



Rosedale Heights Public School



School Start-Up Package 2024-2025

300 Rosedale Heights Drive, Thornhill, Ontario
Phone: (905) 882-1864
blog: www.rosedaleheights.com
Instagram and Twitter: @RosedaleHtsPS

Inspire Learning!

Welcome Letter from Principal and Vice Principal

Dear Families,

Welcome to the 2024-2025 school year. It is our pleasure to welcome all of our new and returning families. I hope you all had a safe, healthy and enjoyable summer. Our school team has been working hard to prepare to welcome your children back to school.

We have a dedicated staff with a strong commitment to student learning, achievement and well-being. We are committed to supporting our students' transition back to school and to providing a learning environment where everyone feels safe, valued, welcome and respected.

There are some important things we want to share at the start of the school year:

- This **start-up package** includes important information about our school, and I encourage you to review it.
- The [Guide to the School Year](https://www2.yrdsb.ca/school-year-guide) includes important information you may need to access throughout the school year. You can use the translation feature on the website to translate this content. Find the guide at <https://www2.yrdsb.ca/school-year-guide>.
- Each year we ask families to complete **important start-up forms**. In order to ensure that these forms do reach home and are read, the signatures of a parent or guardian and/or student are required. After reading these letters with your child, kindly sign as indicated and return this booklet to your child's teacher. This booklet, in its entirety, can be found on our school blog (www.rosedaleheightsps.com).
- You will receive an email in the coming weeks with a link to the online forms contained in this package. You are welcome to complete the forms online if you prefer.

We value the relationship and partnership we have with families, and look forward to speaking and working with you in the months ahead. Please do not hesitate to contact the school if you have any questions. We welcome the opportunity to connect with you.

There are many ways to stay connected with what's happening in our school:

- Visit and subscribe to our school website, www.rosedaleheightsps.com for up-to-date information about events.
- Be sure to follow us on Twitter and Instagram @RosedaleHtsPS.
- You can also find updated information about the Board at www.yrdsb.ca, Twitter @YRDSB, Instagram @yrdsb.schools, or the Board podcast Tune In YRDSB wherever you listen to podcasts.

We wish you all a happy, safe and successful school year.

Sincerely,

Dr. Malcolm Richmon
Principal

Ms. Joan Burbano
Vice-Principal

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Information Package and Form Checklist

This package includes important information about the school. Please review this information and we'd ask that you kindly sign as indicated and return this booklet to your child's teacher. You will also receive an email in the coming weeks with these forms; you are welcome to complete the forms online if you prefer.

Return the completed forms by September 23rd 2024.

Required Forms

These forms will be sent by email and must be completed.

- ☐ School Start-Up Permissions Form
- ☐ Student Information Consent Form

Additional Forms

These programs or opportunities are optional. These forms will be sent by email and must be completed **only** if you or your child wish to participate.

- ☐ Request for Faith Accommodations Form
- ☐ School Council Nomination Form
- ☐ Volunteers in Our Schools Form

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Contact Information

For Ministry and Board compliance purposes, **please ensure that the school has your up-to-date contact and emergency information.** Please contact your school's main office to review or update your information, including:

- address, work or home numbers or other contact information
- emergency contacts and telephone numbers
- changes in custody agreements
- medical alert or changes in health condition (e.g., allergies, medications)

If your child has a medical condition that requires emergency intervention, an essential routine health care plan, or any of the following medical conditions: [Anaphylaxis](#), [Asthma](#), [Diabetes](#) or [Epilepsy/Seizure Disorder](#) you must contact your child's school to ensure all information is up-to-date and accurate.

Our School

School Day Organization:

Period	Times
Before school supervision (open entry)	8:15 - 8:30 a.m.
School Begins	8:30 a.m.
First Instructional Block	8:30 – 10:10
<i>Recess</i>	10:10 – 10:30
Second Instructional Block	10:30 – 12:10 p.m.
<i>Lunch</i>	12:10 – 1:10
Third Instructional Block	1:10 – 2:50
Dismissal	2:50 p.m.

Our office hours are from 8:00 a.m. to 4:00 p.m.

Additional Information

You can find information on topics covered in this package and more in the **Guide to the School Year** on the board website at www.yrdsb.ca/familyresources.

