**Julie Payette Public School**

300 Garden Street, Whitby, Ontario L1N 3W4
Telephone: 905.668.2225 Fax: 905.668.7555

 **Safe Arrival Line: 1-844-350-2646**

 School Hours: 8:00 am to 2:30 pm

 Principal : A. Williams

 Vice-Principal: A. Atkinson

 Special Education Resource Teacher: L. Clark
 Secretaries: K. Gallacher, K. Cannon

**At Julie Payette PS:**

**We treat each other with respect**

**We are responsible for what we say and do.**

**We care about our school community.**

**We recognize our right to be safe.**

**We use our hands for helping, not hurting.**

**We are positive in thought, word, and deed.**

**Rêver. Viser. Devenir. ~ Dream. Aspire. Become.**

**This agenda belongs to:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HR:

**Visit us online at** <http://www.ddsb.ca/school/juliepayette/Pages/default.aspx>

**Follow us on Twitter @JuliePayettePS**

**A MESSAGE FROM THE PRINCIPAL**

On behalf of the staff at Julie Payette Public School, we would like to take this opportunity to say "Bienvenue!" to parents and students who are returning and to extend a warm welcome to the families of students who are new to our school. We hope that 2019/2020 will be a fantastic year for you.

We encourage you to become actively involved in school life by joining a team or a club. Your participation in these activities will make your school year a memorable one. We sincerely hope that all parents will feel part of our school community and become involved by volunteering and attending school activities. We value working with parents and guardians as a team to support your child(ren).

Please remember to always put your best effort forward in all aspects of school life. Never settle for anything that is not your best. Why be good, when you can be great? You all have extraordinary qualities. You all have something unique to offer. With respect to character, make sure to keep it growing- watch your words as they are very powerful, use them to be kind. At JPPS, we firmly believe in supporting you alongside your parents in achieving your personal best in your academics and equally in your character development.

Passez une excellente année!

Andrea Williams

**Julie Payette Motto**

**““The Julie Payette crew, a partnership of families, school and community,
is committed to working together in a bilingual culture. We strive to promote an equitable, safe and meaningful learning environment that fosters global awareness and creativity while challenging students
to be passionate, lifelong learners on their journey to discovery. ””**

**The Julie Payette Crew**

|  |  |
| --- | --- |
| **SCHOOL DAY** | **SCHOOL HOLIDAYS** |
| Yard Supervision begins 7:45 am Entry Bell 8:00 amMorning recess 9:30 – 9:45 amLunch 10:45-11:45 am Afternoon recess 1:15-1:30 pm Dismissal 2:30 pm | Labour Day September 2, 2019Thanksgiving October 14, 2019December Break Dec. 23, 2019- Jan. 3, 2020Family Day February 17, 2020March Break March 13-20, 2020Good Friday April 10, 2020Easter Monday April 13, 2020Victoria Day May 18, 2020Last Day June 25, 2020 |

**PROFESSIONAL ACTIVITY DAYS** **2019-2020** •August 29th  •October 11th  • November 15th • January 17th •April 3rd •June 5th •June 26th

**There is NO early dismissal on the first day of school OR on the Friday before the Winter Break**

**Julie Payette Public School**

***Student Code of Conduct***

**Rêver. Viser. Devenir. ~ Dream. Aspire. Become.**

As part of the Ministry of Education’s plan to maintain safe schools, all elementary schools are required to develop a Code of Conduct. The purpose of this Code of Conduct is to provide clear expectations on what constitutes acceptable behaviour for all members of the school community. The school community includes students, staff, parents, guardians and school visitors. The Ontario Code of Conduct or Parents Guide can be viewed at:

<http://www.edu.gov.on.ca/extra/eng/ppm/128.pdf>

<http://www.edu.gov.on.ca/eng/safeschools/code.pdf>

Julie Payette Public School’s Code of Conduct is a framework designed to ensure that our school has the best possible learning environment where everyone feels welcomed, safe and respected. It is an expectation that students, staff, parents, guardians, guests and community members act respectfully and equitably to honour the fundamental rights and freedoms of everyone.

# Standards of Behaviour

The Durham District School Board and Julie Payette Public School support the provincial standards of behaviour which include respect, civility, responsible citizenship and physical safety. All students, staff, parents, guardians, volunteers, and guests are included in this Code of Conduct whether they are on school property, on school buses or at school-authorized events or activities.

