

Evergreen Public School

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Kenora, Ontario P9N 2R5
Phone: 468-8607 Fax: 468-9301



School Handbook 2017 - 2018

Keewatin Patricia District School Board
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EVERGREEN PUBLIC SCHOOL STAFF

2017 - 2018

Administration:

Mrs. Shannon Bailey Principal

Administrative Support Staff:

Mrs. Jodi Milne Administrative Assistant
Mrs. Lorelei Devlin Librarian

Teaching Staff:

Mrs. Shelley Penner Kindergarten
Ms. Ashley Bruce Kindergarten
Mrs. Jennifer Schott Early Childhood Educator
Mrs. D'Arcy Jutila Early Childhood Educator
Mrs. Sarah Ferguson Grade 1
Ms. Pazia Dzwonyk Grade 2 / 3
Ms. Lori Johnston Grade 3 / 4
Mrs. Patti Boucha Grade 4
Mr. Cory Hercun Grade 5
Ms/ Katie Schween Grade 6
Mrs. Kathy Wild Prep Coverage
Mr. Brandon Woods French Language
Ms. Rosemary O'Hearn Native Language

Mrs. Deneen Iverson Special Education
Miss Anna Tsentouros Special Education
Mrs. Candice Holmstrom Intervention
Ms. Sarah Leroux Firefly Class

Educational Support Personnel:

Ms. Jana Holmstrom Education Assistant
Mrs. Debi Snyder Education Assistant
Mrs. Tammy Opyc Education Assistant
Mrs. Laura Markham Education Assistant
Ms. Erica Johnso Education Assistant (.5)
Mrs. Sherri Morgan Speech Language EA

Custodial and Maintenance Staff:

Ms. Donna Dixon Custodian
Mr. Rob Templeton Custodian
Mr. Jason Kuemper Maintenance

This handbook has been prepared to share with students and parents some of the procedures, policies and programs in effect at Evergreen Public School.

We hope that you will read this booklet carefully so that you will better understand how the school functions. We would appreciate any suggestions or comments you may have on these items so that we can modify them if required.

We thank you for your co-operation and support in working with us to carry out these policies in the past, and we look forward to your continued co-operation in the future.

PRINCIPAL'S MESSAGE

Welcome to Evergreen Public School!!

Evergreen Public School is a small community school with approximately 170 students, 15 teaching staff and numerous support personnel. Although we are small, we provide a solid, well-rounded and enriched education for our students. Kids come first at Evergreen School!

At Evergreen Public School we envision a school where children are valued, as society's most important trust. It is the goal of every staff member to provide a safe and stimulating environment that fosters responsible learners, intellectual growth and a sense of well-being.

Evergreen Public School will provide a learning environment in which the children can develop as literate, self-motivated and directed problem solvers, with an awareness of the roles and responsibilities in a changing society.

This vision is demonstrated through:

- a staff who leads by example, in areas of educational practices and professionalism;
- incorporation of the latest research based instructional practice with a focus on literacy, numeracy, and student pathways;
- an emphasis on self-regulation and mental wellness
- multiple opportunities for students outside of the classroom

Our doors are always open for the families of our students. Find out about all of the great learning that takes place, drop in to ask questions and join us for our family activities throughout the year!

I am looking forward to another fantastic year, here at Evergreen!

Shannon Bailey
Principal

ELEMENTARY PUBLIC SCHOOL CALENDAR 2017 - 2018

All students begin school on Tuesday August 29, 2017 and end school on June 24, 2018.

| | |
|--|--------------------------------|
| Monday August 28..... | Professional Development Day |
| Tuesday August 29 | Classes Begin |
| Friday September 29..... | Professional Development Day |
| Monday October 9..... | Thanksgiving Day |
| Friday October 27..... | Professional Development Day |
| Tuesday November 14..... | Progress Reports Issued |
| Monday November 27..... | Professional Development Day |
| Monday December 25 – Friday January 5..... | Christmas Break |
| Monday January 8..... | Classes Resume |
| Friday January 26..... | Professional Development Day |
| Monday February 19..... | Family Day |
| Tuesday February 13..... | Report Cards Issued |
| Monday March 12 – Friday March 16..... | March Break |
| Monday March 19..... | Classes Resume |
| Friday March 30..... | Good Friday |
| Monday April 2..... | Easter Monday |
| Friday April 27..... | Professional Development Day |
| Monday May 21..... | Victoria Day |
| Friday June 8..... | Professional Development Day |
| Friday June 22..... | Report Cards Issued |
| Friday June 22..... | Last Day of School |

*Please note changes to reporting on student achievement policies and procedures in Ontario include:

- issuing a *Progress Report Card* designed to show a student's development of the learning skills and work habits, as well as a student's general progress in working towards the achievement of the curriculum expectations in all subject areas, in the fall of the school year; and
- reporting student achievement on the *Provincial Report Card* twice per school year rather than three times.

KEEWATIN-PATRICIA DISTRICT SCHOOL BOARD

VISION

All stakeholders create a culture of learning so that students come first.

MISSION STATEMENT

The Keewatin-Patricia District School Board accepts all students and is committed to providing an excellent education that prepares each student to be a successful individual and a responsible member of society.

STRATEGIC PLAN GOAL #1

Ensure increased individual student achievement by providing programs and resources designed to meet the needs of the whole child.

STRATEGIC PLAN GOAL #2

Meet the needs of all our at-risk students.

STRATEGIC PLAN GOAL #3

Demonstrate and communicate that the Keewatin-Patricia District School Board is a 21st Century Leading and Learning Organization.

VALUES

Communications • Celebrate Success • Innovation • Partnerships • Teamwork • Integrity
• Focus on the Whole Child • Inclusiveness • Respectful Treatment of People • Students
Come First • 21st Century Learning • Excellence • Leadership • High Standards

CHARACTER EDUCATION AT EVERGREEN SCHOOL

The KPDSB Character Education committee has identified seven key attributes that are a focus for our students. These attributes are commonly valued in most cultures around the world. They are also in alignment with the teachings of the 7 Grandfathers found in Indigenous cultures in our region.

Evergreen's character statements represent the strong commitment the school has established to ensure that our students become responsible, caring global citizens prepared to make positive contributions to society. Character education is embedded in our daily lives at Evergreen School and is reflected in our teaching, our relationships, and our school culture.

The seven key attributes have been defined by Evergreen's school community as:

RESPECT

I respect myself, others, and the world around me. I honour and respect the rights and feelings of others. I celebrate diversity.

KINDNESS

I am kind, helpful and fair to everyone I meet. I act with kindness and compassion. I treat others as I would like to be treated.

RESPONSIBILITY

I am responsible for my thoughts, words and actions. I honour my commitments.

BRAVERY

I am brave by facing challenges and speaking up for myself and others, even when it is unpopular.