Attendance

Regular and punctual attendance affects school success and is expected of all students.

Late Arrivals

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If a student arrives at school after the entry bell, in the morning or after lunch, they are considered late and must check in with the office.

Reporting Attendance

If your child is going to be late or absent, please call the school before 8:30 a.m. An answering machine is available to take your call and record an absence even when the office is closed. Absences can also be recorded by parents and guardians using Edsby. When no absence information is received and your child is absent, you will be contacted by the school. We make use of a telephone attendance reporting system, iNFORM, which will also confirm student absences that have not been verified by automatically calling you.

Safe Arrival and Departure Program

The safety of our students is a priority. Our [safe arrivals programs and safe departures protocols](#) are in place so that we can account for the whereabouts of absent students. **Please provide the school with complete and current emergency contact information.**

If you have not informed the school of your child's absence in advance, the school will take the following steps to ensure your child is safe:

- We will call your home.
- If we do not reach you at home, we will call your work and/or cell phone.
- If we cannot reach you at work, we will call your emergency contact number.
- If we cannot get information from your emergency contact about your child's location, we will speak to a sibling if one is in the school.
- If we are still unable to get information, we may check with a friend of your child and other staff members.
- If we are still unable to get information, we will consider your child missing and we may contact York Regional Police.

Academic Honesty

Students are expected to provide original evidence of their learning and appropriately acknowledge the work of others. Plagiarism refers to representing someone else's ideas, writing or other intellectual property as one's own. For more information, please see the [Equitable Assessment, Evaluation and Communication of Student Learning and Achievement Policy](#).

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Accessibility

The Board is [committed to providing accessible programs, services and environment](#) that support the four core principles of the Accessibility for Ontarians with Disabilities Act (AODA): integration, equality of opportunity, dignity and independence. If you need assistance accessing Board services, speak to a staff member in the school about how they can help or support you. If you require any information or materials on the Board website in an alternative format, please contact Corporate Communications at communications@yrdsb.ca.

Accident Insurance

Student accident insurance provides coverage for injuries due to accidents not covered by government or private health plans (e.g. the cost of expensive dental work as a result of an accident). It is strongly recommended that parents/guardians of students involved in athletics purchase this insurance. If your child is involved in an accident, whether at school or during non-school hours, insuremykids® protects your family from the resulting expenses, which are not normally covered under your government health and group insurance plans. For more information, visit insuremykids.com or call 1-800-463-5437.

Allergies/Medical Conditions

There are students and staff members in our school who have life-threatening allergies to nuts and other allergens. If they smell or come into contact with these allergens, they may have an anaphylactic reaction. To help create an allergen-safe environment, **please refrain from bringing nuts or nut products to school**. For more information on helping to create an allergen-safe environment, please see [information on allergies](#) on the Board website.

If your child has a serious or life-threatening allergy or prevalent medical condition, such as [Anaphylaxis](#), [Asthma](#), [Diabetes](#) or [Epilepsy/Seizure Disorder](#), **please let the school administration know immediately** and speak to the school office staff about completing the appropriate health care plans.

Announcements

Important information is shared with students during the morning announcements. Students are asked to listen attentively and respectfully during the announcements.

Arrivals and Departures

Families who live within walking distance are encouraged to use active travel, including walking or rolling (cycling, scootering, skateboarding) to and from school. Choosing [active travel](#) can improve physical and mental health and helps students start the day alert and ready to learn. It also helps to protect the environment and reduce traffic, making school zones safer for everyone.

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School Bus/Taxi

For students who are eligible to **take the school bus**, information about bus routes and times can be found at www.schoolbuscity.com.

When riding school buses, students must:

- Be at the bus stop five minutes before your scheduled pick up.
- Keep well away from the road until the bus has stopped. Do not move toward the bus until it has stopped.
- Watch for the bus driver's signal before crossing the road. Look both ways and then cross the road.
- Get on the bus safely by using the handrail and go directly to your seat.
- Stay seated while the bus is in motion.
- Not eat or drink on the bus.
- Keep the aisle clear of books, knapsacks, lunch bags and other items.
- Keep windows closed.
- Never throw anything inside the bus or out of the window.
- Talk quietly so you do not distract the driver.
- Use respectful language.

