

John M. James P.S.

School Anthem

**In the halls of John M. James you'll see,
our colours black and red.**

**You will see a smile on every face
and a kind word always said.**

**When we walk the halls each and every day,
we are filled with joy and pride,
to know each and every one we see
will be standing by our side.**

**When you come to John M. James you know
you will work, you'll laugh, you'll play,
and when you look back and think of school
you'll say John M. James, hooray....HOORAY!!!**

BALANCED DAY TIMETABLE	
• Entry and Period 1	8:45 – 9:45
• Period 2	9:45 – 10:25
• Nutrition Break (K-3/Recess (4-8))	10:25 – 10:45
• Nutrition Break (4-8/Recess (K-3))	10:45 – 11:05
• Period 3	11:05 – 12:05
• Period 4	12:05 – 12:45
• Nutrition Break (K-3/Recess (4-8))	12:45 – 1:05
• Nutrition Break (4-8/Recess (K-3))	1:05 – 1:25
• Period 5	1:25 – 2:25
• Period 6	2:25 – 3:05

KPR Assessment, Evaluation and Reporting Guidelines

Assessment is the process of gathering, from a variety of sources, information that accurately reflects how well a student is achieving the curriculum expectations in a subject or course and the learning skills and work habits.

Evaluation is the process of judging the quality of student learning on the basis of established criteria and assigning a value to represent that quality. Evaluation is based on assessments of learning that provide data on student achievement at strategic times throughout the grade/subject/course, often at the end of a period of instruction.

Our teacher practices reflect:

- use of equitable practices and procedures that meet the needs of all students and may not necessarily be the same for all students.
- assessing, evaluating and reporting on the achievement of curriculum expectations and the demonstration of learning skills/work habits separately
- gathering evidence of student achievement for evaluation collected over time in the form of observations, conversations and student products to inform professional judgement
- determining the final grade on a student's report card using professional judgement and interpretation of evidence that reflects the student's most consistent level of achievement, with special consideration given to more recent evidence. The averaging of marks is not the *sole* determinant of a final grade.

Students must:

- be responsible for their behaviour in the classroom and for providing evidence of their achievement of the overall expectations within the time frame specified by the teacher, and in the form approved by the teacher.

Learning Skills and Work Habits:

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

Late & Missed Assignments for Evaluation:

The teacher will clearly indicate the due date for completion of an assignment for evaluation and the success criteria for the assignment. A number of strategies may be used to help prevent and/or address late and missed assignments. Teachers will use a variety of strategies before considering deducting marks or ultimately assigning a mark of zero.

A missed *assignment for evaluation* is one that is not submitted or completed. The teacher will clearly indicate the due date for completion of an assignment before an assignment can be considered missed:

- the student must be given an opportunity to explain the missed assignment
- students and parents must have been informed of the impending missed assignment and the consequences for missing the assignment.

If marks are deducted on an assignment for evaluation, teachers will ensure that mark deductions will not result in a final percentage grade that misrepresents the measurement of a student's attainment of the overall learning goals.

Homework:

Homework is work that students do at home to practise learned skills, consolidate knowledge and skills, and/or prepare for the next class. Assignments for evaluation must not include homework. Information collected through homework completion will be used as data to inform instruction.

Cheating and Plagiarism:

Academic honesty is a cornerstone of student learning. Cheating and plagiarism are academic dishonesty; both are forms of lying and they are a serious academic offense. *Cheating is dishonest behaviour or attempted dishonest behaviour during tests, examinations or in the creation of assignments for evaluation.*

Plagiarism is using words, numbers, graphics, photos, music, ideas or any work of another as one's own without proper referencing.

Students must always acknowledge others' work (writing, ideas, graphics, data, music, etc.) by citing sources, even those from the internet, correctly.

If a principal determines that a student has cheated or plagiarized, there will be a continuum of behavioural and academic responses and consequences based on the grade level of the student, the maturity of the student, the number and frequency of incidents and the individual circumstances of the student.