HONESTY

I am honest, sincere, and truthful in everything I do.

HUMILITY

I am humble and modest in my opinion of myself. I do not estimate or rank my importance greater than others.

WISDOM

I can recognize the truth and exercise good judgment through my experiences, insights, and reflections. I have common sense and act to work toward the common good.

EVERGREEN SCHOOL DAILY SCHEDULE

| | | | |
|----------------------|-----------------------|---------------------|-----------------------|
| 8:38 | Entry Warning Bell | 11:20 – 1:00 | Instructional Block B |
| 8:40 | Entry | 1:00 – 1:20 | 2nd Nutrition Break |
| 8:40 – 10:40 | Instructional Block A | 1:20 | Outside Recess Begins |
| 10:40 – 11:00 | 1st Nutrition Break | 1:48 | Entry Warning Bell |
| 11:00 | Outside Recess Begins | 1:50 | Entry |
| 11:18 | Entry Warning Bell | 1:50 – 3:10 | Instructional Block C |
| 11:20 | Entry | 3:10 | End of Day Dismissal |

A. DAILY ROUTINES

BEFORE CLASSES BEGIN

1. Parents/Guardians are asked to phone the school at 468-8607 **before** school to explain their child's absence or lateness and provide details concerning the time and date the child is expected to return. If **Safe Arrival** of your child is not evident, the provided home, work and/or emergency phone numbers will be contacted to determine where your child is.
2. Supervision **does not** begin until **8:20 a.m.** Students who arrive before 8:20 a.m. are at the school before supervision begins.
3. During inclement weather those who arrive early may be permitted to wait inside the doors. However, conduct must be acceptable or the pupil will be asked to wait outside until 8:40.

RECESS

1. Children are expected to play outside during recess breaks and therefore should be dressed appropriately.
2. Students are to be dismissed by the adult in charge.
3. For the safety of and as a courtesy to others we ask that departure and entry to the school is in an orderly manner. No pushing, running, shouting etc.
4. Upon coming into the school students are to go directly to their classrooms.
5. Students are expected to go to their classroom promptly at the end of recess to prepare for class.
6. According to K.P.D.S.B. policy, outside footwear is not to be worn in the school, so students should be sure to have indoor shoes at school. Outside footwear is to be removed at the entrance and placed on the shoe racks. Coats are to be hung up in designated areas.

A. DAILY ROUTINES

NUTRITION BREAKS

We promote safety and healthy eating during nutrition breaks at Evergreen. Students are required to sit while eating, and be sure to eat an adequate amount of healthy food at each nutrition break. This helps children to be ready for learning throughout the day.

Lunches should be nutritious. Pop, candy, chips are discouraged. Glass containers, particularly pop bottles, present a safety hazard and shouldn't be used.

1. Students are to eat in their own classroom or in a room assigned.
2. We encourage all students to wash their hands prior to eating lunch.
3. Students are to eat lunch at their own desks and clean up after themselves.
4. Pupils are to line up at the door for dismissal.
5. Dismissal will take place when the supervisor indicates.
6. Washroom visits may be made before proceeding outside.
- 7. In nice weather pupils are to remain outside until the bell rings. Depending on weather conditions pupils will be allowed to remain in their assigned areas. Computer use is prohibited during indoor recesses unless supervised by staff.**
8. No student staying for lunch is to leave the school grounds without permission in writing from their parent/guardian or without permission from a teacher and/or principal.
9. If it is necessary to come in – e.g., washroom, injury, forgotten mitts – students must ask the outside supervisor for assistance.
- 10. Students at school should be well enough to go outside.**

END OF DAY DISMISSAL

1. Pupils are dismissed by their teacher at the bell.
2. Bus students proceed directly to their bus stop at 3:10 p.m.
3. Pupils are not to be in the classroom after the teachers are gone.
4. A student who wishes to return to his/her classroom when the teacher is gone must obtain permission to do so.
5. Walkers should go directly home after school. Supervision is provided for pick-up students for only ten minutes after the dismissal bell.

B. GENERAL INFORMATION

COMMUNICATION BETWEEN HOME AND SCHOOL

Parents are encouraged to keep in touch with their child's teacher - regarding school progress. If any questions arise regarding school policies, programs, or any other matter, we would encourage parents to call the school. When concerns are identified at an early stage, they are quite easily addressed. If you wish to talk to your child's teacher, we would appreciate receiving calls before school, after school, or during break times, unless they are of an urgent nature. Teachers are unavailable to take non-emergent phone calls during the class time.

Opportunities are provided on a number of occasions for parents to meet the teacher or visit the school, such as:

- a) Meet the teacher night/open house;
- b) Student led conferences;
- c) Special class and school functions;
- d) Special parent-teacher conferences which may be held at any time as initiated by parent or teacher.

GUIDELINES FOR CLASSROOM VISITATION

Our families are welcome in our school. There are a variety of volunteer opportunities within the school. Our school encourages partnerships with parents and the community. Our teachers are very accepting of parents' volunteering and visiting the school.

In any partnership, the members respect the common interests and agree to the conditions of the partnership. Keeping this in mind, the following guidelines are recommended for classroom visits.

- The teacher should be contacted prior to the visit.
- The purpose of the visit should be discussed ahead of time, for example: sight word practice, reading, field trips, crafts, etc. The visits should be arranged for a time that is mutually acceptable.
- If a volunteer is unable to come as arranged, the teacher should be contacted.
- Confidentiality of everyone concerned must be respected.
- **All parents/visitors must report their presence in the school to the office.**

It is well documented that parental involvement in their child's education has a positive effect on their learning, self esteem and general success at school. It also promotes a greater understanding between parents and teachers of their common purpose; providing the best possible educational environment for our students. We trust that by respecting these guidelines we will work together toward this goal.

INJURY

The following steps are taken to manage injuries at school. The number and order of the steps taken will depend on the severity of the injury, such as:

- a) Check-in with school staff for minor injuries;
- b) First Aid administered;
- c) for more serious injury, a parent or emergency contact will be communicated with to arrange possible medical attention;
- d) for serious injuries, the ambulance and/or emergency department at hospital will be contacted to make arrangements where possible, otherwise school initiates action.

PLEASE BE SURE THAT IF YOUR CHILD HAS A MEDICAL CONDITION OR ALLERGY, THAT YOU COMMUNICATE THAT TO THE MAIN OFFICE.

B. GENERAL INFORMATION

ILLNESS

Children who become ill at school will be made as comfortable as possible. Families will be contacted should it be necessary for a child to go home.

