parent(s)/guardian(s), teachers and staff have the right to be safe, and feel safe in their school community.

This School Code of Conduct has been developed in accordance with the guiding principles of the Safe, Caring and Restorative Schools Policy and the Ontario Code of Conduct in order to create a common philosophy and understanding upon which safe learning and working

environments can be maintained for all school community members. It is applicable to students while at school or engaged in a school-related activity or in other circumstances where engaging in the activity has an impact on the school climate.

## **2. School Code of Conduct Responsibilities**

*(Every school shall use the following rights and responsibilities for the school Code of Conduct.)*

In order to uphold the right of all school members to access a safe school community, there are a number of responsibilities for which all school members must be accountable to ensure a safe and/or positive learning environment.

### 2.1. Common School Community Member Responsibilities

- Safety is everyone's responsibility.
- Everyone in our school community is responsible for promoting safe, caring relationships that respect human dignity.
- Everyone is responsible for preventing harm.
- Students, staff, volunteers, parents and guardians have additional responsibilities unique to their roles.

### 2.2. Additional Student Responsibilities

All students have the additional responsibility to:

- Exercise self-discipline, follow the established rules and accept responsibility for their actions, based on age and individual ability
- Come to school prepared, on time, and ready to learn and support a positive learning environment
- Show respect for themselves, for others and for those in authority
- Refrain from bringing anything to school that may compromise safety, inclusion or respect for the dignity of another member of the school community.

### 2.3 Additional Teaching Staff Responsibilities

Teaching staff have the additional responsibility to:

- Help students achieve their full potential and develop their self-worth
- Assess, evaluate and report student progress
- Communicate regularly and meaningfully with students, parents or guardians
- Discipline fairly and consistently, taking any mitigating factors into account; this is in keeping with school board regulations on Discipline/Promoting Positive Student Behaviour/Code of Conduct, and the School Code of Conduct
- Be on time and prepared for all classes and school activities
- Prepare students for the full responsibilities of membership in their community/society
- Safeguard students from persons or conditions that interfere with the learning process
- Understand and minimize any biases that may affect student-teacher relationships.

### 2.4 Additional Parent(s)/Guardian(s) Responsibilities

Parent(s)/Guardian(s) has/have the additional responsibility to:

- Attend to their child's physical, social, academic and emotional well-being
- Show an active interest in their child's schoolwork and actively support student progress
- Communicate regularly with the school
- Help their child be neat, clean, appropriately dressed and prepared for school
- Ensure their child attends school and is on time
- Promptly report to the school their child's absence or late arrival
- Become familiar with the code of conduct and school rules

- Encourage and assist their child in following the rules of behaviour
- Assist school staff in dealing with disciplinary issues.

### **3. Standards of Behaviour**

#### **3.1 Respect, Dignity, Civility, Equality and Responsible Participation in School Life**

We all value one another and treat each other with respect and dignity. We educate our students to be caring, responsible community members who protect everyone's physical, social, academic and emotional well-being. Everyone in the school community must:

- Respect and comply with all applicable federal, provincial and municipal laws
- Demonstrate the character attributes set out by the school board
- Respect differences among people, their ideas, opinions, experiences and perspectives
- Treat one another with dignity and respect at all times, and especially when they disagree
- Respect and treat everyone fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability
- Respect the rights of individuals and groups
- Show proper care and regard for school and student property
- Take appropriate measures to help one another
- Address behaviours that are disrespectful, unwelcoming or that exclude anyone
- Use non-violent means to resolve conflict
- Dress in a manner that is appropriate to school activities with regard to exposure, cleanliness and message
- Respect persons who are in a position of authority
- Respect the common goal to work in an environment of learning and teaching.

#### **3.2 Physical and Emotional (Psychological) Safety**

##### Weapons

The following will not be tolerated:

- Possession of any weapon or replica weapon, such as firearms
- Use of any object or means to threaten or intimidate another person
- Causing injury to any person with an object.

