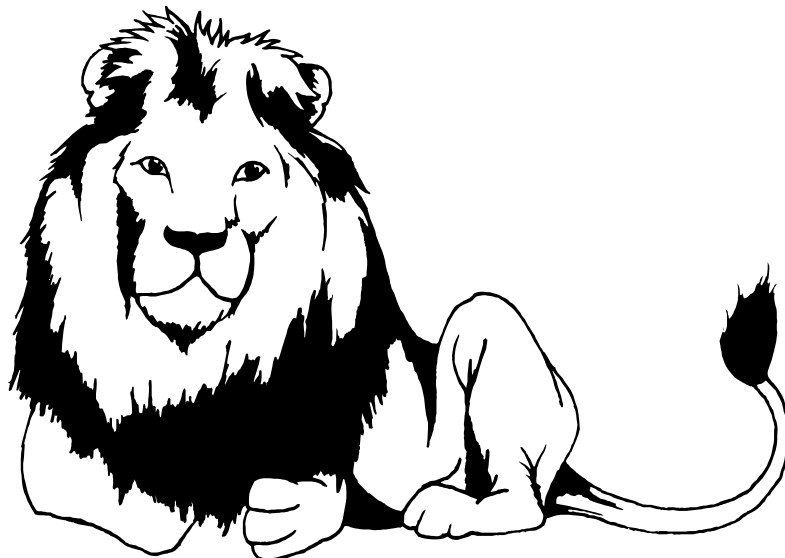


Riverview School

Handbook

2007/2008



## **RIVERVIEW SCHOOL'S MISSION**

The mission of Riverview, a dynamic community based school, is to ensure that each learner will achieve his or her highest academic, physical, artistic and social potential by providing a nurturing environment with diverse educational opportunities and by responding innovatively to our changing society.

## **RIVERVIEW SCHOOL'S OBJECTIVES**

Our Learners will respect individual differences and commonalities in themselves and others.

Our Learners will utilize a full range of available resources.

All partners in learning will continually create a safe, caring innovative school environment.

In order to achieve these objectives we will develop action plans around these tactics.

## **TACTICS**

- 1) We will maximize the use of technology within school programs.
- 2) We will search our community members and agencies who have special interests and/or expertise and involve them in school programs.
- 3) We will eliminate discrimination throughout the school.

## **Keewatin-Patricia District School Board BELIEFS**

We believe that:

- Education is a partnership.
- The family is the primary influence in the development of the individual.
- Children need a nurturing environment.
- Learning is a life long endeavor.
- Each individual has the ability to learn.
- The pursuit of excellence is always worth the effort.
- Our society is strengthened by the uniqueness and diversity of its people.
- All individuals have an inherent right to dignity and respect.
- People are responsible for their own actions.
- Living in harmony with our environment is essential to survival.
- Building our future requires a willingness to take risks.

And that

- Change is inevitable and we must foster the self confidence and ability to respond or adapt to it in a positive way.

## **I CODE OF BEHAVIOUR**

### **Introduction**

Keeping schools safe has and continues to be a top priority of the Keewatin-Patricia District School Board and the Riverview School Community. The Board's Safe Schools policy, which was created with input from the community, sets out guidelines for the creation and maintenance of safe, secure, harmonious learning, teaching and working environments.

As well, the Code of Conduct for Schools Act 2000 sets out clear regulations, standards and expectations for student conduct, discipline, appropriate dress and access to school premises. Adherence to the requirements set out in this legislation and the Board's policy as well as the Riverview School Code of Conduct is expected of all members of the school community.

Every member of a school community has a responsibility to assist in creating and maintaining safe schools. All those involved with schools are asked to serve as leaders and role models for students.

### **Roles and Responsibilities**

**Principals**, under the direction of their school boards, take a leadership role in the daily operation of a school. They provide this leadership by:

- demonstrating care and commitment to academic excellence and a safe teaching and learning environment;
- holding everyone, under their authority, accountable for their behaviour and actions;
- communicating regularly and meaningfully with all members of their school community.

**Teachers and school staff**, under the leadership of their principals, maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, staff uphold these high standards when they:

- help students work to their full potential and develop their self-worth;
- communicate regularly and meaningfully with parents;

- maintain consistent standards of behaviour for all students;
- demonstrate respect for all students, staff and parents;
- prepare students for the full responsibilities of citizenship.