LOST & FOUND ARTICLES

Found items will be brought to Lost & Found area. We will attempt to have them returned to their owners, but after a reasonable time they will be discarded if not claimed. **We suggest that articles be marked with names, if at all possible.**

ELECTRONIC DEVICES, MONEY & OTHER VALUABLES

The school is not responsible for any loss of electronic device, money or other items of value. Children should be discouraged from carrying money to school unless it is for a school activity. PERSONAL DEVICES ARE NOT REQUIRED FOR SCHOOL USE AND CANNOT BE USED DURING SCHOOL HOURS. PLEASE LEAVE IPODS, GAME SYSTEMS, CELL PHONES AND TABLETS AT HOME.

Children should be aware that a highly valued article could be lost, stolen or damaged if it is brought to school so it is best to leave valuable items at home. Toys in particular have a way of being accidentally damaged or lost. TOYS AND TRADING CARDS SHOULD BE LEFT AT HOME, as they are very hard for school staff to monitor.

The publishing of unauthorized material featuring children, parents or staff on websites such as You Tube, Facebook, Twitter, etc. (or in any other forums) will be dealt with severely. Police may be involved in such cases.

SCHOOL COUNCIL

This group is formed each fall and meets regularly to discuss items of interest or concern. It is also an excellent way of providing feedback regarding programs and policies.

REPORTING TO PARENTS

Reports are issued three times a year, in November, February and June.

Please note changes to reporting on student achievement policies and procedures in Ontario include:

- Issuing a *Progress Report Card* designed to show a student's development of the learning skills and work habits, as well as a student's general progress in working towards the achievement of the curriculum expectations in all subject areas, in the fall of the school year; and
- Reporting student achievement on the *Provincial Report Card* twice per school year rather than three times.

B. GENERAL INFORMATION

SCHOOL PHOTOGRAPHS

Arrangements are made annually at the discretion of the school for individual and class pictures. These are usually taken in early October.

SCHOOL SUPPLIES

Pupils are issued school supplies - notebooks, pens, pencils, erasers, textbooks, etc. Proper care of the school supplies is expected from pupils. Students should have indoor shoes, backpacks and lunch bags.

PROFESSIONAL DEVELOPMENT DAYS

A number of days have been set aside by the Keewatin-Patricia District School Board as Professional Development days. On these days pupils will not attend classes as the teachers will be involved in professional development activities. The calendar sent home at the beginning of the year outlines these days, as well as the school holidays for the coming year.

TELEPHONES

Pupils are allowed to use the telephone but must ask permission. Visits to a friend's house should be arranged at home.

B. GENERAL INFORMATION

HEAD LICE

From time to time, head lice is reported at school. At Evergreen Public, lice are dealt with in the following way:

- a) Upon report of head lice in a particular classroom, school personnel contacts the student's family.
- b) Students should be treated at home. If required, the school will provide shampoo treatments and combs as well as an information sheet on how best to treat family members and clean the home.
- c) Siblings of the children with active cases should also be checked.
- d) We request that parents check their child's head regularly for lice and nits. Please let the school know if you find lice.
- e) Students are directed not to share combs, hats, headbands, etc. Please reinforce this message at home.

STUDENT ACCIDENT INSURANCE

Applications to purchase accident insurance will be sent home to parents at the start of the school year.

Please take some time to examine this package, especially if your child intends to participate in extra-curricular activities such as sports. We recommend any students who play sports, etc. purchase this inexpensive insurance.

VEHICLE TRAFFIC

Cars dropping off or picking up students must do so at the designated **PICK UP** and **DROP OFF** area.

Dismissal time is particularly hazardous and we would suggest that you arrange a pick up spot with your child. Please **exercise caution when driving through the school pick up and drop off areas.**

BUS TRANSPORT

Please see Bus Transportation Brochure available at the school. Questions or concerns regarding KPDSB school bus eligibility or service can be directed to the Northwestern Ontario Student Services Consortium, where all school bus transportation is managed, at their toll free number 1-866-860-7770 Ext. 1.

NEWSLETTERS & CALENDARS

Keep an eye open for our School Newsletter that is sent home monthly.

B. GENERAL INFORMATION

NUT SAFE SCHOOL

More and more people are becoming severely allergic to certain foods. It is hard to believe that some of the nutritious food we eat and enjoy every day can be life-threatening to others, but it is true.

Anaphylaxis is a condition that causes severe life-threatening allergic reactions. There are a number of children in our school with anaphylaxis. Peanuts/nuts and fish are the major cause of food anaphylaxis. It is important for all of us to work together to help keep all food-allergic children safe.

In a classroom setting, cross-contamination is believed to be the leading cause of anaphylactic reactions. Since trace amounts of food allergens can be dangerous, it is important to avoid accidental contamination. A few crumbs from one child's snack can easily be picked up by an allergic child. If they eat, touch, or even breathe tiny amounts of the food they are allergic to such as milk, fish, eggs, or nuts, they can become very ill and even die. Peanut butter sticks to surfaces, hands, and cutlery. Peanut protein can remain on a surface for up to six months even if it's wiped but not washed with soap. Students will not be allowed to share food in these classrooms.

If your child eats peanut butter for breakfast, PLEASE be sure they wash their hands and face with soap, and that they brush their teeth before coming to school. This way, there will be no transfer of peanut butter to desks or books.

Please do not send your child to school with snacks or lunches that contain any type of nut product such as:

- peanut butter sandwiches
- granola bars with peanuts, nuts or peanut butter
- chocolate bars with nuts
- peanut butter cookies

*Coconut and nutmeg are not nuts and do not pose a risk.

The phrase "**May contain trace amounts of peanuts or nuts**" indicates that the manufacturer wants to alert you to the risk of peanut/nut contamination. We realize that many products have this warning and that this would limit selection for snacks. Products labelled in this manner are acceptable to bring, however; students are asked to ensure they properly dispose of the wrappers in a waste basket and wash their hands after eating such a product.

Peak periods of awareness are special occasions such as Hallowe'en, Valentine's Day, and Easter. Gentle reminders may be necessary throughout the year to keep our children safe. Please be sure that all baked goods sent to school for special occasions do not contain nuts of any kind or peanut ingredients. Check food labels often, as ingredients can change at any time.

For more detailed information, you may contact:

Allergy Asthma Information Associates.....1-800-661-7011 (www.aaia.ca)
Food Allergy and Anaphylaxis Network.....1-800-929-4040 (www.foodallergy.org)

This information does not replace any advice given by a doctor and does not provide all of the necessary information to deal with food allergies.

We thank you for your understanding, cooperation and assistance. It is our goal to provide a safe and healthy learning environment for all children, including those who are at risk from food allergens. For more information, please contact the school and speak to the principal.

C. SCHOOL PROGRAMS

In addition to the regular school program, the following activities may be carried on as part of the regular curriculum.

1. **Sports Activities**

In addition to regular Physical Education classes, participation may take place in the following:

- Junior sports tournaments
- Activity Days
- Co-operative games days
- Intramural activities
- Yoga
- Swimming lessons

2. **Public Speaking Contest**

This contest occurs in May and is open to any student in Grades 4 – 6.