Shouting, rough play and fighting are strictly prohibited. Students engaging in these activities will have their bus privileges suspended. We expect that all students should treat buses as an extension of the school and follow school rules and policies.

Driving to School

Parents/guardians who drive your children to school:

- We ask for your patience during pickup and drop off, and encourage you to walk your child to and from school whenever possible.
- Park in the vicinity of the school in a legal spot and walk your child onto school grounds or drop your child off from the passenger side of the vehicle in the hash-marked crossing area of our kiss 'n ride loop; never allow you child to disembark elsewhere in the driving loop.
- Please drive cautiously in and around the school; the safety of our students, staff and community members is of paramount importance.
- Kindergarten students will follow the same procedure but should be brought to the kindergarten enclosure.
- We ask that you kindly do not park in the staff parking lot.

Please work with us to keep our students safe.

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Cycling or Rolling to School

Students who use bicycles, rollerblades, skateboards or scooters to travel to school:

- Must wear a helmet.
- Must walk while on school property.
- Should lock bicycles on the bike rack, and store rollerblades, skateboards or scooters in their locker, backpack or designated classroom area. The school is not responsible for any lost or damaged personal items.
- Motorized scooters are not allowed on school property/in the school.

Weather Conditions

Transportation will be cancelled by 6:00 a.m. if conditions are unsafe or are expected to deteriorate significantly by the time students are to be transported home. Schools will remain open unless otherwise stated. For more information, visit the [Student Transportation section of the Board website](#).

To find out if transportation is cancelled, check: the @YRDSB Twitter account, the YRDSB website, school websites, the Student Transportation Services' (STS) website at www.schoolbuscity.com or hotline 1-877-330-3001, radio and television media outlets.

There may be rare occasions when unprecedented **winter weather events** occur and we need to close all schools and Board locations. For more information, please see the [Severe Weather policy and procedures](#). At all times, students and families should be aware of somewhere else they can go or someone to contact if bus services are cancelled or delayed, or if schools are forced to close due to an emergency.

Before/After School Supervision

The safety of our students is our mutual priority and responsibility. Supervision for students in the morning begins only 15 minutes before the bell. Parents/guardians are responsible for their children until staff are on duty. At the end of the school day, staff will supervise students' safe exit from the school upon dismissal.

Caring and Safe Schools

Every student has a right to learn in a safe, caring and supportive environment. We ask all students and families to review our [Caring and Safe Schools policy and procedures](#), which address a number of topics including:

- student progressive discipline
- bullying prevention and intervention
- student suspensions and expulsions

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Students will review this important information during the Caring and Safe School Start Up presentations at the start of the school year.

To enhance caring, safe, and inclusive school climates, positive student behaviour supports are provided and inappropriate behaviour is addressed using a [bias-aware progressive discipline](#) approach that takes into account mitigating factors.

We use a progressive discipline approach when inappropriate behaviour occurs. This means we consider a range of options to determine the most appropriate response to each situation to help students learn from their choices. In some cases, suspension or expulsion may be necessary. [The Ontario Education Act](#) and our Board's [Caring and Safe Schools Policy](#) outline the situations in which suspension and expulsion must be considered. When inappropriate behaviour occurs, information will be shared with the victim and families of the victim to the extent that legislation allows.

Report It

[YRDSB's online Report It](#) button lets you share information about inappropriate behaviour or incidents of hate or discrimination. It is available on the Board and school website.

Code of Student Conduct

The Code of Conduct sets standards of behaviour for students and members of the school community that support a caring, safe and inclusive school environment. All school members must respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, creed, sex, gender identity, gender expression, sexual orientation, age, marital status, family status or disability. The Code of Conduct applies to all members of the school community including students, parents or guardians, school bus drivers, volunteers, school staff and community groups whether they are on York Region School Board property, in a virtual learning environment, on school buses, at school-authorized events or activities, in before- and after-school programs including co-curricular activities and field trips, and may be applied to any other circumstances connected to the school that may have an impact on the school climate.