**Students** are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time and ready to learn;
- shows respect for themselves, for others and for those in authority;
- refrains from bringing anything to school that may compromise the safety of others;
- follows established rules and takes responsibility for his or her own action.

**Parents** play an important role in the education of their children and have a responsibility to support the efforts of the school staff in maintaining a safe and respectful learning environment for all students. Parents fulfil this responsibility when they:

- show an active interest in their child's school and work progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- become familiar with the Code of Conduct and school rules;
- encourage and assist their child in following the rules of behaviour;
- assist school staff in dealing with disciplinary issues.

**Police and community members** are essential partners in making our schools and communities safer. Community members need to support and respect the rules of their local schools. Police investigate incidents in accordance with the protocol developed with the local school board. These protocols are based on a provincial model developed by the Ministry of the Solicitor General and the Ministry of Education.

### **Riverview School Community Members Rights and Responsibilities**

- 1) **I HAVE A RIGHT TO AN EDUCATION.** This means that I will listen, complete school work, receive and accept help when needed. No one will disturb the learning of other students.
- 2) **I HAVE A RIGHT TO BE HAPPY AND TO BE TREATED WITH RESPECT IN THIS SCHOOL.** This means that no one will laugh at me or hurt my feelings. There will be no 'put downs'.
- 3) **I HAVE A RIGHT TO BE SAFE IN THIS SCHOOL.** This means that I will follow the playground rules and that no one will threaten or hurt me. Just as I will not threaten or hurt anyone.
- 4) **I HAVE A RIGHT TO BE MYSELF IN THIS SCHOOL.** This means that no one will treat me unfairly because I am different in any way.
- 5) **I HAVE A RIGHT TO HEAR AND BE HEARD IN THIS SCHOOL.** This means that I will be free to express my feelings and opinions appropriately with respect and consideration, just as I will listen to others with respect and consideration.
- 6) **I HAVE A RIGHT TO PRIVACY AND MY OWN PERSONAL SPACE.** This means I will respect the personal property of others and accept their right to privacy.
- 7) **I HAVE A RIGHT TO ASSISTANCE AND SUPPORT IN LEARNING SELF CONTROL.** This means I will learn self control and ask for help when needed. I will be corrected when I abuse the rights of others as they shall be corrected if my rights are abused. No one will silently stand by and witness the violation of personal rights.
- 8) **I HAVE A RIGHT TO A CLEAN, HEALTHY, INVITING SCHOOL BUILDING & PLAYGROUND.** This means I will take pride in the appearance of my school and do my best to keep it attractive, clean and garbage free inside and outside.

### **Standards of Behaviour**

#### **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;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- 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;
- respect persons who are in a position of authority;
- respect the need of others to work in an environment of learning and teaching.

#### **Physical Safety**

##### **Weapons**

*All school members must:*

- not be in possession of any weapon, including but not limited to firearms;
- not use any object to threaten or intimidate another person;
- not cause injury to any person with an object.

##### **Alcohol and Drugs**

*All school members must:*

- not be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs.

## **Physical Aggression**

*All school members must:*

- not inflict or encourage others to inflict bodily harm on another person;
- seek staff assistance, if necessary, to resolve conflict peacefully.

## **Student Discipline**

Students must recognize and accept the responsibility that comes with the freedom to make decisions about their own behaviour. Provincial guidelines and Board policy recognize the following guidelines for student discipline:

- Discipline must be firm, fair and consistent
- Consequences are to be progressive in nature
- Allows the principal to make provisions for the child's age, history, classes of persons or different circumstances

## **Mandatory Consequences**

The Ontario Code of Conduct sets clear provincial standards of behaviour. It specifies the mandatory consequences for student actions that do not comply with these standards.

### **Suspensions:**

- stipulates that a student will be immediately suspended for uttering a threat to inflict serious bodily harm on another person, possessing alcohol or illegal drugs, being under the influence of alcohol; swearing at a teacher, or other person in authority; committing an act of vandalism that causes extensive damage to school property or property located on school premises; engaging in another activity that by board policy is one for which a suspension is mandatory.
- allows for suspensions from 1 – 20 days.

### **Expulsions:**

- stipulates that police will be involved and that a student will be immediately suspended and proceed to an expulsion hearing for the following: possessing a weapon; using a weapon to cause or to threaten bodily harm; committing physical assault on another person that causes bodily harm; trafficking in weapons or in illegal drugs; committing sexual

assault; committing robbery; giving alcohol to a minor; engaging in another activity that under board policy is one for which an expulsion is mandatory. The Board has identified possession of illegal drugs and issuing a bomb threat as actions warranting expulsion.