3. **Dental Program**

The Dental program is implemented by the dental technician from the Northwestern Health Unit. For more information, contact www.nwhu.on.ca

4. **Special School Functions**

Regular assemblies and assemblies on special days are part of the school program.

5. **Northwestern Health Unit**

A Public Health Nurse regularly visits the school to see students who are referred to her. Students may also arrange a visit to the nurse.

6. **Safety Programs**

Safety programs such as Project Sunset, bicycle safety, water safety, etc. will be presented to students throughout the school year by the O.P.P., NWHU, etc. Programs vary depending upon grade and need.

7. **Resource Programs**

In order to assist students having difficulties in Language Arts, Mathematics and other special areas, resource programs are available.

8. **Home Study**

Work will be provided upon request of parents and as approved by their family doctor for

students recovering at home after surgery or illness.

D. PHYSICAL EDUCATION

1. No gym activity is to take place unless supervised by a teacher or other adult designated to do so.
2. Rules are established before various activities. These must be adhered to for the benefit of the sport as well as for safety.
3. Proper footwear must be worn at all times, i.e. running shoes.
4. Appropriate protective equipment must be worn as required.
5. Physical education equipment is expensive and therefore must be used properly.
6. Upon completion of the gym period or extra-curricular activity it is the responsibility of all participants to see that the equipment is properly put away.

E. RESOURCE CENTRE

LIBRARY RULES AND PROCEDURES

1. Our resource centre operates an "open library" system similar to that in a public library. Staff may book the facility for a class visit or individual students may use the resource centre throughout the day with staff permission and supervision.
2. Classes often opt to visit with their class on a weekly basis. During this time the students may learn some basic library skills, listen to a story, choose a book to take back to the classroom, etc. The decision to allow the children to take books home is made by the teacher and library technician after the students become familiar with library routines and book care.
3. Students are allowed to sign out books from the library. The number will be determined by the library technician, but can be increased with permission from the library technician.
4. Books are checked out by dates. This system enables children adequate time to read a novel or to complete research. Books that are out for a longer than usual time will be tracked by reminder notices.

5. If any library material is lost or damaged, the student responsible will be billed for its replacement and will not be allowed to sign out any more books until the bill is paid. The school may also modify borrowing privileges of individual students if necessary.
6. Makerspace technology can be utilized in the library during supervised times.
7. While silence is not expected, the resource centre should be used quietly as a courtesy to other students or staff who are sharing the facility. Unnecessary noise, inappropriate behaviour, rudeness to staff or other students, unproductive use of time, etc. will result in children being removed from the library.

F. DIGITAL TECHNOLOGY

The Keewatin-Patricia District School Board provides students with access to digital technology for the purpose of enhancing classroom teaching and learning. KPDSB strives to promote responsible global digital citizenship when students use both Board-owned and non Board-owned devices. It is essential for each user to recognize his/her responsibilities with such access and adhere to the terms set out in the KPDSB Digital Technology Student User Agreement. Violation of these terms may result in discipline such as loss of access, suspension or expulsion as deemed by the school's code of conduct and the Ontario Safe Schools Act.

G. BICYCLE SAFETY

For the safety of pupils at school they are to be reminded of obeying the "Rules of the Road" and the importance of having a bicycle in good working order. Bicycle helmets must be worn by all children. Bicycles must be ridden to school properly, placed in the rack, locked and left there until it is time to go. Bicycles are not to be ridden in the schoolyard. Evergreen School does not assume responsibility for bikes that are brought to school.

Rules to follow:

1. Ride in a single file.
2. Walk your bike across busy intersections. Walk your bike from your parking area to the right-hand side of the road before getting on.
3. Riding two on a bike is against the law.
4. Trick riding is dangerous.
5. Obey all traffic signals.
6. Make correct turning and stopping signals.
7. Have lights and other safety equipment.
8. Ride next to the curb.
9. Use a carrier or knapsack. Do not carry books or lunches in your hand.
10. Be alert when cars or trucks pass.
11. Keep your bike in good condition.
12. Do not play around the bicycle parking and have respect for other students' bikes.
13. Students may not ride their bikes on school property during regular school hours.

H. APPROPRIATE DRESS FOR STUDENTS

The Appropriate Dress Policy of **Evergreen PS** reflects the mission of the school to provide a learning environment that is safe, nurturing, positive and respectful. The dress policy is based on principles, such as respect, safety and diversity. Inappropriate Dress at **Evergreen PS** includes:

- (a) language and/or any representations on attire that indicates gang affiliation;
- (b) attire that depicts violence, profanity, racial or gender discrimination or discrimination of any kind whatsoever;
- (c) attire that otherwise demeans an identifiable individual or group;
- (d) clothes that are inappropriate for a school setting.

Students who choose to violate the dress code will be asked to make a choice from the following options:

1. Cover up offending attire with a jacket where possible for the entire day;
2. Call a parent or guardian and ask them to bring an appropriate change of clothing to school; or

In addition, students are asked to be particularly mindful about selecting clothing when on school events away from the school site (e.g. field trips). As ambassadors for Evergreen School, dress should be respectful and appropriate for the venue being attended.

I. STANDARDS OF BEHAVIOUR

PROGRESSIVE AND POSITIVE DISCIPLINE

Given that studies show positive discipline to be the most successful motivator for appropriate behaviour, staff of Evergreen School will endeavour to use positive and supportive methods in developing responsible caring students.

Positive discipline is aimed at changing student behaviour and is not punitive. Positive and supportive methods may include, but not be limited to:

- involving students in the development of classroom rules
- positive reinforcement
- providing special privileges/responsibilities
- role modeling respectful behaviour
- including violence prevention, nondiscrimination, and conflict resolution education
- positive nonverbal communication
- positive notes, certificates, etc.
- striving to make the learning environment welcoming, inclusive, interesting and challenging.

CONSEQUENCES AND PROCEDURES FOR INAPPROPRIATE BEHAVIOUR

The classroom teacher, lunchroom supervisors, support staff or principal, will handle most situations as they occur. Staff will attempt to apply consequences that are logical to the inappropriate behaviour in a respectful manner in compliance with progressive discipline practices. These consequences will be applied in a timely manner. Natural consequences will be used and will be aimed at changing student behaviour.