All members of our school community are committed to ensuring a safe, stimulating, and positive learning environment where all individuals can question, learn, experience, and grow to their full potential. Creating this environment requires the cooperation, full attention, and best efforts of students, staff, and parents working together.

All members of our school community are entitled to be treated fairly and with respect. In return, they have a responsibility to behave towards others in the same way. All students must be aware of and follow all school rules during all school-sanctioned activities and field trips. Together we create an environment where students, staff and parents feel valued, safe, and respected.

# Respect, Civility and Responsible Citizenship

All school members must:

* Respect and comply with all applicable federal, provincial and municipal laws;
* Demonstrate honesty and integrity;
* Respect differences in people, their ideas and opinions;
* Respect and treat others fairly at all times, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability, and especially when there is disagreement;
* Respect the rights of others;
* Show proper care and regard for school property and the property of others;
* Take appropriate measures to help those in need;
* Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
* Respect all members of the school community;
* Respect the need of others to work in an environment that is conducive to learning and teaching;
* Use polite language with others

 “We must become the change we want to see in the world.”

Mahatma Gandhi

# Physical Safety

 All members of the school community must not:

* Engage in bullying behaviours;
* Commit sexual assault;
* Traffic in weapons or illegal drugs;
* Give alcohol to a minor;
* Commit robbery;
* Be in possession of any weapon, including firearms;
* Use any object to threaten or intimidate another person;
* Cause injury to any person with an object;
* Be in possession of, or be under the influence of, or provide others with alcohol or illegal drugs;
* Inflict or encourage others to inflict bodily harm on another person;
* Engage in hate propaganda and other forms of behaviour motivated by hate or bias;
* Commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school.

# Student Responsibilities

**WE EXPECT OUR STUDENTS TO...**

**Be Respectful**

* Be honest and truthful
* Respect other people’s feelings and differences
* Respect other people's belongings and public property
* Respect themselves
* During assemblies and public events, show respect for the performers and audience

**Be Mannerly**

* Use polite language
* Be punctual
* Practise cleanliness/personal hygiene

**Be Responsible**

* Come to school prepared, on time and ready to learn
* Respect due dates for assignments and projects
* Properly prepare for tests
* Ensure that if absent, missed assignments are completed
* Follow established rules and routines
* Take responsibility for words and actions
* Deliver notes and letters to parents and teachers
* Be organized and be prepared for class

**Be Safe**

* Show self-control at all times
* Follow yard rules
* Stay on school property
* Report any injuries, problems, or dangerous behaviour to staff on duty
* Stay within the designated areas during recesses
* Not bringing anything to school that would compromise the safety of others

Students who do not comply with the standards of behaviour as outlined in Julie Payette Public School’s of Conduct will be dealt with in a fair, considerate and judicious manner. Actions will vary depending on the circumstances of each individual case.

Bias- Aware Progressive Discipline is a whole-school approach that utilizes a continuum of interventions, supports, and consequences to address inappropriate student behaviour and to build upon strategies that promote positive behaviours and choices. When inappropriate behaviour occurs, disciplinary measures are applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive.

At JPPS, we utilize a range of interventions, supports, and consequences that include learning opportunities for reinforcing positive behaviour while helping our students make good choices. They may include:

* Caution and/or redirection by teacher, support staff or adult supervisor
* Temporary removal from class, activity or event
* Peer/teacher mediation
* Natural consequences
* Problem solving, conflict resolution or restorative practices
* Parental contact (Think Sheet, call or letter)
* Loss of privileges
* Detention
* Involvement/referral to the School Liaison Officer
* In-school sanction
* Suspension
* Expulsion

# Bully Prevention

The staff at Julie Payette Public school is committed to providing students with an opportunity to learn and develop in a safe, inclusive, and accepting school climate that supports academic achievement for all students and that helps students reach their full potential. Bullying of any kind is not tolerated. If bullying does occur, students need to report it and know that incidents will be dealt with promptly and effectively. The Ontario Ministry of Education Definition defines bullying as,

*aggressive and typically repeated behaviour by a pupil where,*

1. *the behaviour is intended by the pupil to have the effect of, or the pupil ought to know that the behaviour would be likely to have the effect of,*
	1. *causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual’s reputation or harm to the individual’s property, or*
	2. *creating a negative environment at a school for another individual, and*
2. *the behaviour occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education;*

**SCHOOL RULES**

 **Entry, Exit - Movement in the School**

Certain expectations exist regarding student movement in the school:

(a) Students are to enter and exit the building through their own designated doors.