- Allows for a principal's expulsion for 21 days to one year.
- Allows Board expulsions to be indefinite.

## **Discretionary Consequences**

The Keewatin-Patricia District School Board policy further specifies the discretionary consequences for student actions that do not comply with the standards of behaviour.

### **Suspensions:**

- Stipulates that a student may be suspended for persistent truancy, 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.

### **Expulsions:**

- Stipulates that a student may be expelled for 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; the student has engaged in an act 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 that causes extensive damage to the property of the Board or to goods that are on school board property; or the student has demonstrated through a pattern of behaviour (e.g. 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.

## **FOR MORE INFORMATION:**

- Visit the Board's website at [www.kpdsb.on.ca](http://www.kpdsb.on.ca)
- Phone the Riverview School Principal at 223-4418
- Phone KPDSB at (807) 468-5571 ext. 225

## **II General Information**

### **A Dress Code**

Children should come to school in clothing appropriate for the weather. Except in extreme weather, all children are expected to play outdoors during recesses and noon hour.

Students are expected to dress in a neat, clean and attractive manner that reflects personal pride and respect for others. Questions of appropriate dress will be decided upon by the school administration. The following are guidelines for students:

- Clothing, including footwear, should be neat and clean
- Pictures/logos on clothing should not be offensive to other students or staff (i.e. drugs, alcohol, or violent/sexually suggestive pictures/logos are not permitted)
- Clothing should not interfere with the ability of the student or others to learn—this includes, but is not limited to, bare backs, 'short' shorts, bare midribs, halter tops, crop tops, and similar items of clothing
- Certain types and styles of clothing may be required for certain classes (i.e. gym class)
- Caps and hats are not permitted in the school offices, classrooms, the school library, and the gym

Students arriving at school with inappropriate dress will be required to change. This may involve being picked up by parents/guardians to return home. Students who choose to ignore the school dress code will be disciplined by school administration, up to and including home suspension.

### **B Communication**

If at any time you have questions or concerns regarding behaviour or discipline, please call the school. We will be happy to discuss the matter with you.

### **C Attendance & Punctuality**

Regular attendance at school is necessary in order for a child to make appropriate educational progress. Students are expected to arrive at school on time and prepared to work for the day.

When a student has been absent from school, a note is requested explaining the absence. The note must be signed and dated by a parent. A parent may also phone the school to explain the absence.

If your child must be taken out of school for several days or longer, please notify the principal. Homework will be arranged upon request.

Students who are chronically absent will have their parents contacted by the school or by the attendance counsellor.

### **D Safe Arrival**

The Safe Arrival Program is completed each day as follows:

- Parents are asked to inform the school secretary if students are going to be late or absent from school. This may be done by sending a note to the secretary prior to the absence or by phoning the school and speaking to the secretary or leaving a voice message.
- The teacher will take attendance as soon as possible after the entry bell in the morning and following lunch in the afternoon.
- Attendance information will be sent to the office.
- The school will verify each student's attendance and any information that has been received from the parent.
- If a student is not accounted for, the school will make every effort to contact the parent or emergency numbers.
- Where all reasonable attempts to verify the student absence have left the student unaccounted for, the principal will make a determination regarding the next steps to be taken.

### **E School Mascot & Colours**

The Riverview School mascot and logo is a "Lion". Our school colours are blue and white.

### **F Visitors**

Visitors are always welcome at Riverview School. However, in the interest of safety and security for our students, visitors are asked to stop by the office to notify us they are visiting in the school. Your cooperation will help to maintain a secure environment in our school.

## **G Supervision of Students**

Riverview School is open, and a teacher is on duty, at 8:25 to coincide with the arrival of the first bus. Students arriving early will not be supervised, and the building may still be locked. Teachers who do arrive early come to work to prepare lessons - they do not supervise students at this time.

## **H Lunch Procedures**

At Riverview School, students staying for lunch eat in their homerooms, with supervision by a staff member. After eating their lunches, all students are expected to go outdoors for fresh air and noon hour play.

Riverview students who stay for lunch are encouraged to wash their hands before lunch. Students who will not behave properly during lunch may be removed from the classroom to eat lunch elsewhere. Students may be asked not to eat at school and to make other arrangements for lunch if their behaviour is unacceptable.