The following is a range of some of the progressive discipline consequences that may be selected to address student misbehaviour, as appropriate to the circumstances and the age of the student. They are not in any particular order:

- use of *Restorative Practices*
- student/teacher conference for problem solving
- student/principal conference
- nutrition breaks chores
- time out
- telephone call to parent by student and/or staff member
- student to write an apology (oral or written) to an individual or class
- loss of privileges, including extracurricular activities
- documentation of misbehaviour
- conferencing with other agencies (e.g., Firefly, Attendance Counsellor, Police)
- phone call, email and/or letter to parent from staff member
- student "sent home" under supervision of parent/guardian for remainder of day
- "in school" suspension
- financial penalty pay for vandalism, loss, damage and/or theft
- restitution counselling
- voluntary suspension (withdrawal of student by parent)
- formal suspension from school, formal expulsion (out of school)
- police involvement

I. STANDARDS OF BEHAVIOUR

For student misbehaviour, every-effort will be made to conference with the parent/guardian to jointly discuss and determine appropriate and meaningful consequences that will contribute to shaping positive behaviour. However, for very serious infractions of the KPDSB Code of Conduct (Policy #322), a student maybe suspended or expelled.

Following ministry guidelines and the Education Act, KPDSB has set Standards of Behaviour (Section 2.2) in the KPDSB Code of Conduct (Policy #322).

2.2 STANDARDS OF BEHAVIOUR IN THE SCHOOL ENVIRONMENT

2.2.1 Respect, civility and responsible citizenship

All members of the school community must:

- i. respect and comply with all applicable federal, provincial and municipal laws;
- ii. demonstrate the attributes of good character as encompassed in the Board's Character Development Program: Honesty, Respect, Responsibility, Kindness, Bravery, Humility, and Wisdom;
- iii. respect differences in people, their ideas, and their opinions;
- iv. treat one another with dignity and respect at all times, and especially when there is disagreement;
- v. respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- vi. respect the rights of others;
- vii. show proper care and regard for school property and the property of others;
- viii. take appropriate measures to help those in need;
- ix. refrain from bringing anything to school that may compromise the safety of others;
- x. seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;

- xi. respect the need of others to work in an environment that is conducive to learning and teaching;
- xii. not swear at a teacher or at another person in a position of authority.

2.2.2 Physical Safety

a) Weapons

No member of the school community may:

- be in possession of any weapons;
- traffic in weapons;
- use any object to threaten or intimidate another person;
- cause injury to any person with an object.

b) Alcohol and Drugs

No member of the school community may:

- be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs;
- traffic in alcohol or illegal drugs;
- give alcohol to a minor.

c) Physical Aggression

No member of the school community may:

- inflict or encourage others to inflict bodily harm on another person;
- use physical aggression to resolve conflict;
- commit robbery.

2.2.3 Harassment and/or Intimidation

No member of the school community may:

- engage in bullying;
- engage in harassment or intimidation of any type;
- engage in hate propaganda or other forms of behaviour motivated by hate or bias.

2.2.4 Initiation

All members of the school community will refrain from initiation activities that are defined as "hazing". Initiation activities that are designed to welcome the new members of the school community must be approved by school administration.

2.2.5 Vandalism

No member of the school community may:

- commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school.

In accordance with the Education Act, s.265 (a), it is the duty of the principal to maintain proper order and discipline in the school. In accordance with s.264 (1)(e) of the Education Act, it is the duty of a teacher to maintain, under the direction of the principal, proper order and discipline in his/her classroom and while on duty in the school and on the school ground.

In serious cases, students may be suspended or expelled from school. It should be noted that a student may be suspended or expelled not just for activities that occur at school and on field trips, but also for engaging in any activity out of school that may have a negative impact on the school climate.

Under section 306 of the Education Act and section II Activities Leading To Possible Suspension of Student KPDSB Policy #329 Progressive Discipline and Promoting a Positive School Climate:

2.1 Activities Leading to Possible Suspension

A principal shall consider whether to suspend a student if he or she believes that the student has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate, subject to mitigating and other factors:

- a) Uttering a threat to inflict serious bodily harm on another person
- b) Possessing alcohol or illegal drugs
- c) Being under the influence of alcohol or illegal drugs
- d) Swearing at a teacher or at another person in a position of authority
- e) Committing an act of vandalism that causes extensive damage to school property at the student's school or to property located on the premises of the student's school
- f) Bullying, including cyber-bullying
- g) Persistent opposition to authority, habitual neglect of duty; willful destruction of school property, use of profane or improper language, or conduct injurious to the moral tone of the school or to the physical or mental well-being of others in the school

3 Expulsion of Students

It is the policy of the Keewatin-Patricia District School Board to deal with expulsion of students in accordance with the Education Act and the regulations made thereunder.

3.1 Activities Leading to Possible Expulsion

A principal shall consider whether to recommend to the Board that a student be expelled if he or she believes that the student has engaged in any of the following activities while at school, at school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate, subject to the mitigating and other factors:

- a) Trafficking in weapons or in illegal drugs
- b) Possessing a weapon, including possessing a firearm
- c) Using a weapon to cause or to threaten bodily harm to another person
- d) Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
- e) Committing sexual assault
- f) Committing robbery
- g) Bullying, if the student has been previously suspended for engaging in bullying and the student's continuing presence in the school creates an unacceptable risk to the safety of another person.
- h) Any activity listed in #2 above that is motivated by bias, prejudice, or hate
- i) Giving alcohol to a minor
- j) Issuing a bomb threat or causing a bomb threat to be issued
- k) Engaging in a pattern of behaviour that is so refractory that the student's presence is injurious to the effective learning and/or working environment of others
- l) Engaging in an act:
 - I. That causes the student's continuing presence in the school to be injurious to the physical or mental well-being of other students or persons in the school;
Or
 - II. That causes extensive damage to the property of the Board or to goods that are on school board property
- m) The student has demonstrated through a pattern of behaviour (eg neglect of duty, truancy or opposition to authority) that he/she has not prospered by the instruction available to him/her and that he/she is persistently resistant to making the changes in behaviour which would enable him/her to succeed

4 Suspension by Principal

If a principal decides to suspend a student for engaging in an activity described in #2 or #3 above, the principal shall suspend the student from his or her school and from engaging in all school-related activities.

When a principal suspends a student for more than five (5) school days, he or she shall assign the student to a program for suspended students in accordance with the Safe and Supportive Schools Procedures.

A student who is suspended is not considered to be engaged in school-related activities when participating in a program for suspended students.

Suspensions shall be for no less than one school day and no more than 20 school days and in considering how long the suspensions should be, a principal shall take into account any mitigating or other factors set out in the Safe and Supportive Schools Procedures.

Suspensions of up to five (5) days duration are the mandate of the school principal. Suspensions over five (5) days must be discussed with and reviewed by the Superintendent of Education before the student is suspended. After this review, the Superintendent of Education may:

- a) Confirm the principal's decision
- b) Modify the duration of the suspension or
- c) Withdraw the suspension and expunge the student record

J. BUS BEHAVIOUR

EXPECTED BEHAVIOUR

Behaviour on the bus is covered under School Board Policy and will be handled by the principal accordingly. This policy is outlined in detail on the next page.