(b) When moving through the halls students should walk quietly in a single file along the right side.

(c) Students should not be in the school at recess, lunch hour or before and after school without the permission of a teacher.

**At recess time:**

 **Playground**

Our primary concern on the playground is for the safety and security of each and every student.

(a) Students are not permitted to throw ice, snow, snowballs, rocks, sand or any projectile that has the potential to injure another student.

(b) Students are not permitted to litter or be on neighbouring properties.

(c) Games involving physical contact such as tackle football are not permitted.

(d) Rough play and play fighting are never permitted.

(e) Skateboards, roller blades, scooters, regular hockey sticks, toy guns or any other toys that might be dangerous in a crowded environment are to be left at home.

(f) The school is unable to take responsibility for the replacement of toys that might be damaged or lost while at school. As a result, it is recommended that valued possessions are not to be brought to school.

**During lunch:**

* Remain seated
* Talk quietly
* Keep eating area clean
* Use good manners
* Any garbage can be placed back in your lunch bag as e are an ECO school that practices “Boomerang Lunch”
* Do not share or exchange your food with others

**During indoor recess:**

* Remain in your designated area
* Quiet activities and talk quietly
* Permission is required whenever a student leaves the classroom

**Valuables:**

* Leave all valuables at home, we cannot be responsible for lost or stolen items

**Bicycles:**

* Bicycles must be walked on school property
* Lock bicycles in the appropriate racks
* Cyclists are required by law to wear a helmet

**In-line skates, heelies, scooters and skateboards**:

* Are not to be used on school property

**Food and Drink:**

* Food and drinks are not to be consumed outdoors
* Gum chewing is prohibited inside the school and on the school yard

# Co-curricular Activities

Students may participate in school clubs, sports, etc. during extra-curricular time. When students are representing Julie Payette P.S., we expect them to follow all of our rules, regardless of whether they are on school property or in the community. It is a privilege to represent Julie Payette P.S. **Students may have this privilege revoked if academics, attendance and/or behaviour become a problem.**

# Dress Code

The school dress code assists in the creation of a positive learning environment. Appropriate workplace attire and personal grooming reflect respect for oneself and for others. The following guidelines will assist parents and students in selecting clothes that are appropriate for school.

* + - Clothing must be free of logos, slogans, phrases or pictures that display disrespectful language, violence, drug use, racism, sexism or ethnic prejudice.
		- Revealing clothing, and/or exposed undergarments are not appropriate for school
		- With the exception of medical or religious reasons, all head gear should be removed upon entering the school building.

**Bus Safety**

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* Respect bus drivers and other students
* Remain seated
* Talk quietly
* Keep hands, head, and other objects in the bus
* Wait for bus to stop before moving from your seat
* Do not eat or drink on the bus
* Ensure that balls, skates, etc. are carried in a bag while riding on the bus

\*Please note that hockey sticks, large instruments or large bulky projects are not permitted on the bus.

A student’s name must appear on the bus driver’s list before they are allowed to ride that particular bus. For this reason, students may not use a school bus to attend personal after school events such as visiting a friend. Parents must make other transportation arrangements.

**SCHOOL PROCEDURES**

# Attendance

It is the duty of parents to ensure that their children attend school regularly and are punctual in their attendance. Students who arrive late to school must report to the office prior to going to their classroom. Students should arrive at school between 7:45-7:55 am in the morning and before 11:45 am following lunch hour. ***Serious attendance problems will be referred to the attendance counselor.***

# Safe Arrival Program

The Safe Arrival Program has been established to ensure that all of our students are either safely at home (with a parent/guardian), or safely at school**. Parents are requested to contact 1-844-350-2646 or visit attendance.ddsb.ca before our morning bell time to report all absences (planned absences may be reported in advance).** If a child is absent without explanation, the school will make every effort to contact a parent or emergency contact person to determine the child’s whereabouts. **It is the parent/guardian’s responsibility to provide the school with complete and current information so that we are able to contact a parent or guardian.** If we are unable to determine the whereabouts of a child, the police will be contacted.

# Safe Welcome Program

The Safe Welcome Program is designed to further enhance the safety and security of our students and staff. All exterior school doors, including the front door, will be locked during instructional time each day. When visiting the school, parents, as well as all other visitors, will be required to notify the office by using a "push to talk" intercom system, located inside the front entrance. Once the visitor is positively identified by office personnel, the door lock will be released, allowing the visitor to enter the school and report to the office. All visitors remaining inside the school and travelling from the office area are required to sign in and wear a Volunteer/Visitor Identification tag for the duration of their visit to the school.