Code of Student Conduct

Outside:

- play only in designated areas on designated days, and the playground, as scheduled
- refrain from throwing ice, snow, stones or other objects
- use all equipment in a safe and appropriate manner
- avoid unsafe activities, such as climbing, play fighting, wrestling, or physical contact
- refrain from using equipment on school grounds such as: hard balls, bats, hockey sticks, skateboards/snowboards, wheeled shoes, remote control cars, drones or other electronic equipment
- respond to the end of recess bells promptly and in an orderly manner

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Lunch:

- eat lunch in their designated lunch areas only
- be responsible for disposal of personal garbage
- return home any unwanted or uneaten food
- take responsibility for cleaning personal minor spills
- engage in quiet conversation
- leave classroom in an orderly fashion
- follow directions of lunch assistants and other staff
- refrain from bringing nuts or nut related products

In-School:

- proceed quietly and orderly through the school at all times
- enter and exit by designated doors and stairways
- use of the school telephone is for emergency purposes only
- leave the washroom clean and orderly

Items to Be Kept at Home:

The following items should not be brought to school because they can be highly disruptive to classroom instruction or pose problems on the playground. Rosedale Heights P.S. will not be held responsible for the loss or damage of these items. If these items are used on school property they may be held in the office until a parent/guardian comes to the school to claim them.

Examples:

- all electronic games, toys, and listening devices
- trading cards, collectables, valuables
- weapons (e.g., lasers, toy guns and knives). Note, possessing a weapon or a replica weapon at school, at a school event or on school grounds will result in suspension and consideration of expulsion (Board Procedure #668.0 Caring and Safe Schools)].

The [Board Code of Conduct](#) is part of the *Caring and Safe Schools Policy*.

Class Placements

Due to late registrations and enrolments over the summer, there may be staffing changes and class reorganization during the first few weeks of school. We do our best to keep these changes to a minimum and to support students during any transitions.

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Communication between School and Home

Parents/guardians are our most important partners in educating children. We communicate with you as a school in a variety of ways throughout the year. You are also encouraged to communicate with your child's teacher. Speak with the teacher about what method of communication is preferred. You are welcome to request an interpreter to assist with some communication with your child's school, such as interviews and meetings.

Blog

To improve communication between home and school and reduce paper use, we post many items on our school's blog. It's one of the best ways to stay on top of information from the school. All you have to do is visit the school blog at **www.rosedaleheightsps.com**. On the right hand side of the site there is a place to *Subscribe to the Rosedale Heights P.S. Blog*. Simply enter your e-mail in the box, and click the *Follow* button, and it will immediately send you an opt-in e-mail. Once you've clicked on the confirmation link provided in the e-mail, you'll automatically receive all the information posted directed to your inbox. We share a good deal in this way which allows for ongoing, instantaneous sharing of information, without increasing our carbon footprint.

Canada's Anti-Spam Legislation (CASL)

Canada's Anti-Spam Legislation (CASL) prohibits sending any type of electronic message that is commercial in nature (e.g., registration fees, pizza days, field trips, fundraising, etc.) unless the recipient has provided specific and informed consent. CASL does not apply to electronic information messages or to hard copy formats. **To subscribe or unsubscribe to commercial electronic messages**, visit the school website or Family Resources page at www.yrdsb.ca/familyresources and, using the link provided, submit a valid email address.

Email/Electronic Communication

To improve communication between home and school and reduce paper use, we coordinate an email distribution list. The list will be maintained and used only by school staff to communicate electronically to parents/guardians. Your email will not be sold, distributed or publicly posted. Families may receive electronic communication from the school through different platforms, such as Edsby or email.

Texts

Families can now receive text messages in emergency situations only - as part of our elementary school safe arrivals program or in the rare occasion of schools being closed due to [emergency winter weather](#). Ensure your school has your correct cell phone number captured to participate. Families can opt out at any time.

Stay Connected Online

You can also stay connected online through our school website, Instagram or Twitter feed @RosedaleHtsPS, and the Edsby app or website (<https://yrdsb.edsby.com/>). Some classrooms also have

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Google Classrooms, Twitter feeds or newsletters to help you stay connected. Your child's teacher will provide more information.

In addition, you can follow Board news and updates through:

- www.yrdsb.ca
- Instagram [@yrdsb.schools](https://www.instagram.com/yrdsb.schools)
- X (formerly Twitter) [@YRDSB](https://twitter.com/YRDSB)
- [YouTube channel YRDSBMedia](https://www.youtube.com/channel/UCYRDSBMedia)
- [TuneIn YRDSB](#), the Board's podcast, available on most podcast platforms

Dress Code

Students need to dress appropriately for school. For more information, see the [Student Dress Code Policy and Procedure](#).