Remediation and/or consequences for students found to be plagiarizing or cheating may include: re-doing the assignment, completing an alternate assignment, informing parents, demonstrating their understanding of plagiarism or cheating, and/or loss of marks on the original assignment for evaluation.

Code I in Grades 1-8:

"I" is a code used in Grades 1-8 by teachers when, in their professional judgement, there is insufficient evidence of student achievement on overall expectations to determine a final grade. This may happen, for example, if a student recently moved schools or had an extended illness. Students who receive "I" on the final report card will not receive a mark for that subject area.

Communicating and Reporting Achievement:

Teachers will communicate regularly with students and parents/guardians to ensure they are informed of student progress. This ongoing dialogue between teachers, students and parents about student achievement will be both informal and formal (e.g., phone calls, notes, emails, report cards and interviews). School Progress Reports are sent home in November and Term I Report Cards will go home in February, while Term II Report Cards will go home in late June.

For more information about Kawartha Pine Ridge District School Board's policy supporting Assessment, Evaluation and Reporting see this link:

<http://kprcontentlibrary.kprdsb.ca:8080/docushare/dsweb/View/Collection-55>

Bullying and Cyberbullying

Bullying is a serious issue and is not acceptable on school property, on school buses, during school-sanctioned activities or online (cyberbullying). Bullying, including cyberbullying, may result in a suspension from school.

According to the Ministry of Education, bullying is defined as follows:

Bullying is typically a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.

Bullying takes many forms including physical, verbal, social and electronic. Below are examples of each form of bullying.

- **Physical** bullying is defined as hitting, shoving, tripping, stealing or damaging property.
- **Verbal** bullying involves name calling, mocking or making racist, sexist or homophobic comments.
- **Social** bullying often involves excluding others from a group or activity (shunning) or spreading gossip or rumours about them.
- **Electronic** bullying or **cyberbullying** entails spreading rumours, hurtful comments, images and/or gossip through the use of personal electronic devices or technology, including but not limited to email, cellphones, the Internet and text messaging.

No form of bullying is acceptable, and when bullying occurs, principals will consider the most appropriate way to respond to each situation based on a number of factors including the students' ages and their academic, personal and behavioural histories.

Refer to John M. James P.S. Website (johnmjames.kprdsb.ca) for more information regarding Bullying Prevention and Intervention Plans.

Safe Arrival Program

In order to fully benefit from education, regular attendance and punctuality is required. Absences and lates must be reported to the office (905) 697 -7817 by the student's parent or guardian. During school hours, please call the school or send a note (on a separate piece of paper) for our records. Before or after school, please leave a message on the machine (our answering machine is on 24 hours a day).

If your child is absent and we have not been notified, we will call you at home or your place of business; however this is very time consuming for us and disruptive at your workplace. As such, we encourage you to write a note or leave a message. We need to ensure that your child is safe, and we ask that you help us out by letting us know in advance of appointments and absences.

If anyone other than parents/guardians or those people listed as emergency contacts is to pick up your child(ren), a note is required from the parent/guardian informing the teacher and office of the situation.

*****If you are dropping your child off at school in the morning please be reminded that yard supervision does not begin until 8:35 a.m.*****

Signing In/Out Routines

Students are to remain on school property from the time they arrive at school to the time they leave at the end of the day.

Exceptions:

1) Students who have returned a signed permission form allowing them to go home for lunch (during 2nd nutrition break only) each day during this school year. (These are distributed in September.)

*****Please note that students must still sign out at the office when they leave the building for lunch and sign back in when they return to the school.*****

2) Students who bring in a note from a parent/guardian stating they have permission to go home for lunch on a specific day or that they have an appointment that day. This note should be brought to the office at the beginning of the school day and the student should sign out. If/When the child returns to the school after lunch or an appointment they must remember to sign back in at the office.