## **I Outdoor Play**

All children are expected to play outdoors during recesses and noon hours. The practice of keeping children in is discouraged, as supervision is a problem. Teachers can not be outside and inside at the same time. Children staying in are missing playtime with their friends, an important part of their school learning.

## **J Student Materials**

Riverview School provides necessary learning materials and supplies, such as pencils, erasers, rulers, paper, notebooks, etc. up to Grade 7 & 8. Students who wilfully misuse or destroy school supplies will be required to bring their own from home.

A list of additional supplies for each division is provided each year.

Parents may be expected to replace any textbooks, workbooks or library books lost or destroyed by the student.

## **K Inside Shoes**

In order to maintain a clean and dust-free environment, students will remove outdoor shoes on mats provided at entrances. All Riverview students are expected to have a pair of running shoes that can be left at school to be worn indoors and during gym class. This footwear is essential, as in the event of a fire alarm, students must

evacuate the building quickly. Visitors are also asked to remove their shoes at entrances.

## **L Lost & Found**

Parents are encouraged to check the brown "Lost and Found" box in the main foyer for familiar items whenever they visit the school for any reason.

It is recommended that parents print their child's name on all their belongings, clothing and footwear to assist in locating misplaced items.

Parents are also asked to discourage their children from bringing favourite toys and possessions from home, unless they are part of a classroom learning activity. This will help prevent your child's property from becoming damaged or lost at school. Thank you for your assistance.

## **M Telephone**

Students are permitted to use the phone for emergency school or health related needs. A student must always get permission from a staff member to use the phone. **The phone is not for social arrangements.**

If it is necessary for a parent to contact their child during the instructional day, the secretary or a staff member will take a message. Every effort is made to avoid disrupting a class, consequently, notes to the teacher are preferable to phone calls.

## **N Volunteers**

Parent volunteers make a valuable contribution to our school and classroom programs. If you are interested in volunteering some of your expertise and assistance, please contact your child's teacher or the school office.

## **O Student Fundraising**

At various times during the year, the students of Riverview School are involved in fund raising activities. These ventures raise money to support class and school projects that directly benefit students.

In all cases, individual student participation in a fund raising activity is purely voluntary and subject to the approval of parents.

On those occasions that the fund raising activity involves community sales, student safety is a primary concern. For this reason, door-to-door selling is not recommended.

## **P Sick Children**

If your child becomes ill during the school day, the office will attempt to call you (or your designated alternate) to make arrangements for the child to go home to rest and receive care. No child will be sent home until a caregiver has been contacted.

A child who is not feeling well usually doesn't learn effectively at school and usually spreads germs to others. It is better for the child to miss an extra day of school and recover fully than to return before they are ready.

## **Q Medication at School**

In order for students to take medicine of any kind at school, Board Policy 312 must be followed. It requires that written permission be given on the appropriate form. Forms are available from the school office.

Form "A" is for prescribed medication.

Form "B" is for non-prescription medication.

Parents may come to the school and administer medication to their children themselves, in which case the forms are not needed.

For their own safety and the safety of others, children are not permitted to administer their own medication, carry it on their person or keep it at their desks. All medication must be brought to the office for safe keeping unless there is a medical reason for doing otherwise.

## **R Life-Threatening Situations**

The parent of a high risk student is strongly encouraged to have the proper identification on the student at all times (i.e. Medic Alert Bracelet) and is responsible for providing, in advance, supplies or equipment for any treatment required in a life-threatening situation. A Life-threatening Management and Prevention Plan (Form D) must be completed and reviewed annually for each student who is considered to be at a high risk with respect to a life-threatening situation.

## **S Bus Students With Potentially Life Threatening Medical Conditions**

The Transportation Department of the Keewatin-Patricia District School Board requests that parents contact the department if their child uses bus service and has any type of potentially life threatening medical condition.

Parents will be provided with a form to complete, information will remain confidential. This information will be provided to Bus Operators/Bus Drivers so if a related medical situation occurs on the bus the driver will understand what is happening and what action to take.

Please be aware that bus drivers are not trained to administer any medication, including epi-pens and inhalers. A bus driver aware of a child's condition could assist the student by retrieving the inhaler or pen from a packsack, for example. However, the drivers cannot be directed by the Board to administer any medication. We want parents to be aware that the purpose for collecting the information is to enhance the ability of a bus driver to recognize a medical emergency, and to respond appropriately (within the limits of his/her training).

