

McDougall School



School Handbook
And
Code of Conduct
2020-2021

69 Hwy 124
McDougall, Ontario
P2A 2W9

705-773-7971

Laurie Payne, Principal

Laurie.payne@nearnorthschools.ca

Table of Contents

Routines and General Information

McDougall School Code of Conduct

McDougall School Access to School Premises

Routines and General Information

School Day Routines:

8:00	Office opens
8:30	Supervision begins – students may arrive at this time
8:45	Bell rings and the day begins
8:45-10:45	Instructional Block
10:45-11:30	Nutrition Break
11:30-1:30	Instructional Block
1:30-2:15	Nutrition Break
2:15-3:15	Instructional Block
3:15	Dismissal Bell
3:30	Bus and Pick-up Supervision Ends
3:45	Office closes

Safe Arrival

In compliance with the Safe Schools Act, parents are asked to call the school office at (705) 773-7971 to let us know if their child is absent from school. We have voice mail access so that messages regarding student attendance can be left after hours. If we do not receive a call, we will contact the parents of absent children.

Attendance and Lates

Regular attendance is an important factor in achieving academic success. Please follow safe arrival procedure for reporting absent children. If your child is arriving to school late. Please ensure that they sign in with the secretary in the office before reporting to class. Persistent lates and absences will be addressed by the classroom teacher and then followed up by administration and the attendance counselor.

PLEASE NOTE: Regular and consistent, on-time attendance is expected for any student wishing to apply to participate in school trips, clubs or athletics.

Picking Your Child Up At School

If you are picking your child up at the end of the day, please make sure that we know well in advance. If you call or arrive at the last minute it is difficult to ensure that your child, their teacher, the bus driver etc. will all know in time that a change has been made. Also, we ask that if you are coming to pick your child up that they meet you at the gate in the parent parking lot as

during dismissal, hallways are busy, children are getting ready for home and moving in every direction to get to their bus lines. To ensure student safety in the parent parking lot area, students are not permitted to enter the parking lot unless accompanied by an adult. In addition, we request that drivers back their vehicles into parking spaces. Finally, if you are picking up your child at any time during the day, for an appointment etc., please report to the office to sign them out so we can confirm that they have left the building.

Role of Students

The responsibility of students increases as they advance through elementary school. Having a good attitude and a willingness to work hard will enable them to develop the necessary skills, knowledge, creativity and personal qualities which will foster personal success. Students are expected to actively participate and engage in the thinking and learning opportunities that their teachers and educators provide for them.

School Boundaries

During school hours, students will remain within the boundaries of the school yard. Our ELK students will have a designated section of the yard. The lower field (track area) may only be used when there is direct supervision of an adult (ie. Team practices, class outdoor learning). The Bus loading area is at the front of the school. Therefore, parking is not permitted in this area. The parent drop off/pick up area is in the upper parking lot.

Allergies/Anaphylaxis

There are several children in our school with severe life threatening food allergies. This is a medical condition that causes a severe reaction to specific foods and can result in death within minutes. Some common food which are sources of an anaphylactic reaction are peanuts (peanut butter, peanut oil), tree nuts (hazelnuts, walnuts, pecans, almonds, cashews), sesame seeds (sesame seed oil), shellfish, and soy. Other non-food sources which may cause an anaphylactic reaction include scented crayons and cosmetics, insect venom (bee stings) and rubber latex. Since it is our goal to ensure that we have as safe an environment as possible when a student's life is at stake, we are asking for your help and understanding in refraining from sending/bringing foods and/or other items to school. At this time, the following food items are not permitted at McDougall School due to life threatening conditions:

- Peanuts and Peanut products (including "may contain" products)
- Soy products that look and smell like Peanut Butter (ie. Wow Butter)

Please note that this list will be updated at McDougall as families identify life-threatening allergies.