# Signing Out Students:

* Send a note of explanation beforehand to your child’s teacher.
* Check in at the SCHOOL OFFICE. Please **DO NOT** go directly to your child’s classroom.
* The secretary will call your child for you.
* Sign out your child in the record book before leaving.
* Older siblings are not permitted to sign out students without notification from parents or guardians.

Students who leave the school early are to be picked up by their parent(s) and signed out at the office. Children cannot be sent home as the result of a telephone call. Parents who wish their child to be in the office for faster pick-up should send a note to the teacher indicating so. Please ensure that your child is aware of scheduled appointments so that they can come to the office at the required time. It is very disruptive to other students when a page is required to summon a student to the office.

**Telephone Calls**

School telephone lines are very busy and can be used by students only in emergencies. Forgotten gym wear, skates, assignments, or field trip permission forms are not considered emergencies. Phone calls of this nature do not encourage students to be responsible. In order to respect classroom learning time, students will not be called to the telephone to receive personal messages.

**Leaving for lunch hour**

Grade 7 and 8 students can exercise the privilege of leaving school premises at lunch hour, however, only with a note from a parent. Phone calls will not be permitted to make arrangements. Students who leave for lunch are expected to sign in and out at the office and to return to school by 11:45 am. The office is a very busy place. Students are not permitted to order food to the school as we cannot accommodate the orders coming in and deciphering to whon they should be delivered.

# Kiss & Ride Program

**The primary purpose of Kiss-and-Ride is to ensure the safety of our students**. It also provides an efficient and quick system for our students to arrive and to leave school. At pick-up times, parents may need to drive through the Kiss and Ride loop more than once before their child(ren) is (are) ready for pick-up. This method reduces some of the parking hazards and congestion. We believe in “safety over convenience”. Parents are also asked to use caution and low speed when entering the traffic flow route, only drop off children in the designated area, and turn right when exiting school property.

# Yard Supervision

Yard supervision **begins at 7:45 a.m.** In order to ensure the safety of our stuents, we ask that all parents stay behind the yellow lines as student enter the yard. Students should not arrive before supervisors are on duty. When outside, students must stay in their designated area and remain visible to the supervisor in the schoolyard. Students must gain permission from a supervisor before entering the school for any reason during recess. **Students must not leave school grounds without the written permission of a parent/guardian.**

# Dogs/Pets

The presence of animals on the school grounds represents a safety issue due to allergies and phobias of some animals. Please help us to maintain a safe school environment, and refrain from bringing your dog onto school property. In consultation with administration, special arrangements may be made for class visits.

“Il n’y a rien comme un rêve pour créer l’avenir.”

Victor Hugo

# Allergy Alert

The Julie Payette P.S. is an “Allergy Alert School”. Due to life threatening allergies for some students, no peanut or nut products are allowed at school. This includes products marked, “may contain traces of nuts” or “manufactured in a facility that also produces nut products”. Additionally, no oranges, orange products, and/or cinnamon are to be brought to school. Other food restrictions may also be in place depending on other, life-threatening allergies in specific classrooms. Thank you for your continued cooperation in promoting the safety and security of our school. In accordance with the Durham District School Board guidelines, peanut butter replacement products, such as WOW butter, **are not permitted** within our school.

# Scent Awareness:

To ensure the health and safety of all who work, visit, and learn at Julie Payette, we request your cooperation in maintaining a scent-free workplace. Scents can cause irritation of the eyes, throat and nose for some individuals with allergies, asthma and other respiratory conditions. They can also cause health effects such as dizziness, headaches, skin irritation, fatigue and other symptoms for some people.

# Medication

Please notify the office if your child(ren) take(s) any prescribed medication while at school. All medication brought to school must be kept at the school office. A ***“Request for Administration of Medication”*** form must be completed, and will be kept on file in the school office. These forms are available from the school office and the website. **Students who need EPIPENs must keep two at school**, one to carry on their person and one stored in the office.

# Health Conditions

Please notify the office if your child suffers from asthma, allergies or any other special condition that could affect health or learning.

**Emergency and Medical Procedures**

In the event of an emergency school closing, please be sure that you have completed the registration form indicating choices for your child’s dismissal. No student would ever be sent home or to another residence without the consent of a parent/guardian.

The safety of students and staff is of paramount importance. Fire Drills, Hold and Secure and Lockdowns are practised each year at school. Exits are clearly posted and procedures are explicitly reviewed.