In most cases a driver would respond to the onset of a life threatening medical situation by requesting Emergency Medical Services. Parents of students with epi-pens or inhalers must be aware that the student (or a friend or sibling on the bus) may have to administer any medication required. We suggest and strongly recommend that parents develop for their children a contingency plan should an emergency occur on the bus requiring the use of an epi-pen or administration of any other medication.

The Transportation Department can be reached by calling 223-1250 or 1-877-287-5430 ext. 250.

## **T Student Accident Insurance**

Student Insurance forms will be sent home with students early in the school year. It is the responsibility of parents to ensure that their children are adequately insured. This additional insurance should be considered by parents of students participating in sports. Insurance forms distributed by the school are meant to be a service to you - the school does not benefit in any way from handing out the forms. Your dealings will be directly with the insurance company.

## **U Student Information Sheets**

In September of each school year, we request an updated "Student Information Sheet" to provide us with the vital information needed to look after the health and safety of your child in the event of illness, injury or other emergencies. Specifically, we need to know each child's Ontario Health Insurance Number, and details of any health conditions, such as allergies, that might occur at school. We also need to know where we can contact parents, and the names, addresses and phone numbers of relatives, neighbours, babysitters and/or caregivers who are designated by parents to look after their child(ren) when emergencies occur. If changes occur throughout the year please let us know right away. We need this information for an emergency and no one knows when one will occur.

## **V Inclement Weather / Early Dismissal**

On occasion, a severe snowstorm or blizzard may make it necessary to dismiss students early. If only bus students are dismissed early, all other students will remain at school and in class until the regular dismissal time. When an early dismissal occurs, announcements will be made on CKDR radio. Staff at Riverview School will also contact parents or designated alternates before permitting students to leave the school early. Where conditions are so severe that students cannot get home, they may be kept at school under the supervision of staff until the storm abates.

If a severe snowstorm, severe cold or blizzard comes during the night, parents are asked to tune to CKDR radio for any announcements about cancelled buses and/or school closures. Even when the school remains open, parents are reminded that they can decide to keep their children home, or send them to neighbours or relatives for the day if that is safer than walking or travelling to school along snowy or slippery roads or streets. Teachers at Riverview will gladly help students catch up on any work missed.

On very rare occasions, it may be necessary to evacuate Riverview students from the school because of emergency situations, such as fires, gas spills, bomb threats, heating plant failures, etc. The safety and welfare of our students is our top priority during an emergency. We have developed emergency plans to ensure the safe evacuation of our students to Riverview Lodge, Dryden Arena, St. Joseph's School or New Prospect School, depending on the nature of the emergency.

In the event of an emergency, parents are asked **not** to come to the school or contact the school by telephone. Driving to the school could create traffic problems, hinder the evacuation process and perhaps endanger

your own safety. We will be attempting to evacuate all students in a safe, orderly manner, and keeping phone lines open is very important. Details of the evacuation and destination will be broadcast over CKDR radio. You can then proceed to pick up your child in safety.

**If you have any questions about our Emergency Plans, please contact the Principal.**

## **W Homework**

It is our belief that teaching responsibility and self-discipline is part of the school curriculum, develops good work habits and strengthens the notion that work is part of life. It is not a punishment but rather one way to help children learn another set of skills.

A variety of assignments which sometimes involve the family will be given occasionally.

Parents can help by:

- Reading with your child
- Gathering items to compliment a program
- Providing an appropriate place,
- Being available but not intruding,
- Getting your child to explain his/her assignment so they can self-clarify,
- Break down assignments into manageable tasks if they are overwhelmed,
- Teach your child to prioritise tasks,
- Encourage short breaks when needed,
- Do not do the homework for the student,
- Track the completion of tasks,
- Encourage, Encourage, Encourage!

## **X School Resource**

At Riverview School we have a school resource program that assists students with special needs to meet their maximum potential. Most often, we work towards having these students receive assistance in their own classroom so that they can enjoy the company of their classmates while working. Occasionally, students may have to be withdrawn from the regular class for speech assistance or specific individual attention. If you have a special concern, contact the teacher or the principal to collaborate on your child's program.

## **Y Promotion Policy**

In accordance with the Education Act, the principal promotes students to the next grade upon the recommendation of the teacher(s) and in consultation with parents.

Occasionally, it may be in the best interest of a child to repeat a year. This decision is made only when

repeating a grade is believed to be the best of all available options. The decision is always made in consultation with parents.

### III POINTS OF REFERENCE

The following are selected quotations from The Education Act, Regulations and Policies of the Keewatin-Patricia District School Board. These items directly concern students and parents, as well as provide guidance to schools. Parents who have questions about The Act and Regulations and/or Board Policies are invited to call the Principal.