Emergency Information

Office staff should be notified as soon as possible if any of the following information changes:

- address, work or home numbers or other contact information
- emergency contacts and telephone numbers
- changes in custody agreements
- medical alert or changes in health condition (e.g., allergies, medications)

Emergency Preparedness

The Board has a number of policies and procedures in place to address emergency situations if normal school operations cannot continue or where student and staff member safety may be at risk. This could include a fire, flood or acts of violence. All schools have individual plans and conduct drills throughout the year. There will be six fire, one hold and secure, one bomb threat and two lockdown drills annually so students become familiar with emergency preparedness procedures. These drills are important so that in the case of an actual emergency, students and staff members know what to do to be safe.

Extended Absences

Parents must provide the school with a written notice if they are planning to remove students from school for vacation or religious holidays for more than three consecutive days. Please inform the office in any situation where your child will be absent.

Excursions/Community Walkabouts

Our outdoor spaces are learning spaces. We recognize that playing and learning in the outdoors supports cross-curricular connections as well as students' holistic well-being through the seasons. Opportunities for students to build connections to the land have meaningful, long-term, positive health

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implications, especially on mental health and well-being. Community walks are not field trips. They are defined as community excursions that take place off school property, which last less than one day and do not require transportation.

Family Resources

Visit www.yrdsb.ca/familyresources or click on the link from the Board's homepage to access a variety of resources for families, including start-up forms (when available), IT support for families, translation tools, links to community resources and student supports, assistance accessing online tools like Google Classroom, Edsby and School Cash Online and more. Click on the "Need Help?" link for access to tips and resources.

Homework

The Board has a homework policy that supports student learning and recognizes the importance of personal and family well-being. The amount, frequency and nature of assigned homework will vary depending on the student's strengths and needs, well-being, grade, subject and other factors. For more information about time guidelines and how parents can provide support, please see the [Board Homework Policy and Procedure](#). For homework help, visit the [Online Student Tools and Resources](#) page for links to homework tips and learning resources, including Mathify Homework Help.

How Can We Help You?

Most concerns can be resolved with dialogue and cooperation. We are committed to addressing concerns in a fair, equitable and timely manner. If you have a school-related question or concern, please follow these steps:

1. Arrange a meeting with your child's teacher or the appropriate school staff member.
2. If you need further assistance, the school principal or designate may be contacted to review the matter, mediate and help facilitate the process.
3. Contact the superintendent for our school if the matter remains unresolved.

You can also [contact your local trustee](#). Trustees are committed to open dialogue with the community. You are encouraged to share your views on policy issues and Board governance with your local trustee. You are also welcome to attend and observe any [public Board, Advisory or Board Committee meeting](#). Meeting information is available on the Board website.

If you have a human rights related concern and/or complaint, the first step is to engage with the school or the superintendent. If your concern and/or complaint remains unresolved, your matter can then be referred to the Board's [Human Rights Commissioner's Office](#) (HRCO), or you can contact the HRCO directly. The Independent Office of the Integrity Commissioner may also be engaged to address concerns related to trustee behaviour. Contact information can be found on the Board website, or by contacting the school.

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More information is available [on the Board website](#).

Lunch Time Agreement

Only Grade 8 students will be permitted to leave school property for lunch but must have parent/guardian permission; otherwise they must stay at school. Grade 8 students leaving for lunch are expected to return to the school on time in the afternoon. The **School Start-Up Permissions Form** must be completed for Grade 8 students wishing to leave school property for lunch and returned to the school.

Personal and School Property

The school and the Board are not responsible for lost, damaged or stolen personal items. You can reduce the risk by leaving valuable items at home. Always secure items.

Students are expected to show respect for school property and materials at all times. Students, together with their parents/guardians, are responsible for ensuring that school items are returned in good condition. Textbooks, lockers, desks and chairs should not be vandalized (e.g., writing inside school books, torn pages, holes in desks, etc.). Lost or damaged textbooks, library books or other school materials are the responsibility of the student. Restitution will be expected and outlined by each school.

Pets on School Property

Except for trained service animals, pets such as dogs or cats, are not permitted in a school, a classroom, or onto school property.