Students are never to leave the school property without permission. It is very important that the school knows where all of the students are at all times!!!!

Attendance

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

Visitor's Policy

All visitors, **including parents/guardians** are required to report to the Main Office upon arrival at the school and sign in. If you are staying for any length of time you will require a Visitor or Volunteer Pass. For your child's safety it is important that we know the identity at all times, of all the adults that are in our school.

If you are dropping off your child's lunch, forgotten homework, etc. please leave them at the office. The secretaries will ensure that necessary items are given to students in a timely manner, with minimal disruption to program.

Administration of Medication/Medical Concerns

Generally, administration of medication will be conducted outside of school hours by parents/guardians. If a child requires long term oral medication to be administered at school, parents/guardians must complete the Administration of Medication form - this form must be completed annually and signed by both the parents and physician. All medication required by students will be kept in a safe and locked location, at the office. It is the responsibility of the school to maintain a log of the medication administered to each child. Please note this also includes Tylenol, Aspirin, etc.

Also, for more serious medical conditions (e.g., life threatening allergy, etc.) an Emergency Response Plan should be completed by the parents and the school.

!Allergy Alert! *Nut Safe School*

Once again this year, we have several students who have a very serious allergy to nuts. We are asking for your support and co-operation in refraining from sending nuts or nut products to school. Due to the rotary schedule that is in place, students spend time in many rooms throughout the school. The school will be continuing these accommodations as we need to maintain the safety of these students by ensuring that they do not come in contact with surfaces with nut products on them (e.g., a door handle touched by someone with peanut butter on his/her fingers, water fountain handles, etc.) **Your help and support in promoting a safe environment at our school is gratefully acknowledged!**

Boomerang Lunches

Did you know that food (snack and lunch waste) makes up 40% of the garbage from our school that is sent to area landfill sites? Once again this year, many schools across the Kawartha Pine Ridge District School Board are making a determined effort to reduce our carbon footprint on the environment. While there will be future initiatives to further reduce our impact on the environment throughout the year, we are in our initial stages of introducing a "Boomerang Lunch". Schools across KPR are moving toward Boomerang Lunches as a way to lessen our impact on the environment.

The purpose of a Boomerang Lunch is not to transfer trash disposal responsibilities from the school to home. The purpose of a Boomerang Lunch is to promote a change in behaviour and encourage parents and students to review and re-think about the way lunches are prepared and packed. Most lunch trash comes from disposable packaging of single-use food items. Food is often packed in single-use plastic bags, aluminum foil or wax paper. Yes, these products are extremely convenient, but at what environmental

cost? It has been estimated that on average a school age child using a disposable lunch generates 30 kilograms (67 pounds) of waste per school year. At JMJ with over 400 students eating at school each day that equates to over 165000 kilograms (36850 pounds) of waste per year! We believe that we need to educate and support our children so they can be more aware of how things like disposable lunches impact the environment, and hope that families have discussions at home about the waste that is generated and take actions on how to reduce this situation. We recognize that this type of lunch may be a change for some and understand that change may take time, but hope that everyone understands that a small change like this, can make more than a statement. Together, we can make a difference and help the environment.

A Boomerang Lunch helps to reduce the number of containers that are thrown away or placed in our school's recycling bins. A Boomerang lunch also provides parents with first hand knowledge of the eating habits and preferences of their children. All leftovers are carried home at the end of the day so that *parents can see what has been eaten.... or not eaten.*

No Smoking

The Tobacco Control Act of Ontario prohibits smoking for anyone, anywhere on school property.