##### Alcohol and Drugs

The following will not be tolerated:

- Possessing, being under the influence of, or providing others with, alcohol or restricted drugs.

##### Physical Aggression

The following will not be tolerated:

- Inflicting or encouraging others to inflict bodily harm on another person
- Intimidation

##### Non-physical Aggression

The following will not be tolerated:

- Emotional, sexual, homophobic, racist, sexist, faith-based, ability-based or social status-based actions that hurt an individual or group, whether intentional or not
- Threatening physical harm, bullying or harassing others
- Using any form of discrimination, stereotype, prejudice, harassment, hate/bias-motivated act.

Further to these standards of behaviour, all school members are expected to seek staff assistance, if necessary, to resolve conflict peacefully.

Bullying and harassment in any form are wrong and hurtful. Everyone has a role to play as we work together to prevent, identify and respond to bullying and exclusion. We all are accountable for our actions. Where bullying does occur, we respond fairly and appropriately, to build respectful

relationships. Restorative practice is one strategy we use to prevent, and repair the harm caused, by bullying and exclusion.

**Bullying definition:** *Bullying* is aggressive and typically repeated behaviour by a pupil where:

- The behaviour is intended to, or the pupil ought to know that the behaviour would be likely to; cause harm, fear, or distress to another individual or group, including physical, psychological, social, emotional or academic harm to reputation or property; create an unwelcoming environment at a school for another group or individual.
- The behaviour occurs where there is a real or perceived imbalance of power between the pupil and the individual being bullied, based on factors such as size, strength, age, intelligence, peer group, economic or social status, religion, ethnic origin, sexual orientation, family circumstance, gender, gender identity, gender expression, race, disability or the receipt of special education.
- The behaviour includes use of any physical, verbal, electronic, written or other means.

Cyber-bullying involves bullying by electronic means, including:

- Creating a web page or blog in which the creator assumes the identity of another person
- Impersonating another person as the author of content or messages posted on the Internet
- Communicating inappropriate material electronically to more than one individual or posting material on a website that may be accessed by one or more persons.

Bullying, in any form has negative effects on:

- A student's ability to learn

- Healthy relationships and the school climate
  - A school's ability to educate its students.
- Bullying in any form **will not be accepted** on school property, at school-related activities, on school buses, or in any other circumstances (e.g., online) where bullying will have a negative effect on the school climate.

#### 4. School Code of Conduct Rules

- Students must be allowed to learn.
- Teachers must be allowed to teach.
- The following behaviours **are not acceptable** for anyone in the school community:
  - Physical, verbal, electronic, written or other means of sexual or psychological abuse (e.g., sarcasm, ridicule, humiliation)
  - Assault
  - Bullying
  - Actions motivated by hate, bias, or discrimination (e.g., on grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability).
  - Damage to property in the school environment (including school grounds, school buses, on school excursions).

**Note:** The principal also may apply these rules to a pupil when the pupil's conduct outside the school environment negatively affects the school.

- students will follow the rules of school conduct while on any field trip or school-related activity;
- skateboards, roller blades, scooters and bikes are not to be used on school property;
- outdoor clothing, including hats, caps and bandanas, are not to be worn during class times/in the school building;
- intermediate students are **required** to change into athletic attire for physical



education classes. Physical education clothing must follow dress code expectations;

- vulgar or profane language is not acceptable (shall use proper and acceptable language);
- students must identify themselves to school staff upon request;
- students are expected to participate productively and actively in school curriculum;
- students are expected to bring notes to explain absences;
- smoking and possession of tobacco, matches, lighters or other prohibited items are not permitted on school property and will result in immediate suspension; and
- cell phones, pagers, other communication devices are only permitted under teacher supervision (see section on PEDs).

### **School Dress Code (revised 2022)**

Students will dress appropriately for the school environment.