Medication

If your child requires prescription or non-prescription medication during school hours, please notify the secretary to provide the necessary authorization and medical forms. We require any medication, whether prescription or not, to be stored in the office; except where Epi-pen, Asthma inhaler and diabetic protocols have been put in place. Please ensure that medication is in its original container and is clearly labeled with your child's name and instructions for use. For the protection of all staff and students, school personnel will confiscate unauthorized medication found in the possession of a student. Additionally, if you administer prescription medication to your child on a regular basis, it would be helpful for staff to know.

Fire Drills and Evacuation

The fire alarm is a loud, continuous beep. Students are to walk, quietly in single file, to the exit indicated on the poster in their classroom. Students will file outside with their teachers and remain in a quiet row as they await the taking of attendance by the teacher. In the event of a true emergency and school closure is warranted, students will be taken to an alternate shelter, Parry Sound High School, and parents will be contacted. In the event Parry Sound High School cannot accommodate us, the alternate evacuation site is Parry Sound Public School.

Lock-Down Drills

Lock-down drills will be held twice a year. Any students, staff or volunteers in the hallway are to go to the nearest classroom. Classroom doors and windows will be locked. Students will remain quietly in the classroom while attendance is taken. Doors will be unlocked from the hallway once the drill is over. Parents will be notified via School Messenger message when a drill has taken place.

School Messenger

School Messenger is a messaging service that will contact you by telephone and/or email to provide updates, reminders and information about activities and events happening at the school and within the Near North District School Board (NND SB). Please ensure that you update your contact information with the school office should it change throughout the school year.

School Cash Online

School Cash Online provides you with the convenience of paying online for school items such as food orders, trips, clubs and other events. You only need to register your child once during their academic years with the Near North District School Board. To set up an account:

1. Visit <https://nearnorth.schoolcashonline.com>
2. Register by selecting "Get Started Today" and follow the steps.

3. A registration confirmation email will be forwarded to you. Click on the link provided inside the email to confirm your email and School Cash Online account. The confirmation link will open the School Cash Online site.
4. You will need your child's OEN number, which can be found at the top of your child's report card. The OEN number is 9 digits long. If your child is in JK or if you are unable to locate the OEN number, please contact the school office for assistance.
 - a. The school board name will already be selected
 - b. Select the school name
 - c. Enter your child's OEN number, last name and birth date
 - d. Select **Confirm**
 - e. On the next page confirm that you are related to the child, select the relationship, check in the agree box and select continue.
 - f. Your child has been added to your account
5. If you have more children, select "**Add Another Student**" option and repeat the steps above. 5 children can be added to one parent account. If you do not wish to add additional children, select "**View Items for Students**" option. A listing of available items for purchase will be displayed.

Please Note: If you have any questions during the registration process or while shopping online, please select the **SUPPORT** option in the top right hand area of the screen.

Food Orders

Students will have an opportunity to order a variety of food and snack options throughout the year (milk, pizza, popcorn, etc.). Orders and payment can be made via School Cash Online. Start-up dates for these programs have not yet been determined.

School Trips and Excursions

Curriculum related trips and sports events occur throughout the school year. Students must regularly exhibit appropriate behavior in school, including a good attendance record, to be considered for out of school trips. Parents must complete and return proper documentation for students to take part in these activities. Verbal permission will not be accepted. Payment, if need be, can be made via School Cash Online.

Acceptable Use for Technology

The Near North District School Board (NNDSB) strives to provide a technology-enhanced learning environment comprised of software, Internet access, cloud-based services and hardware. Technology-enhanced learning environments use Information and Communication Technology

(ICT) to help everyone communicate and work collaboratively. ICT supports individual learning and contribute to the learning of others while gaining skills required to be productive and safe digital citizens. NNDSB expects that everyone will ensure ICT is used in a responsible and ethical way, by protecting their own privacy, safety and reputation and the privacy, safety and reputation of others. At McDougall School, we operate under an Open Screen Policy. Students should be prepared to share their screen with any adult in our building regardless of whether this is a personal or school device. Being a digital citizen means that you are open to sharing the screen of your device while on school property. Digital recording and photography are only permitted under the direction of a teacher. Electronic devices are not permitted in change rooms or washrooms.