REASON

Riding the school bus is a privilege, not a right, and as such students are expected to ride in a way that will ensure the safety and comfort of others and themselves on the bus according to the rules outlined by the Bus Policy.

CONSEQUENCE

If students misbehave on the bus, the driver will notify the principal who will deal with the situation.

- First incident: Student is reprimanded and parents are notified through a Bus Report
- Second incident: Student is reprimanded, warned of the consequences, and parents are notified in writing through a Bus Report that the child will be suspended if negative behaviour persists.
- Third incident: Student is suspended from riding the bus.

Suspension may occur sooner if the incident is very serious. If a student receives two warnings and his/her behaviour improves for three months the student will then have a "clean slate."

J. BUS BEHAVIOUR

KEEWATIN-PATRICIA DISTRICT SCHOOL BOARD BUS POLICY

In order that the Board and the contracted School Bus Operators may provide the safest possible transportation in an efficient, economical and safe manner students are required to observe the following rules:

1. Smoking or using non-prescribed drugs or alcohol is PROHIBITED on all school buses at any time.
2. Passengers shall not fight or use obscene language or gestures on the bus.
3. Passengers must not bring dangerous or disturbing objects on school buses.
4. Passengers must keep head, hands and arms inside the bus.
5. Passengers must behave in an orderly, safe fashion.
6. Passengers must not throw anything inside outside of or at the bus at any time.
7. Passengers must remain seated at all times, and must not distract the driver.

In addition, any activity that creates a safety hazard will not be permitted on school buses.

DISCIPLINE ON BUSES

The following parameters will form the Bus Discipline Policy for the Board and shall be included in each School Code of Behaviour.

The Board considers that transportation is a privilege and not a right. Breaches of conduct detrimental to the safe operation of the bus or to other students riding on the bus will not be tolerated.

The driver of the bus is in charge of the safe operation of the bus and the safety and welfare of all students. Discipline concerns are to be referred to the appropriate principal.

Where students do not observe the rules of conduct, the bus driver must notify the principal or designate of the school concerned as soon as possible after the completion of the route. The driver must complete the form provided for reporting such incidents and submit it to the principal.

CONSEQUENCES

The principal or designate shall determine the circumstances surrounding a reported breach of conduct by a student on a school bus and shall determine the form and extent of discipline, if such is warranted, using the following guidelines:

- i. If the form of discipline is to be suspension of the student's bus riding privileges and the proposed period of suspension is more than five days, the principal or designate shall consult with the Director of Education or designate before issuing the suspension.
- ii. The length of any suspension issued shall not exceed the following time periods except in special circumstances approved by the Director of Education or designate:
 - First occurrence: 5 days.
 - Second occurrence: 1 month.
 - Third and subsequent occurrences: 1 year.

If it is determined that the form of discipline to be applied is suspension of the student's bus riding privileges, the principal or designate shall advise the student, the student's parents, the bus operator and the Director of Education or designate, in writing before such suspension comes into effect. Such advice may be given verbally but it shall be confirmed in writing. The written advice shall specify the inception and completion dates of the suspension, the reasons for the suspension, and the right of appeal to the Director. Any suspension may be appealed to the Director of Education or designate for review. Upon receipt of an appeal, the Director of Education or designate will rule within two school days.

If the form of discipline is other than a suspension, the principal or designate shall advise the student, student's parents, the bus operator and the Director of Education or designate, in writing, as to the reasons for and the form of such disciplinary action.

K. FIRE SAFETY

FIRE DRILLS

The principal will organize fire drills. Every student and teacher will take part in such drills. The safe evacuation of the school is a serious matter and will be treated as such.

Fire Evacuation procedure of Evergreen Public School will be as follows:

1. At the alarm, students rise and leave the classroom in an orderly fashion.
2. There should be no running, pushing or talking.
3. No attempt should be made to take out articles such as clothing, outside footwear, or backpacks.
4. Teachers or monitors should see that doors and windows are closed.
5. Students will proceed outside to a designated safe area.
6. Teachers will check to see that all students are present and that none are missing.
7. The principal shall determine the exit routes used and shall inspect them regularly to ensure that they are not blocked or obstructed.
8. The principal shall ensure that the teachers and classes understand the evacuation procedure.
9. Alternate routes should be practised.
10. All classes should understand routes to be used from special activity areas. i.e. the gymnasium.

L. EMERGENCY EVACUATION

PURPOSE

This plan has been prepared to provide a safe and efficient method of evacuating Evergreen School in the case of an emergency and for ensuring that students and staff are removed to a safe location if necessary.

EMERGENCY DEFINED

An emergency is defined as a situation (or the threat of a situation) which, by its nature or magnitude, affects the health and safety of the students and staff of the school.

While many emergencies could occur, those most likely to occur are:

- a) fire within the school
- b) fire in the neighbourhood
- c) gas leak within the school

- d) gas leak in the neighbourhood
- e) train accident near the school
- f) chemical spill on the railway
- g) acts of terrorism (bomb threat, intruder)

REQUESTS FOR ASSISTANCE

Assistance may be requested from the following (and other) agencies/organizations:

- a) Kenora Fire Department (911 or 467-2090)
- b) Ontario Provincial Police Department (911 or 548-5534)
- c) Community Emergency Management (467-2222)
- d) Keewatin-Patricia District School Board (468-5571)
- e) Lake of the Woods District Hospital (468-9861)
- f) Ambulance Dispatch (911 or 468-3311)
- g) Department of National Defence (Kenora Armouries) (468-6749)
- h) Beaver Brae Secondary School (468-6401)
- i) Kenora Recreation Centre (467-2087)
- j) Kenora Hydro – Power Outages and Emergencies (467-2243)
- k) CPR – Railway Emergency (1-800-795-7851)

DECLARATION OF AN EMERGENCY

Upon receipt of warning of a real or potential emergency, the following school officials may declare an emergency:

- a) the principal; or
- b) a designate of the principal.

EMERGENCY CONTROL GROUP

Once an emergency has been declared, it is the responsibility of the school official who declared the emergency to assemble the Emergency Control Group in the Emergency Command Centre.

The Emergency Control Group shall consist of the principal, vice principal, school secretary, school resource teacher and any other staff members the principal deems necessary in the circumstances. School or Board employees without classes will report to the Emergency Control Group. In the event that all of the designated members of this group are absent, the Emergency Control Group shall consist of their designated alternate and any other staff members he/she deems necessary in the circumstances.

It is the responsibility of the Emergency Control Group to make the necessary decisions and communicate them to the people charged with the responsibility of carrying them out.

It is the responsibility of the Emergency Control Group to maintain communication with the appropriate outside agencies/organizations for the purpose of receiving information and instructions.