The following must be followed:

- A top and bottom layer of clothing made of opaque material must be worn;
- Tops that expose arms, shoulders, stomachs, midriff, neck lines, and straps are allowed but chest & nipples must be covered
- Bottoms that expose legs and thighs will be allowed, but hips, groin, genitals, buttocks, and undergarments must remain covered.
- Undergarments must not be worn as outerwear
- Students will not be allowed to wear anything that promotes or symbolizes drugs, alcohol, illegal activity, hate or discrimination, profanity, pornography; that incites violence or harassment; or threatens health and safety
- Clothing must not depict or display hate speech

- Headwear and head coverings such as head scarves and durags (for religious or cultural reasons) are allowed;
- Ball caps and hoodies are not allowed in the Primary & Junior grades, however in Intermediate grades, ball caps are allowed but not hoodies.
- Dress or headwear required for religious reasons will be allowed  
Appropriate jewelry and accessories, e.g. no studded/spiked jewelry or belts, no necklaces made from bullet casings;

### **School Code of Conduct Procedures**

*(The principal will outline in the school the common practices and procedures of the school. These may include daily routines that impact on behaviour, i.e., in classrooms, the use of lockers, lunchtime, hall monitoring, playground, buses, attendance, general department.)*

- Signs will be posted directing visitor(s) to begin their visit at the office.
- Students do not go home at lunchtime without a note;
- Parent volunteers wear identification tags;
- Police checks are required for all volunteers in the school; new volunteers to the school must register on [www.kprdsb.ca](http://www.kprdsb.ca) website after they apply for their police check.
- Teachers wearing orange vests supervise the yard using walkie talkies
- Most school doors are kept locked during the day;
- Students line up to enter the school. Students enter and exit the school at their assigned doors unless reporting to the office for a late slip;
- Teachers meet their classes at the doors;
- Morning announcements update student and staff about safety issues;
- The Safe Arrival program checks for late and absent students;
- Parents wait for students outside during dismissal time;

- Indoor running shoes are required by students;
- Hats are not worn in the school;
- Bicycles, scooters, skateboards and roller blades must be walked or carried on school property;
- Dogs are not permitted on school property.

## 1.Strategies to Promote Acceptable Behaviour

### 6.1 Prevention Strategies

- Establish a positive school climate
- Maintain effective classroom management and discipline
- Model encouragement, reinforcement and rewards for positive behavior
- Promote social skills development
- Provide information regarding anger management programs
- Use peer counselling and conflict resolution (i.e. Kelso's choices)
- Use effective, respectful home-school communication

### 6.2 Supportive Intervention Strategies

- Teachable moments
- Verbal reminders and reinforcement
- Active listening
- Positive choices
- Restorative practices and other problem solving techniques
- Contracts for expected behavior
- Appropriate outside agencies
- Interviews/discussion
- School/board/community resources
- Understanding of individual and group interactions and power imbalances within society
- Learning and information-sharing to better understand people and situations.

## 2.Consequences for Unacceptable Behaviour

Consequences shall be appropriate to the individual, related to the circumstances and/or actions and progressive when appropriate.

### 7.1 Consequences may include one or more of the following:

- Restorative practice
- Warnings
- Time-outs
- Time-owed
- Restricted privileges
- Learning about an issue
- Apology
- Restitutions (e.g., paying for damage, doing community service)
- Suspension
- Expulsion.

### 7.2 As required by law, a student **will be suspended**, and expulsion may be considered, if the pupil commits one or more of the following infractions at school or a school-related activity:

- Possessing a weapon including a firearm
- Using a weapon to cause or to threaten bodily harm to another person
- Committing a physical assault that causes bodily harm requiring medical treatment
- Committing sexual assault
- Committing an offence motivated by hate, bias or discrimination
- Trafficking in weapons or in restricted drugs
- Committing robbery
- Giving alcohol to a minor
- Bullying if:
  - The pupil has been suspended previously for bullying
  - The pupil's presence in the school creates an unacceptable risk to another person.