Acceptable Use by Division

Primary K-3	Junior 4-6	Intermediate 7-8
<p>Primary students will be permitted to use school devices as directed by teachers.</p> <p>Use of personal devices must be approved by parents and teachers.</p>	<p>Students may use devices under the direction of teachers</p>	<p>Students may use devices during breaks, including outside recess.</p> <p>Students may use devices under the direction of teachers.</p>

If a student chooses to bring their own device to school, classroom use of the device is at the discretion of the teacher. The NNDSB, McDougall School and its staff will not be responsible for lost, stolen or damaged personal devices.

Office365

Office 365 includes a suite of online features such as web based e-mail. Students all have access to a @nearnorthschools.ca personal e-mail account. Office 365 also includes other collaboration tools such as personal address book, calendar, newsfeeds, and the ability to create and publish quality web sites to share their learning experiences. Office 365 includes OneDrive which is a personal online storage area where documents can be saved and shared securely. Your child also has access to online versions of Microsoft Word, Excel, PowerPoint and OneNote all within Office 365. Students must have signed parent/guardian consent to access the features of Office365. Consent is now part of our Student Registration process. If you have not provided your child with consent to access Office 365, the classroom teacher will contact you.

Dress Code

The standards for school dress at McDougall Public School are based on common sense and are intended to support the comfort, safety and modesty of all students. McDougall Public School expects all of its community members to wear appropriate attire for school or business that reflects a positive self-image. Inappropriate attire could include clothing that is overly revealing; advertises beer, alcohol or drugs; has lewd or suggestive language or unacceptable pictures. Hats are permitted to be worn in the hallways but are to be removed when entering the classroom, library or gymnasium. Indoor footwear is recommended.

Visitors to the School

In accordance with the Safe Schools Act, all visitors to the school must sign in at the office. This includes parents, grandparents, guardians etc.

Volunteers

McDougall Public School welcomes the support of our community members through a variety of volunteer opportunities ie. School Council, Breakfast Club, supervision for class outings. Please contact the school office for further information. All volunteers must obtain a Police Vulnerable Sector Check and sign a confidentiality form. These forms can be picked up at the school office.

Assemblies and Special Events

Assemblies and special events are part of every student's experience. Students are expected to attend assemblies and special events and to behave in an acceptable manner.

Accidents or Injuries

Students are expected to report accidents/injuries to a staff member so that proper care may be taken.

Canadian Anti-Spam Legislation

In order for the NNDSB, McDougall School and classroom teachers to share information with parents via email, we need your signed consent to do so. If you are not receiving communication

via email, and wish to do so, please contact the school office to obtain the appropriate paper work.

Website

Our website is currently under construction and we will be launching a new platform this fall. Thank you for your patience.

Social Media



Find us on Facebook for news, announcements and updates! **McDougall Public School.**

Twitter gives a quick snapshot into daily learning opportunities in your child's classroom. Follow us on Twitter **#McDPS**

School Council

School Council is a partnership between school staff, parents/guardians and the community. School Council provides a meaningful advisory role for parents and the community in the education of children and an active role in the creation of a positive and supportive learning environment at McDougall School. School Council is required to meet a minimum of four times a year. Meetings are held in the McDougall School Library. Meeting dates will be publicized on our Facebook and Webpage. New parents are always welcome! Our first School Council meeting will take place on Thursday September 19, 2019, at 5:30pm.