It is the responsibility of the Emergency Control Group to appoint an outside communications officers who is responsible for picking up a radio-phone in the main office and relaying instructions to staff and students assembled outside or at the evacuation site from the Emergency Control Group remaining in the school.

It is also the responsibility of the Emergency Control Group to maintain regular communication with staff and students outside or at the evacuation site.

It is the responsibility of the Emergency Control Group to identify and communicate safe exits and areas when an emergency arises.

It is the responsibility of the Emergency Control Group to arrange and renew the agreement with the Evergreen Community Club, and Beaver Brae Secondary School to use their facilities as a marshalling area in the event that students need to be removed from the school site.

It is the responsibility of the Emergency Control Group to determine when students should be removed to the Evergreen Community Club or to Beaver Brae Secondary School.

It is the responsibility of the Emergency Control Group to provide an emergency class register to be used during evacuations. This register will include a place to check attendance on the school grounds, at an evacuation site and the time and method of departure from the evacuation site.

It is the responsibility of the Emergency Control Group to provide the necessary training for all staff within the first week of each school year.

It is the responsibility of the Emergency Control Group to arrange a mock disaster evacuation near the beginning of each school year.

It is the responsibility of all administrators, teachers, custodial and support staff to remain on duty until the Emergency Control Group indicates that it is permissible to leave.

EMERGENCY COMMAND CENTRE

The Emergency Command Centre shall be the Principal's office of the school. In the event this location cannot be used, the Library will become the Emergency Command Centre.

If an outside location is necessary, it shall be the school soccer field. In the event that location cannot be used, it shall be the Evergreen Community Club.

NOTIFICATION PROTOCOL

The Emergency Control Group is responsible for arranging that appropriate agencies/organizations from the list identified earlier are notified. (See lists and telephone numbers under "*Requests for Assistance*").

TERMINATION OF AN EMERGENCY

An emergency may be declared terminated at any time by the Emergency Control Group. It is the responsibility of the Emergency Control Group to arrange that the appropriate agencies/organizations are notified of the cessation of the emergency.

L. EMERGENCY EVACUATION

TEACHER RESPONSIBILITIES

Classroom teachers are responsible for ensuring that all students in their class vacate the building to a safe location. They are also responsible for seeing that all classroom windows are closed and the door to the room is locked and they have the emergency procedure manual and emergency class register in their possession when they vacate the building. Education Assistants are responsible for ensuring the safe evacuation of students assigned to their care.

Once out of the building, staff are responsible for helping to assemble students in the designated safe area(s), supervising them once assembled and carrying out the instructions of the Emergency Control Group.

Once out of the building, teachers are responsible for helping to assemble students in the designated safe area(s), taking attendance and supervising students once assembled and carrying out the instructions of the Emergency Control Group.

It is also the responsibility of the classroom teachers, designated Resource Teachers and designated Education Assistants to supervise the safe removal of any disabled students in their classes.

Teachers without classes are responsible for assisting with the safe evacuation of the building and the supervision of students, unless otherwise directed by the Emergency Control Group.

Teachers with first-aid credentials are responsible for reporting to the Emergency Control Group so they may be assigned to the area(s) where their skills are required.

It is the responsibility of all administrators, teachers, custodial and support staff to remain on duty until the Emergency Control Group indicates that it is permissible to leave.

EVACUATION TO EVERGREEN CC OR TO BEAVER BRAE SECONDARY SCHOOL

In the event of an evacuation, all classes will vacate the building as per the routes established for fire drill evacuation. Teachers will lead their classes to the following locations:

- The kindergarten class will exit from the mud room and proceed down the walkway to the sidewalk.
- Each class will exit out their assigned entrance/exit door and will proceed along the field to the front of the school and down the walkway to the sidewalk.
- Classes in the gym will use the gym exit, proceed in front of the school and down the walkway to the sidewalk.
- Classes in the library or video conference room will exit through the main doors and proceed down the walkway to the sidewalk.

Once at the Evergreen Community Club or at Beaver Brae Secondary School, a staff member will notify the office of arrival, and students will move to the gymnasium and be seated by class in the gymnasium and supervised by their teacher, attendance will be taken. Staff and students will take direction from the principal via the outside communications officer about next steps.

L. EMERGENCY EVACUATION

STAFF RESPONSIBILITIES

Emergency Control Group members are responsible for shutting off all appropriate equipment as directed by the fire department or police.

It is the responsibility of the principal to ensure that a battery-operated bullhorn is available and maintained in the main office to be used for outside communications purposes.

It is the responsibility of the principal to ensure that 2 radios are available and maintained in the main office and/or staff room to be used for communication between the Emergency Control Group and the designated outside communications officer.

It is the responsibility of the principal to ensure that one portable AM radio is available and maintained in the main office to be used by the Emergency Control Group to monitor instructions from the EMO.

It is the responsibility of all administrators, teachers, custodial and support staff to remain on duty until the Emergency Control Group indicates that it is permissible to leave.

OTHER STAFF RESPONSIBILITIES

Other personnel are responsible for carrying out the notification duties assigned by the Emergency Control Group and then exiting the building to a designated safe location. Once outside, they are responsible for assisting teachers in supervising students.

It is the responsibility of all administrators, teachers, custodial and support staff to remain on duty until the Emergency Control Group indicates that it is permissible to leave.

STAFF TRAINING

Staff training shall include but not be restricted to the following:

- The use of fire extinguishers
- Protocol for leaving the classroom
- Exits to use
- Protocol for supervising students once out of the building
- Review of duties and responsibilities outlined in this plan

M. LOCKDOWN PROCEDURES

EMERGENCY RESPONSE PROCEDURES FOR LOCKDOWN

If a threat to student safety arises which requires that students remain in classrooms and that a lockdown occur to prevent entry by outsiders, the following shall occur:

- An announcement will be made over the PA system stating the type of response necessary: **"Shelter In Place"**; **"Hold and Secure"**; or **"Lockdown"** and the announcement will be repeated three times with a break between each repetition. The Emergency Control Group shall report to the office. Teachers will follow the appropriate protocol for the type of emergency response necessary (as listed below).

- The principal and designated staff will ensure that any remaining students left in the washrooms or hallways join the classroom closest to the washroom. Designated teachers will communicate via the PA system to classroom teachers which students have arrived in classroom to ensure that all students are accounted for.
- Students in the hallways or washrooms shall immediately join a classroom closest to the washroom.
- Classes in the library shall remain there with the door locked and windows covered. It is expected that this emergency lockdown procedure should only take several minutes to complete and that all staff and students comply appropriately with this procedure to ensure student and staff safety.
- Staff and students shall await further instructions from the principal or designate who will circulate to each and every classroom in the school notifying staff that the status is "all-clear".

TYPES OF RESPONSES

SHELTER IN PLACE:

An environmental threat is possible in the area of the school.