Personal Electronic Devices (PEDs)

PEDs are wireless and/or portable electronic handheld equipment that include, but are not limited to, existing and emerging mobile communication systems and smart technologies (cell phones, smartphones, walkie-talkies, pagers, etc.), portable internet devices (mobile managers, mobile messengers, Blackberry handsets, etc.), Personal Digital Assistants (PDAs) (Palm organizers, pocket PCs, etc.), handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, iPods, Walkman devices, etc.), digital or film cameras, digital or analogue audio recorders or video recorders (tape recorders, camcorders, etc.), spy gadgets (spy cameras, covert listening devices, etc.) and any other convergent communication technologies that do any number of the previously mentioned functions. PEDs also include any current or emerging wireless handheld technologies or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

Students are advised that all personal electronic devices (PEDs) are to be powered-off and stored away during instructional time. Instructional time is defined as time spent in the classroom, in assemblies and in other school-related activities; however, there are exceptions to this expectation. For example, students may use personal electronic devices if they are an identified support for their learning (e.g. part of an individual education plan or an accommodation supported by the classroom teacher/principal or designate). Students may also use PEDs if they have the permission of their classroom teacher.

Cell phones are not to be used at any time while on school property. If a student requires the use of a phone while at school for academic reasons or emergencies, they will be permitted to use the office phone.

There are other instances where students **may** use PEDs, including school sporting events and some school-sanctioned activities such as school trips or co-curricular events. Teachers will notify students if PEDs are permitted during these activities. It is important to note that any photos taken during these activities are not to be posted on the Internet, in the public domain or via any other medium accessible to the public, in accordance with government legislation.

Students may also use PEDs appropriately in areas and at times designated by the school principal. At no times will PEDs be used in washrooms or change rooms or in any other location where a person would have a reasonable expectation of privacy.

Where violations in expectations occur, consequences will follow progressive discipline guidelines and may result in a range of responses that align with both Ministry and Board policy. When infractions are repeated and ongoing, consequences can range from being asked to turn in the PED to the school principal, to removal of a student's privilege to have a personal electronic device at school up to and including suspension and expulsion.

Ultimately, it is at the discretion and authority of the principal (or his or her designate) whether PED usage compromises or interferes with school security, personal safety, individual privacy or academic integrity.

Students should also note that the Board and its schools are not responsible for lost, stolen or damaged personally-owned PEDs.

Crossing Guards

A crossing guard is available at the corner of Mearns and Apple Blossom to assist your child to cross the road to school safely. The times they will be present are:

8:30-8:45

12:45-12:55

1:15-1:25

3:05-3:15

The Crossing Guards have been told to adhere to these times. They will be taking names of stragglers to provide to the school.

School Driveway and Parking Lot Procedures

This year we will continue specific procedures designed to ensure that the parking lot and traffic flow at our school are safe.

We encourage parents to use the "Kiss and Drop" areas (in the north & south parking lot), ask that the "signage" posted along the driveway be respected and followed, and ask that parents never park in the fire route. If you wish to escort your child to the school, please park your car in one of the parking lots and walk your child to the school yard.

Police Record Checks

(including Vulnerable Sector Screening & Search of Sexual Offences Database)

It is wonderful to have so many parents/guardians wanting to volunteer in our school each day! We greatly appreciate all of your help!! Board Policy does require that all school volunteers (e.g. trip chaperones, parent drivers, hot lunch helpers, classroom helpers, pediculosis volunteers, etc.) receive a Criminal Records Check and Vulnerable Sector Screening. These must be completed **every year**. These can be completed locally at the Bowmanville or Oshawa office of the Durham Regional Police Services. If you have already completed a record check from the police department, please submit it to the school as soon as possible as we need to have this information on file. For those that are still waiting to receive their information from the police department, please bring it in to the school as soon as possible.

******If your police record check has expired and you need to get a new one, you are now required to have a letter from the school. You may pick up this letter at the office.******

Again, please note that all volunteer applicants must provide the school with a police record check that:

- is dated within one year*
- identifies any criminal convictions or criminal charges*
- includes both a search of the Pardoned Sexual Offences Database, and*
- a Vulnerable Sector Search.*

Bus Expectations

To allow safe and orderly transportation the following expectations need to be followed in order to keep oneself and others safe.