Student Expectations

Each class develops its own classroom procedures at the beginning of the school year based on our school's rules and procedures. These are similar to the following:

- Work collaboratively with others
- Respect the ideas of others
- Actively listen
- Ask to leave the room
- Respect the personal space of others

In the hallways:

- Walk at all times
- Keep coat racks and cubbies organized
- Use quiet voices

During Nutrition Breaks:

- Remain seated while eating
- Ask the supervisor for permission before leaving the room
- Clean up your eating space and floor before dismissal
- Use proper receptacles for garbage and recyclables

Playground/Yard Safety Rules:

- Have fun while being respectful and fair (ie. Taking turns, sharing)
- No throwing sticks, stones, snowballs or other foreign objects
- No food or drinks on the playground
- Skipping ropes, ropes or strings, and scarves are not permitted on playground equipment
- Playground equipment is closed from October 31 – March 31 as per School Board Guidelines
- Bikes, in-line skates, scooters and skateboards are not permitted on the playground.
- Respect the boundaries identified by the staff on duty
- In case of INJURY – DO NOT MOVE THE PERSON. Report to the staff on duty immediately
- Contact sports are not permitted

School Bus Expectations

A student shall:

- Follow the driver's directions;
- Be courteous and respectful at all times;
- Ride only the bus assigned;
- Be picked up and left off at the same designated location on a daily basis;
- Keep books, lunchboxes and bulky items on his/her lap;
- Leave windows closed, unless the driver has given permission to open them;
- keep arms and head inside the bus at all times;
- not litter, nor throw anything inside the bus or out of the window;
- not eat or drink on the bus;
- remain seated while the bus is in motion;
- whenever possible, leave the last row of seats empty;
- be held responsible for damage done to the bus due to improper behaviour.

A student shall be aware that serious or repeated misconduct will be recorded and that such conduct may result in the loss of provision of transportation. Upon receipt of a Student Misconduct Form:

1st report – Parents are notified in writing

2nd report - Bus privileges are suspended for 1 day

3rd report - Parents are notified in writing that bus privileges are suspended for
___ day(s), depending on the severity of the infraction.

SERIOUS INCIDENT – parents are notified in writing that bus privileges are suspended for ____ days.

McDougall School Code of Conduct

Our school Principal, in consultation with the staff and school council, has established a School Code of Conduct that reflects the Provincial and Board codes. These standards of behaviour apply to students whether they are on school property, on school buses, travelling to and from school, at school-authorized events or activities, or in other circumstances that could have an impact on the school climate.

McDougall School is committed:

1. To ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity.
2. To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community.
3. To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
4. To encourage the use of non-violent means to resolve conflict.
5. To promote the safety of people in the schools.
6. To discourage the use of alcohol and illegal drugs.
7. To prevent bullying in schools.

Principals shall:

- consult with staff, School Council, and students as appropriate;
- establish a school Code of Conduct that reflects the provincial and board Codes of Conduct;
- Involve the School Council and other members of the school community in an annual review of the contents of the school Code of Conduct;
- share the school Code of Conduct with staff, parents and students at the beginning of each school year;

- bring the Code of Conduct to the attention of students, parents/guardians and others who may be present in their school.

STANDARDS OF BEHAVIOUR

Respect, Civility, and Responsible Citizenship

All members of the school community must:

- respect and comply with all applicable federal, provincial, and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas, and their opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of, for example, 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;
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- respect all members of the school community, especially persons in positions of authority;
- respect the need of others to work in an environment that is conducive to learning and teaching;
- not swear at a teacher or at another person in a position of authority.

Safety

All members of the school community must not:

- engage in bullying behaviours;

- commit assault, including sexual assault;
- traffic in weapons or illegal drugs;
- give alcohol to a minor;
- commit robbery;
- be in possession of any weapon, including firearms;
- 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 behavior motivated by hate or bias;
- commit an act of vandalism that causes extensive damage to school property or to property located on the premise of the school, or to property providing a service to the school.