Recess

All students are expected to go out for recess and lunch hour to support their well-being, weather permitting. If a student is well enough to attend school, then they will benefit from short periods of outdoor exercise. Schools do not have supervised health room facilities. Recess, entry, dismissal times, and lunch time are supervised. Students should dress comfortably and appropriately according to [weather conditions](#).

Requests for Faith Accommodation

There may be circumstances where students and families request accommodation for religious beliefs in curriculum areas including the Arts and Physical Education. Accommodations may include different instruction and assessment opportunities, or full withdrawal. If you are interested in discussing an accommodation based upon your religious beliefs, speak with your child's teacher and school principal or complete the **Faith Requests for Curriculum Accommodations Form** available through the school and in the start-up forms. By providing a range of accommodations, we are building a sense of community and belonging for all students. For more, see [Board Procedure on Equity and Inclusivity: Religious Accommodation](#).

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School Council

There are [many ways you can be engaged in your child's learning](#) at home and at school. This includes getting involved with the School Council. The School Council provides advice on school matters and helps to strengthen the important relationship between schools, families and their communities. The School Council includes family members, school staff and community members. Contact school office staff for more information.

How do I join?

At the beginning of the school year, all parents and guardians have the opportunity to become a voting member of council. If you are interested, or would like to nominate someone, fill out the **School Council Nomination Form that will be part of your start-up forms** by Friday, September 20th.

School Council Elections shall occur within the first thirty days of the start of each school year, scheduled tentatively for September 26th 2024. School Council meetings will be held at 7:00 p.m. in the school library. School Council Nomination Forms are due to the office by September 20th 2024. All family members (voting member or as an attendee) are encouraged to attend school council meetings.

Please note that there can be many parents and guardians who consistently attend School Council Meetings and strongly support School Council events who are not executive members. Everyone is welcome to attend and support the work of the school. Simply come out and lend a hand!

Significant Faith Days

York Region is rich in culture and diverse in religious beliefs and practices based on faith. The dates listed below are some faith holidays of particular significance to members of the major faith communities in our Board. We affirm and value equally the faith diversity in our schools, therefore, events such as field trips, school concerts, conferences, meetings, workshops, other professional events, co-curricular activities and exams/tests will not be scheduled on these dates:

2024-2025	Faith Day	Faith
October 3-4, 2024	Rosh Hashanah ¹	Judaism
October 12, 2024	Yom Kippur ¹	Judaism
November 1, 2024	Diwali	Hinduism

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December 25, 2024	Christmas	Christianity (Western)
January 7, 2025	Christmas	Christianity (Eastern)
January 29, 2025	Lunar New Year	Buddhism
March 31, 2025	Eid-ul-Fitr ^{1 2}	Islam
April 13, 2025	Pesach/Passover ¹	Judaism
April 14, 2025	Vaisakhi	Sikhism
April 18, 2025	Good Friday	Christianity (Western)
April 18, 2025	Holy Friday	Christianity (Eastern)
April 20, 2025	Ridvan	Baha'i
June 6, 2025	Ed-ul-Adha ^{1 2}	Islam

¹ All Jewish and Islamic Holy Days commence on the preceding evening at sundown or sunset.

² Dates are subject to the sighting of the moon each month and may vary for different members of the Islamic faith.

Please note that in addition to the above listed dates, we will take reasonable steps to accommodate students and staff members of a faith group for whom the Board's and the school's operations or requirements create undue hardship and interfere with their ability to exercise their religious beliefs and practices.

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Student Personal Information

Schools routinely collect, use and release student personal information, in keeping with the Education Act and other laws. Whenever your child's personal information is collected, its use will be explained to you. Parents/guardians, please sign the **Student Personal Information Consent Form** in the start-up forms for more information. If you have any questions about your child's privacy protection, please contact the school principal or the Information Access and Privacy Office at 905-727-0022 ext. 2015.

Technology Use

All students and their parents/guardians are expected to read the [Use of Technology Agreement](#). They are also required to sign the **School Start-Up Permissions Form** to acknowledge that they have read, understand and will support the conditions/rules concerning the use of school/Board and personal technology as it supports learning. This agreement is designed to ensure a safe and supportive school environment and network integrity.