- Lock doors.
- Students to be in class.
- Prepare for call to evacuate to a safe location.
- Most activities can continue to occur in classroom unless evacuation necessary.
- Take attendance.

HOLD AND SECURE:

A potential threat of a criminal in the area of the school; or a crime is in progress.

- Lock doors, pull blinds and secure students into the classroom.
- Most activities can continue to occur in the classroom.
- Take attendance.

LOCKDOWN:

A major incident or violent incident where there is a threat to life occurring.

- Lock doors, pull blinds, turn off lights, close windows, and cover windows if possible.
- Students in the hallway or washroom are to report to the nearest classroom immediately.
- Classes in the student support room, gymnasium and library shall remain there with the door locked and windows covered.
- Students are to remain quiet, seated out of sight from windows; no cell phones.
- Emergency Control Group to report to the office, unless unsafe. If unsafe, report to the Library.
- Teachers follow Lockdown Procedures within the class.
- Follow protocol outlined in KPDSB/OPP Violent Incident Emergency Response Plan.
- Staff and students shall await further instructions from the Emergency Control Group.

M. LOCKDOWN PROCEDURES – APPENDICES

APPENDIX 1

PROCEDURES FOR EMERGENCY DISMISSAL/EMERGENCY PARENTAL CONTACT

(Inclement Weather, Other)

The Emergency Control Group will be responsible for informing all staff and students of the Early Dismissal. The ECG is responsible for the deployment of students for an Early Emergency Dismissal as per instructions on file for Bus and Non-Bus Students. Teachers are to remain in their classrooms with their students until instructions are given for dismissal. Teachers without classes are responsible for reporting to the office to assist with telephoning. All grade 6 students will report to their HOMEROOM classes as will Grade 6 teachers report to their homeroom to assist with early dismissal.

Calls will be made to **ALL KINDERGARTEN FAMILIES**. Calls only need to be made in succeeding grades to those parents of students who **DO NOT** have a younger brother or sister in school.

- 1) Use individual teacher's list.
- 2) Contact parents as appropriate – explain reason.
- 3) Use emergency contact numbers available in the large binder in the office if parents cannot be reached.
- 4) Record and report non contacts to the principal in the office.
- 5) Dismiss students as appropriate.

DISMISSAL OF STUDENTS

Bus Students

Those students who take a bus home will be dismissed when given the go-ahead by the Emergency Control Group. One staff member will be designated as the Outside Communications Officer. This staff person will take a radio and report to the office which bus has arrived. This information will in turn be relayed to the classrooms. A staff member will check off the names of students who are taking the bus home. The staff member will accompany the students out to the bus to ensure all students board.

Non Bus Students

The Emergency Control Group will notify teachers as to which students may be dismissed to walk home.

M. LOCKDOWN PROCEDURES – APPENDICES

APPENDIX 2

EMERGENCY EVACUATION ROUTES

ROOM 106 and 109 exit out the mud room door on the north side of the building. Proceed around the northeast side of the building and assemble on the soccer field.

ROOMS 110 AND 111 exit out the southeast entrance in the primary wing and proceed to the soccer field.

ROOMS 133, 134 AND 138 exit out the east exit near the staff room and proceed to the soccer field.

ROOMS 137, 136 AND 135 exit out the south exit at the end of the junior hall and proceed to the soccer field.

GYM exit out the emergency gym exit on the northwest side of the building and proceed in front of the school and around the east end to the soccer field. Proceed to the place where the class would have lined up had they been in their regular classroom at the time of the alarm. If the class is already outside, proceed to the place where they would have lined up had they been in their regular classroom at the time of the alarm.

STUDENT SUPPORT ROOM AND LIBRARY exit out the main north exit and proceed to the place where the class would have lined up had they been in their regular classroom at the time of the alarm.

SPEECH AND LANGUAGE ROOM exit out the parking lot north exit, proceed in front of the school and around the east end to the soccer field and rejoin their classmates in their usual line-up spot.

WASHROOMS

Students using the **primary washroom** are to exit out the primary exit on the southeast side.

Students using the **junior washroom** are to exit out the east exit near the staff room and rejoin their classmates in their usual line-up spot.

This plan will ensure that classes are lined up outside in main areas and that all students can be accounted for in an easy, predictable manner.

M. LOCKDOWN PROCEDURES – APPENDICES

APPENDIX 3

GENERAL PRINCIPLES OF EVACUATION:

1. Evacuation orders will be given by the principal or designate on instructions received from the Director/Superintendent of Education.
2. Communications
 - a) Battery operated radio in the office tune into Q104.
 - b) External ringer will ring or a phone call will inform school.
 - c) In-school communication will be direct to all classrooms.
 - d) The principal or designate will be in charge.
3. Transportation
 - a) **170** students will require **5 buses** depending on their size.
 - b) Walking may be the best option, depending upon the type of emergency.
 - c) In the case of fire emergency, students may walk to one of two possible safe areas:
 - d) Evergreen Community Club
 - e) Beaver Brae Secondary School
 - f) All staff will be responsible for staying with the children as they are being transported to emergency marshalling areas.
 - g) This guideline, family lists, etc., will be available in the office and staff room on a clipboard at all times.
4. Evacuation Procedures
 - a) In the case of fire, students will follow the regular fire drill procedures.
 - b) In the case of early dismissal, parents will be called for all students and retained until a parent/older sibling is found to be home for their supervision.
 - c) Parents are to listen to Q104 for announcements regarding early closure due to inclement weather.

M. LOCKDOWN PROCEDURES – APPENDICES

APPENDIX 4

POLICE RESPONSE VIOLENT INCIDENT

Upon arrival, the Police will:

- Assess the situation, assume overall command of the incident, and possibly request resources from the school.
- Establish a command post at an appropriate location.
- The police priority will be to stabilize the situation, isolate and confine the subject. There may be an attempt to disarm the subject through negotiation.
- When dispatched to an armed person incident, officers will attempt to remove all persons that could be in danger. They may request an evacuation of the school and possibly the surrounding area buildings and homes.

The School's Role with Police:

- The Principal or designate remains primarily responsible for the safety of students and staff, under the direction of the police.
- School administration or custodial staff should provide a school floor plan to the police if they do not have that already.
- All staff and students are under the direction and control of the police; cooperation is key.
- Staff, students and others in the school need to be aware that any site may contain scene evidence. Avoid unnecessarily tampering with or disturbing evidence. To the extent possible, leave all objects exactly as they are in order to protect the crime scene for police investigations. Discourage others from disturbing the crime scene. Keep the area isolated.

Dealing with the Media:

- Police representatives handle media relations regarding the incident and police response.
- Board or school administration handle media relations regarding Board or school related information.

Other Communication:

- Communication with some or all parents will be determined by school administration or the police.
- Board Office and Area Superintendent should be contacted as soon as possible after the incident occurs.