CODE OF CONDUCT FOR ALL PERSONS IN SCHOOL

Roles and Responsibilities

Near North District School Board

The Near North District School Board will provide direction to schools to ensure opportunity, academic excellence, and accountability in the education system. The Near North District School Board will:

- develop policies that set out how their schools will implement and enforce the provincial Code of Conduct and all other rules that they develop that are related to the provincial standards that promote and support respect, civility, responsible citizenship, and safety;
- establish a process that clearly communicates the provincial Code of Conduct and school board codes of conduct to all parents, students, principals, teachers, other school staff, and members of the school community in order to obtain their commitment and support;

- review these policies at least every three years with those listed above;
- seek input from school councils, their Parent Involvement Committees, and their Special Education Advisory Committee;
- develop effective intervention strategies and respond to all infractions related to the standards for respect, civility, responsible citizenship, and safety;
- provide opportunities for all of the staff to acquire the knowledge, skills, and attitudes necessary to develop and maintain academic excellence in a safe learning and teaching environment.

Wherever possible, boards should collaborate to provide coordinated prevention and intervention programs and services, and should endeavour to share effective practices.

Principals

Under the direction of the NNDSB, school principals take a leadership role in the daily operation of a school. They provide this leadership by:

- demonstrating care for the school community and a commitment to academic excellence in a safe, inclusive and accepting teaching and learning environment;
- holding everyone under their authority accountable for his or her behaviour and actions;
- empowering students and staff to be positive leaders in their school and community;
- communicating regularly and meaningfully with all members of their school community.
- reviewing the Code of Conduct on an annual basis with School Council, staff and students where appropriate
- at the beginning of each school year the Code of Conduct must be communicated to all members of the elementary and secondary school communities (e.g., paper copy, school website, parent council, school messenger, staff meetings, assemblies, review sections during daily announcements, teacher/student review, posted in the school etc.);
- ensuring that progressive discipline procedures are maintained.

Teachers and Other School Staff

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

- help students work to their full potential and develop their sense of self-worth;
- empower students to be positive leaders in their classroom, school, and community;
- communicate regularly and meaningfully with parents;
- maintain consistent standards of behaviour for all students;
- demonstrate respect for all students, staff, parents, volunteers, and other members of the school community.
- Prepare students for the full responsibilities of citizenship by expecting them to:
 - 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 who are in a position of authority; and respect the need of others to work in an environment of learning and teaching.

Students

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 himself or herself, for others, and for those in authority;
- refrains from bringing anything to school that may compromise the safety of others;
- follows the established rules and takes responsibility for his or her own actions;
- becomes familiar with the Code of Conduct and the school rules.

Parents/ Guardians

Parents play an important role in the education of their children, and can support the efforts of school staff in maintaining a safe, inclusive, accepting and respectful learning environment for all students. Parents fulfill their role when they:

- show an active interest in their child's school work and 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;
- show that they are familiar with the provincial Code of Conduct, the board's 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 involving their child.

Community Partners and the Police

Through outreach, partnerships already in place may be enhanced and new partnerships with community agencies and members of the community (e.g., Indigenous Elders) may also be created. Community agencies are resources that boards can use to deliver prevention

or intervention programs. Protocols are effective ways of establishing linkages between boards and community agencies and of formalizing the relationship between them. These partnerships must respect all applicable collective agreements.

The police play an essential role in making our schools and communities safer. The police investigate incidents in accordance with the protocol developed with the local school board. These protocols are based on a provincial model that was revised in 2011 by the Ministry of Community Safety and Correctional Services and the Ministry of Education.

he SAP will be developed on the basis of the information gathered at a planning meeting. The SAP will build on the SAP that was developed for the student while he or she was on a long-term suspension pending expulsion.

The SAP will be developed by the principal in cooperation with appropriate staff, the student, and his or her parent(s) (if applicable). It is important that parents participate in the development and implementation of the SAP on an ongoing basis. Boards will make reasonable efforts to enable

parents to participate (if applicable) by, for example, reaching out to community members who can provide translation services for those whose first language is not English or French.