- ◆ Be polite and respectful to everyone. Listen carefully to the bus driver.
- ◆ Sit down in the assigned seat at all times.
- ◆ Refrain from opening the door or windows unless authorized by the driver.
- ◆ Keep the noise level to a minimum, so that the driver is able to concentrate on the road.
- ◆ Do not eat or drink on the bus.

The Principal is responsible for bus conduct and the safety of all students, and will arrange appropriate consequences for not following expectations.

No Dogs Allowed!

Kindly keep your dogs (large and small) at home. Leashed or not - do not bring them on school property. We have posted this message on the property and ask you to spread the word. Many students/staff are afraid of or allergic to dogs. Keeping dogs off the property also saves a lot of mess and aggravation. Thank you for helping to keep our school yard clean and safe for the students.

Class Trips and Excursions

Throughout the school year, as part of our regular program, students leave the school site to go on trips. Some excursions may be community walks, while others are more distant and require transportation by car or bus.

When students are transported by car or bus, a form will be sent home outlining the event requiring a “consent for travel form” to be completed by a parent and returned to the teacher. For a student to participate, a completed consent form must be returned. We regret we are unable to accept verbal permission, and will not phone parents to acquire permission on the day of the event.

Trustees

If you have any questions or need information about Board decisions, please feel free to call your area Trustee. Trustees make policy decisions on your behalf. They are there to listen.

Cathy Abraham 905-987-1833
Sarah Bobka 289-356-2133

Textbooks and Library Books

Students will be issued a numbered textbook for mathematics and other subjects as needed. These textbooks are very expensive and students are expected to take care of the books and return the one signed out to them at the end of the year. Lost or damaged textbooks and library books must be paid for by the students.

Lost and Found

Students are reminded that if they bring toys or other personal objects to school they do so at their own risk. There are no locked storage areas and the school is unable to guarantee security of these items. It is recommended that, where possible, all items of a personal nature are identified with the child’s name. As well, please label all items of outer clothing, boots, gym shoes, etc.

We do have a ‘lost and found’ box. When items are misplaced, children are encouraged to look for such items in this box. From time to time, these items will be displayed for parents and students. Unclaimed items will be donated to charity.

Safe and Acceptable Use of the Computer Network

Students of Kawartha Pine Ridge District School Board develop computer skills that will assist them to be life-long learners. Word processing, database, spreadsheet, presentation and reference software may be used across the curriculum. Electronic mail with our Board may be taught, and internet access may be provided when appropriate. Before e-mail and/or internet access are granted to students, an additional agreement will be provided.

Each student will have their own account on the computer network when appropriate. This account will be accessed by a school-generated user name and each account will be protected by a password. A computer account is a privilege for a student. Teachers and principals can examine all files in any user account, just like checking other assignments, and will remove files if necessary.

All students are expected to use our computing resources in a responsible manner that respects the rights of all users. Working on a computer network is like living in a community. All users are affected by what their fellow users do. Acceptable use of a computer network is called *netiquette*.

Netiquette

Proper school netiquette involves the following DO's and DON'T's

Do...

- √Use only your account

- √Appropriately use the software, hardware and network utilities you have been assigned to complete your school work.

- √With teacher approval and supervision, use only teacher designated programs.

- √With teacher approval and supervision, use e-mail only to complete school requirements.

- √Cite the source of your Information.

- √Clean unnecessary or outdated files out of your account.

- √Print only with your teacher's approval. Print only when necessary; only what is necessary and only when it is ready to be printed

Don't.....

- xUse anyone else's account for any purpose.

- xTamper with or alter software, hardware or network utilities. Install programs or files on a School hard drive

- xUse unapproved programs.

- xSend e-mail unrelated to your school assignments.

- xDo anything illegal on the network including breaking copyrights.

- xLoad up your personal drive with non-curricular materials.

- xPrint without teacher approval to avoid wasting paper and ink.