

Welcome to Dundana!

This package is intended to provide you with information about a variety of topics related to school life. The staff here look forward to working with you and your child to create a positive learning experience.

Please review the following pages with your children (as appropriate) to ensure a common understanding of some of our rules, routines and expectations.

I also encourage you to visit our school website regularly to get all of the latest news and updates. If you agree to subscribe to the website, you'll receive email notifications whenever new items are posted. You'll find information about upcoming school and board events, trip forms, calendar and monthly newsletters to keep you up to date with everything going on in this busy school. Our school website can be found at: <http://www.hwdsb.on.ca/dundana/>

### **Attendance and Safe Arrival**

Regular attendance and punctuality are very important habits and routines for students. The direct correlation between regular school attendance, positive work habits and enhanced student performance is well documented. Consistent with the Safe Arrival Check Policy of the HWDSB, it is a caregiver's responsibility to inform the school when a child is going to be late or absent. Call and leave a message at any time at **(905) 628-2622** with details outlining the date(s) and reason for your child's absence.

If your child will be absent for an extended time (e.g. holiday) please call the school in advance and we will advise you if you will need to complete a prolonged absence form.

If you do not call or report an absence, the school will contact you to verify your child's absence and safety as outlined in the Safe Arrival Policy. Students who arrive after morning announcements must report to the office first to receive an authorized Late Slip before reporting to their class. Caregivers must inform the office of the reason for the student's late arrival.

Please note that we do not have supervision available to keep students inside during nutrition break when they are ill (e.g. getting over a cold). If students are well enough to come to school, they must be well enough to assume their regular schedule (see note regarding PE below).

### **Physical Education/Daily Physical Activity (DPA) Attire**

Running shoes and comfortable clothing are essential for Physical Education and Daily Physical Activity. If students are to be excused from physical education classes due to illness or injury, they must bring a note from their guardian. Please inform the office if your child has sustained a concussion or if you are going to your doctor for a suspected concussion.

Students are also encouraged to keep a comfortable pair of indoor shoes here at the school to keep our floors and carpets clean and free of mud and snow.

## **Bicycles at School**

Students are invited to ride their bicycles to school. There are bicycle racks beside the school near the main parking lot. The school cannot be responsible for bicycles brought to school. All bicycles should be locked to ensure safety. Those bringing their bicycles do so at their own risk. Students are required to walk their bicycle while on school property. Helmets are mandatory. Students riding irresponsibly will be refused permission to bring them to school.

Skateboards, roller blades and “heelies” are not allowed at Dundana for safety reasons.

## **Routines for Students’ Safety**

Please ensure that your child knows his or her regular schedule. Send a note with your child for any changes that are not the normal routine. These notes will be forwarded to the office. It is essential, for their safety, that the children clearly understand their expected routines. This will save last minute confusion at the end of the school day.

For caregivers that drive or walk their children to school, please ensure that they enter the playground at one of the three playground entrances: (1) west end beside the garden, (2) east end beside the parking lot, (3) south end off of the rail trail.

All students have a designated exit point from the school. This will be communicated with specific class information at the start of the school year. **All caregivers that meet their children at dismissal time should be on the playground and not inside of the school.** Any student that may require assistance at dismissal is directed to see the staff on duty.

A reminder that **all visitors to Dundana must sign in and out at the office.** Please help ensure the safety and security for the students and the school by adhering to this request.

## **Student Birthdays**

Student birthdays are celebrated at Dundana on the morning announcements and students can come to the office for a birthday pencil. Caregivers are asked to refrain from sending in food treats (e.g. cupcakes, birthday cakes, loot bags, etc) for the class. This is to ensure student safety for those with allergies and in accordance with the HWDSB Nutrition Policy. Should caregivers wish to recognize their child’s birthday with the donation of a book to the classroom library, this would be most welcome. Ask your child’s teacher for more information.

## **Medication and Medical Emergency Information**

In accordance with HWDSB policy, it is a caregiver’s responsibility to inform the school Principal in writing of any medical concern a student may have. Consistent with the Board policy, caregivers are required to have all necessary medical forms and documentation completed by the family doctor and returned to the Principal **before any medication will be administered at the school.** “Administration of Medication” authorization forms may be obtained at the school office.