It is the responsibility of the Board to coordinate the types of support required to assist the student in continuing his or her learning. For students with special education needs, Boards shall provide appropriate support consistent with the student's IEP.

The Planning Meeting

Once the student and/or his or her parent(s) (if applicable) have indicated that the student is committed to attending the program, the principal shall hold a planning meeting. The planning meeting will be a collaborative process and must include school and board staff and the student. Where possible, efforts will be made to have the student's parent(s) (if applicable) or other significant family member(s) (if applicable), as well as the student's teacher(s) present at the meeting. If the parents cannot be present, the planning meeting will proceed nevertheless, and the principal must attempt to follow up with the parent(s) of the student as soon after the meeting as possible. In addition, where appropriate, community agency staff and any other relevant persons or professionals should also be included in the planning meeting.

The purpose of the planning meeting is to:

- identify the needs of the student and determine whether any assessment is required;
- identify the student's risk factors and protective factors;
- describe the types of support and services required to assist the student in achieving the goals of the academic and non-academic components (e.g., career development counselling, use of mentors from appropriate communities).

able efforts to include parents in this meeting. If the parents cannot be present, the planning meeting shall proceed nevertheless, and the principal must attempt to follow up with the parent(s) of the student as soon after the meeting as possible. In addition, where appropriate, community agency staff and any other relevant persons or professionals will also be included in the meeting.

The re-entry plan shall contain the following elements:

- description of the re-entry process for successful transition back to school
- identification of the types of support in both the academic and non-academic components that are needed to sustain student learning.

Re-Entry to a School from which a Student was Expelled

Where a student seeks to be re-assigned to the school from which he or she was expelled (whether in the case of a Board expulsion or a school expulsion):

1. The Board will consider whether re-attendance will have a negative impact on the school climate, including on any victims, where applicable;
2. The student will be required to demonstrate that they have learned from the incident and have sought counseling, where appropriate.

Following consideration of the principles of equity and inclusion, the Board, in its sole discretion, may determine that a different school than the one from which the student was expelled is a more appropriate placement for the student.

McDougall School Access to School Premises

McDougall School follows and implements the Access to School Premises procedures as outlined in the Near North District School Board's Administrative Guideline - Safe Schools: Access to School Premises.

1.0 ACCESS TO SCHOOL PREMISES

1.1 Persons who are on school premises without being authorized by the provincial regulation, "Access to School Premises," have committed an offence and can be charged under the Education Act (s. 305).

1.2 Persons who are permitted on school premises include:

1.2.1 students enrolled in the school,

1.2.2 parents/guardians of students enrolled in the school,

1.2.3 persons employed or retained by the Board,

1.2.4 persons engaged in lawful purposes (e.g., deliveries, voting and other purposes authorized by the Board), and

1.2.5 persons invited by the principal to the premises for a purpose or an event who are on the premises for that purpose or event.

1.3 Authority to be on school premises does not entitle a person to have access to all areas of the school premises. The Principal shall inform groups or individuals using the school about the specific school restrictions and/or permissions.

1.4 Boards have the authority to lock the school premises when the premises are not being used for a purpose authorized by the Board.

1.5 Despite being an authorized person to be on school premises, if, in the judgment of the principal, that authorized person's presence is considered to be detrimental to the safety or well being of another person on the premises, the authorized person may be asked to leave the premises. This does not apply to a student enrolled in the school or to a student attending a program for suspended or expelled students that are located on the school premises.

1.6 Schools will require school visitors to report their presence on the premises in a specified manner. A person is not permitted to remain on school premises if that person fails to report as required. This does not apply to a student enrolled in the school or to a student attending a program for suspended or expelled students that are located on the school premises.

1.7 The school principal will develop a plan for communicating the above information regarding access to schools and school premises in each school year. This plan will include the posting of appropriate signs that conform with standards to be developed board-wide to meet health and safety as well as access to school premises expectations. The plan may also include the use of newsletters for communicating with the school community and the distribution of this guideline and/or edited copies of it with the addition of information specific to that school.