### 7.3 As required by law, a student **may be suspended**, and expulsion may be considered, in the following cases:

- The pupil commits an infraction in the school community, which could have a negative effect on the school
- The pupil's pattern of behavior is so "refractory" (unmanageable) that the

pupil's presence is harmful to the learning environment

- The pupil has taken part in activities that:
  - Cause the pupil's presence to be harmful to the physical or emotional well-being of others in the school
  - Cause extensive damage to property at the school
- The pupil's pattern of behavior has shown the pupil has not prospered by the instruction available, and the pupil persistently resists changing the behavior.

7.4 As required by law, a student **may be suspended** in the following cases:

- Uttering a threat to inflict serious bodily harm on another person
- Possessing alcohol or restricted drugs
- Being under the influence of alcohol
- Swearing at a teacher or at another person in a position of authority
- Committing vandalism that causes extensive damage to property at the school
- Bullying
- Any other activity for which a principal may suspend a student under a policy of the Board.

7.5 In addition, the KPR Board will **consider suspending** a student for the following infractions:

- Persistent opposition to authority
- Habitual neglect of duty (e.g., constant refusal to do schoolwork)
- Willful destruction of school or Board property
- Use of profane or improper language
- Conduct injurious to the moral tone of the school or to the physical or emotional well-being of self or others in the school
- Being involved in a physical fight.

### **Personal Electronic Devices (PEDs)**

The use of technology for student learning is a key 21<sup>st</sup> century skill to enable all of our students to learn and succeed. Under staff direction, Personal Electronic Devices (PEDs) can be used effectively as an educational resource, support or aid for teaching and learning. Furthermore, PEDs, when used appropriately, can provide a safety net for students and staff. In our school community, PEDs are to be used respectfully and conscientiously.

In order to ensure a safe and positive climate for all stakeholders, school principals with their teaching staff will monitor and regulate the use of Personal Electronic Devices.

Guidelines include:

- the privacy, dignity and safety of others must be maintained through the appropriate use of cell phones and electronic devices both on school property and during off site school events
- the teacher will determine and authorize the usage of a PED during instructional time
- the usage of PEDs is restricted in some areas of the school including washrooms, change rooms and the outside yard
- when the usage of a PED is inappropriate, the school principal or designate will apply progressive discipline strategies. Depending on the infraction, strategies may include, but are not limited to: speaking with student, parent meeting, detention, confiscating the PED, removal of privileges to have a PED at school or suspension.

As with the other personal property items, the school is not responsible for lost, stolen or damaged PEDs.

## **CELL PHONE POLICY**

Cell phones and other PEDs must be **turned off** and stored out of sight in **back packs** during instructional time. PEDs may be used only during instructional time for instructional purposes **with the permission of the designated teacher.** **PEDs may never be used in washrooms or change rooms.** The policy applies to everyone in a school.

Vincent Massey P.S. has a school phone located in the office designated for student and community use. Once on school property, students are to turn off their cell phones and store them in their back packs out of sight.

These guidelines apply to all stakeholders in the school including students, staff, parents, volunteers, and visitors.

**Cellphones are NOT to be used to make phone calls or text messages at any time while on school property without staff permission.** If a student requires the use of a phone while at school for academic reasons or emergencies, they will be permitted to use the office phone or their own phone at the office. Where violations in expectations occur, consequences will follow progressive discipline guidelines and may result in a range of responses that align with both Ministry and Board policy.

If students continually disregard the cell phone Policy, their phone privileges will be removed and will no longer be able to bring their cellphone to school. If they require them for emergency purposes or safety before and after school, they are permitted to bring them, however, the **MUST** bring them directly to the office where they will be stored in the school safe until the end of the day. Ultimately, the school principal has the authority to state what's permitted and not and through conversations with the parent and student a plan will be devised to support the situation on an individual basis.