#### A 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 on duty in the school and on the school ground. "It is the duty of the principal of a school, in addition to his/her duties as a teacher, to maintain proper order and discipline in the school."

#### **A Pupil shall:**

- a) be diligent in attempting to master such studies as are part of the program in which the pupil is enrolled;
- b) exercise self-discipline;
- c) accept such discipline as would be exercised by a kind, firm and judicious parent;
- d) attend classes punctually and regularly;
- e) be courteous to fellow pupils and obedient and courteous to teachers;
- f) be clean in person and habits;
- g) take such tests and examinations as are required by or under the Act or as may be directed by the Minister; and
- h) show respect for school property.

#### **2) KPDSB POLICY # 307 Use of Privately-Owned Vehicles by Parents, Volunteers and/or Staff to Transport Students**

- 1) The Board cannot provide primary insurance on vehicles owned by private individuals. It shall be the responsibility of each principal to ensure that any person transporting students on a school sponsored activity complies with the following;

- i) uses a properly licensed and equipped motor vehicle;
- ii) provides evidence of liability insurance of the type and amount required by the applicable Provincial Acts and Regulations. The Board encourages everyone transporting students to discuss the adequacy of their liability limits with their insurance agent or broker;
- iii) holds a valid driver's licence of the classification required for the size of vehicle being used;
- iv) agrees to sign a form verifying the above.

#### **3) KPDSB POLICY #606: Transportation DISCIPLINE ON BUSES**

- 1) 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.
- 2) The driver of the bus, by law, is in charge of the safe operation of the bus and the safety and welfare of all students.
- 3) Where students do not observe the rules of conduct, the bus driver must notify the principal 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.
- 4) The principal 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:
  - a) 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 shall consult with the Director or designate before issuing the suspension.
  - b) The length of any suspension issued shall not exceed the following time periods except in special circumstances approved by the Director or designate:  
First occurrence.....5 days  
Second occurrence.....1 month  
Third and subsequent occurrences ..1 year
- 5) If it is determined that the form of discipline to be applied is suspension of the student's bus riding privileges, the principal shall advise the

student, the student's parents, the bus operator, and the Business Officer 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 suspension, and the right of appeal to the Director.

6) Any suspension may be appealed to the Director of Education for review.

#### 4) Ontario Student Record

An Ontario student Record (O.S.R.) folder is maintained on each child in the office. This is a confidential, cumulative record of the child's educational progress. By law, the O.S.R. is to include only material that is deemed to be conducive to the improvement of the child's education. A parent has the right to see this record, and has the right to request the removal of any item which he or she believes does not fulfil this requirement.

If you have any questions about your child's O.S.R., please contact the principal.

#### 5) Freedom of Information & Protection of Privacy Act, 1989

The "Municipal Freedom of Information and Protection of Privacy Act, 1989", has two key functions:

1) protection of personal and private information about individuals, and

2) public access to information that is not personal or private.

Personal information is defined as recorded information about an identifiable individual. Some examples of personal information are: student work, photographs, video tapes, information on student registration forms, O.S.R. contents, student writing folders, journals, etc.

**Please be assured that information about your child's educational needs and progress will be treated with the utmost in care and confidentiality.**

The above mentioned Act does permit some personal information to be disclosed when it is consistent with the purpose of educating students in accordance with the Education Act. Some school-related activities and events are outlined;

- ❖ student's work may be displayed in the school, in projects or science fairs, art, poster or writing contests, bulletin boards and school newsletters;
- ❖ students' birthdays may be announced in the classroom;
- ❖ photographs of students may be included in Board publications or used in displays in the school or in the community;
- ❖ video taping of classroom activities, school plays, concerts and special events;
- ❖ the media might be invited into the school to photograph and publicise school events such as athletic competitions, drama productions, awards assemblies, graduation, fund raising activities, etc. The student's name and possibly a story line could also be published;
- ❖ winners of other awards and honours may have their achievements acknowledged within the school system or through local media;
- ❖ the school will share information with the Northwestern Health Unit, including your child's birth date, address, home telephone number and the work number of parents;
- ❖ in the event of an accident causing injury or damage, personal information will be disclosed to the insurer of the Board.

If you have any objections or questions or concerns regarding the sharing of your child's personal information in any/all of the above mentioned, or related activities, please contact the principal as soon as possible.