1.8 The school principal may provide notice prior to contacting the police to enhance the possibility that the unauthorized person may leave the premises without the necessity of charges being laid.

1.9 Persons have a constitutional right to access polling stations at the school during an election.

2.0 ACCESS BY SUSPENDED AND EXPELLED STUDENTS

Suspended and expelled students are denied access to school board premises as a condition of their suspension or expulsion. The principal may deem that such students are not a threat to the safety or well being of a person on the school premises and allow access to a public facility on the school premises for a lawful purpose (e.g., using a public library). Students attending a program for suspended or expelled students that are located on the school premises do have the right of access to school premises.

3.0 RELATIONSHIP TO THE TRESPASS TO PROPERTY ACT

Principals may use either the Access to School Premises regulation or the Trespass to Property Act as appropriate to the circumstances.

Detail Access to School Premises Trespass to Property Act

Coverage The regulation governs access to school premises. The Trespass to Property Act governs more than just access to schools.

Enforcement A police officer would enforce the regulation. A police officer would enforce the Act. The Principal or Vice Principal have the power to enforce this Act.

Fines The maximum fine is \$5,000. The maximum fine is \$2,000.

Signage The regulation does not require notice or signage. Notice or signage is required.

Trespass Offences

(a) Everyone who is not acting under a right or authority conferred by law and

who:

(i) without express permission of the occupier, the proof of which lies on the defendant;

(b) enters onto the premises when entry is prohibited under this Act; or

(c) engages in an activity on the premises when the activity is prohibited under this Act; or

(d) does not leave the premises immediately after the person is directed to do so by the occupier of the premises or a person authorized by the occupier, is guilty of an offence and on conviction is liable to a fine of not more than \$2,000.00.

Prohibited Areas-Entry

(a) Entry on a premise may be prohibited by notice to that effect and entry is prohibited without any notice on a premise:

(i) that is enclosed in a manner that indicates that occupier's intention to keep persons off the premises.

Method of Giving Notice

(a) A notice under this Act may be given:

(i) orally or in writing (Appendix 1 – Notice of Trespass)

(ii) by means of signs posted so that a sign is clearly visible in daylight under normal conditions from the approach to each ordinary point of access to the premises to which it applies;

(b) Courts prefer to have the notice given in writing. Notices should be served annually, especially for new students that become habitual trespassers.

Some Examples of Offences

Trespass to Property

(a) A person that enters onto a school property who is not a student at that school and ignores the sign posted at the entrance has committed the offence of “entry when entry is prohibited.” This would also apply to a student who is under suspension, exclusion or expulsion from his/her own school during the suspension period.

(b) If a person is engaging in an activity where a sign is posted prohibiting that activity or a permit has not been granted for that activity, the person is committing an offence under this Act as well. Even where a sign is not posted, once a person is told the activity is prohibited and they continue, they are committing an offence.

(c) In the last section of offences, once the person has been told to leave the property and they refuse, they are again committing an offence under the Act.

4.0 265 (1) (m) - Exclusion

In Part X of the Education Act, clause 265(1)(m) permits a principal to “refuse to admit” to the school or to a class someone whose presence in the school would be “detrimental to the physical or mental well-being of the students.” This provision is frequently referred to as the “exclusion provision.” Exclusion is not to be used as a form of discipline. If a principal does decide that it is necessary to exclude a student from the school, following consultation with the Superintendent of Safe Schools, he or she is expected to notify the student’s parents of the exclusion as soon as possible in the circumstances, and to inform them of their right to appeal under clause 265(1)(m).

Exclusion is used as a temporary measure towards achieving safety and security for all. A student’s academic needs will continue to be accommodated by alternative means during an exclusion. Re-entry conditions may also be applied.