Consistent with HWDSB policy, the school may be required, with parent input, to develop a medical plan to address specific medical concerns. Such medical concerns may include epilepsy, asthma requiring the use of puffers at school, EpiPen use, and allergies that could require emergency medical attention, etc.

### **Media Consent Forms**

Throughout the school year, students and staff may become engaged in a number of projects that require photos, including school photographs, and the use of media tools. Consistent with HWDSB policy, caregivers are required to complete the appropriate Media Consent form to provide an informed understanding of how media will be used with their child.

### **Custody/Access to Information**

In custody issues, to ensure the privacy and safety of students, caregivers are encouraged to provide the Principal with copies of custody access agreements that can be placed in a student's Ontario Student Record. Restricting parental access to their child or to their child's information can only occur if legal documentation outlining these restrictions are provided to the school.

### **Lost and Found**

All unclaimed articles are brought to the Lost and Found box in the main hallway. Caregivers are invited to check the Lost and Found box whenever they are in the school. At the end of each month, all items remaining in the box will be donated to a local charity. Labelling articles your child is wearing/bringing to school is very helpful.

### **Inclement Weather/Emergencies**

Should weather conditions warrant the cancellation of transportation or closure of schools, public announcements will begin at approximately 6 a.m. over local radio stations and online at [hwdsb.on.ca](http://hwdsb.on.ca). These broadcasts should be considered your primary source of information. Caregivers are asked to make plans with their child in the unlikely case of an emergency early dismissal. Students must know where they are to go (e.g. home, neighbour's house, relative's house) in case of an emergency. If there were ever an issue in the school and our students needed to all be evacuated from the building, our emergency shelter location is Wentworth Lodge on South Street.

### **School Day**

Dundana School operates on the balanced school day schedule. Students will have two forty minute Nutrition breaks. Each break will consist of twenty minutes for nutrition and twenty minutes for outdoor activity (indoor during inclement weather). Students are encouraged to use the second Nutrition break as the time to "go home for lunch" if that is the caregiver's wish. Students going home for lunch need to sign in and out at the office.

At times, students will remain inside for the outdoor portion of the Nutrition Break, due to extreme cold or heavy rain. In most cases students will go outside. Please ensure your child is dressed for the potential weather. Students are to also have a pair of indoor shoes available each day that do not get worn on the playground to help keep the school clean and the children comfortable.

In times of extreme heat, teachers will adjust programming to ensure students have plenty of water and may go outside more often to access a cooler location for instruction. Please encourage your child to bring a reusable water bottle, clearly labelled with his/her name.

### **Nut Safe School**

Dundana School is a nut safe school. Please check ingredient lists on all packages for peanut/nut products or for the phrase “may contain traces of peanuts/nuts” and refrain from sending any of these products to school. We have many students who may experience a life threatening allergic reaction should they come in contact with nut products.

### **Use of Personal Electronic Devices in Schools**

The HWDSB has approved the Personal Electronic Devices Policy and Policy Directives, which acknowledges the importance of technology in our schools, and also outlines expectation for staff and students regarding the use of PEDS. The full policy is available at [www.hwdsb.on.ca](http://www.hwdsb.on.ca) The HWDSB does not accept responsibility for lost, damaged or stolen personal items. Teachers have the discretion to determine when, and how, students use these devices during class time. Students are not permitted to use personal or school devices unsupervised during indoor nutrition breaks. Students are also not permitted to use devices to take photos or videos at school unless under the direction and supervision of their teacher for educational purposes.

### **School Council**

Dundana is very fortunate to have an active and supportive group of caregivers who work hard to make Dundana a great place to be. The School Council is an elected advisory group which meets monthly to discuss school, board and provincial plans and processes. In addition, the School Council organizes events and raises funds to enhance the learning opportunities and enrich the school experience for our students. Pizza days, community events like movie nights, the Holiday Luncheon, the Dance-a-thon, a bilingual theatre performance and the revitalization of school technology are some of the activities the Council and volunteers have organized in the past. Watch for information in the fall to see how you can get involved in School Council.