If your child becomes ill while at school, you will be notified. If your child has a serious accident or an injury involving his/her head, you will also be contacted. Please be sure that all contact information is up to date.

If your child requires medicine or an epipen, please be sure that it is updated and that we have all of the documentation. This must be updated and submitted each school year. Medicine is typically stored in the office, but epipens/inhalers can also be with the child’s teacher or carried by the child.

# Emergency Evacuation Procedure

The immediate evacuation of the school building would mean that there is a need for students to leave the school before regular dismissal time. A case of fire, broken water pipes or danger of an explosion would necessitate this action. Our evacuation center has been established as **Anderson C.V.I**. if it is determined that our school yard is unsafe for students.

**“Aim high. Dare to dream.”**

**Julie Payette**

**School Closing**

Schools closing due to severe weather conditions will be announced by the Durham District School Board through:

|  |  |  |  |
| --- | --- | --- | --- |
| CKDO Oshawa 1350 | MAGIC FM 94.9 | CHUM FM 104.5 | CKISS FM 92.5 |
| CBC FM 99.1 | CHFI FM 98.1 | KX 96 FM 95.9 |  |

And the following website: **ww**[**w.dsts.on.ca**](http://www.dsts.on.ca/)

On stormy days, if it is necessary to dismiss students early from school, students will be dismissed only when it is established that a parent or a designated emergency contact is at home to receive the student. If no contact can be made, the student will be kept at school under supervision by staff until picked up by a parent or guardian.

# Lockers

Intermediate students will be provided with lockers and are expected to **keep them locked**.

The locker is the property of the Durham District School Board, and is not the property of the student. Lockers must only be used to store school related materials and authorized personal items. Students are responsible for the contents of their lockers. Illegal or unsafe items stored in lockers may lead school consequences and/or criminal charges.

Administration has the authority, with reasonable suspicion, to search personal property and lockers. The right to search is established to allow school administration to provide a safe and secure learning environment. Principals have the right to seize contraband material. Illegal contraband will be held by an administrator for evidence in disciplinary proceedings, and will be turned over to a police officer.

The parent/guardian shall be notified by the school administration if items are removed from his or her locker.

**Electronic equipment**

If students chose to bring their own personal devices or electronic equipment to school, the safety of these items cannot be guaranteed. As technology advances, so does our need to ensure everyone’s privacy. In response to these changing needs, personal electronic devices **should not** be brought into the classroom or school yard unless approved by your child’s teacher(s). Students should never be using their devices to call or text. They are welcome to use the office phone for illness or emergency (making play dates or getting things brought to school are not emergencies). If students are misusing their devices or using them at inappropriate times, they may be confiscated for a period of time. Teachers also have the authority and discretion to decide whether they will be allowed on field trips and excursions.

“Talent wins games, but teamwork and intelligence win championships.”

Michael Jordan

**Safe and Acceptable Use Procedure for Information Technology Resources**

The DDSB is pleased to provide your child with access to a variety of computing and information technology facilities and resources. These are provided for educational purposes. The use of technology helps our students to achieve the learning outcomes, develop digital citizenship and prepare for the world beyond school

**Acceptable Use:**

I will use any technology, including chrome books, as instructed by the teachers and with care.

I may use the internet only if a teacher is present or has given me permission.

I will never use any technology for rude, impolite, bullying or illegal purposes.

I must always reference another person’s work.

I will not download software.

I will keep my password safe.

**Safe Use:**

I will never give out any personal information on the internet.

I will only use my first name.

I will inform a teacher immediately if I find materials and sites that are not appropriate.

I will inform a teacher if I ever feel unsafe, afraid or uncomfortable on the internet.

**Appropriate Use:**

I will demonstrate all of the character traits while using technology or the internet. (“netiquette”)

I will not ever use the internet to bully, harass, threaten or harm another person.

I will not ever damage or destroy another person’s work or access another person’s files

I will not willfully damage any technology equipment (keys on computers, locks etc) or tamper with passwords

**If I do not follow these rules, I may lose my technology privileges.**

***Education Act and Municipal Freedom of Information and Protection of Privacy Act***: Please note that the taking of photos, filming or recording, or the broadcasting of live audio and/or video, while at school or at a school related activity, is prohibited unless approved by the DDSB (or school), and/or where proper consents have been obtained, as may be appropriate.

***“*Education is the most powerful weapon which you can use to change the world.*”***

**Nelson Mandela**