We believe the classroom is the ideal place to teach students how to use digital tools effectively and responsibly, and how to stay safe online. Google Suite for Education is one of the tools educators may use to engage students in online learning and teach students how to stay safe and be responsible using technology. Through Google Suite, students have access to a Google Suite Gmail. This Gmail access is customized for appropriate age levels. We have also put strict measures in place to prevent SPAM and block inappropriate language and websites for students using email through the Google Suite. For more information, please visit the Board website or speak to your child's teacher about the tools they are using in the classroom.

We all have a role to play in helping students to become responsible digital citizens. [Digital citizenship at home resources](#) are available on our Board website.

Use of Non-Board Electronic Devices

We recognize that learning can be enhanced by technology and we have created opportunities in our classrooms to leverage digital tools to enhance teaching, learning and communication. Each school has its own guidelines about electronic devices. At a minimum, cell phones and other personal communication devices must be turned off and kept out of sight during all instructional periods, except with the clear permission of the principal or the classroom teacher.

Discussions will take place in our classrooms throughout the year about the impact of digital footprints and how a positive attitude towards using technology supports collaboration, learning and productivity. Camera and/or video functions on mobile devices are not permitted for use on school property without clear permission from the principal or teacher. Infractions will be dealt with as student discipline, under Caring and Safe Schools Policy and its related procedures. At no time may electronic devices be used in washrooms or change rooms.

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Check with the school's main office to find out if students may bring electronic devices into the classroom and use them in school. Students are responsible for the care and security of their personal devices. The school is not responsible for any damage, loss or theft. There are exceptions for students who need specific devices as per their Individual Education Plan, such as voice recorders and other mobile technology. Board staff manage the use of these tools.

Please note, the [Ontario Government is introducing a plan](#) to reduce distractions for learners, including measures to directly counter cellphone distractions within classrooms, outlining "students in kindergarten to Grade 6 will be required to keep phones on silent and out of sight for the entire school day, unless explicitly permitted by an educator. For students in Grades 7 to 12, cellphones will not be permitted during class time unless explicitly directed by the educator." Additional details will be shared as they become available.

Visitors

All visitors (including parents/guardians) must:

- Use the main entrance of the school, buzzing to enter all elementary schools.
- Check in at the main office when they arrive.
- Only visit classrooms, including portable classrooms or other locations within the school, with permission from the principal or their designate.
- Follow the direction of the principal at all times.

The office staff will get important messages and materials to your child.

Volunteering in the School

We welcome and encourage the important role that family and community members play in education. There are many opportunities for you to get involved at the school. For more information, contact the school office staff or review [Volunteers in Our Schools Policy and Procedure](#). If you are interested, please complete the **Volunteers in Our Schools Form** and return it to the school office.

Fair Notices

Reporting Children and Youth In Need Of Protection

All school board staff have a legal responsibility to notify a child protection agency if there are concerns for the well-being of students under the age of 16 years. Staff may report suspicions of a protection concern to a child protection agency for youth aged 16 and 17 years. Any suspicions of physical or sexual abuse, neglect or lack of care by a parent/guardian must be reported immediately to the administrator for all students under the age of 18 years. Parents/guardians will not be consulted in these situations.

Rosedale Heights P.S.

Student Threat-Risk Assessment Protocol: Fair Notice and Process

Threat Assessment and Intervention

The well-being and safety of members of the school community are a shared responsibility; this includes preventing and responding to the risk of violence.

Our Student Threat-Risk Assessment Protocol was developed with community partners to respond to behaviours, including actions, statements and other indicators that suggest that a student may be “at risk” of harming others. To keep school communities safe and provide support to everyone, staff, families, students, and community members must report all threatening situations to the school administrator or police as soon as possible. Note – other procedures and protocols are in place to deal with threats from adults in the school community.

What is the purpose of the Threat Assessment Protocol?

- Ensure the safety of students, staff, parents/guardians, and other members of the school community
- Ensure an effective and timely response when there is a threatening situation
- Understand the factors that contribute to a threatening situation
- Assist in the development of an intervention plan
- Promote the emotional and physical safety of everyone involved

What is a threatening situation?

A threatening situation is defined as an indication of impending harm or violent acts against someone or something. Threats may be implied, verbal, written, drawn, posted on the internet, sent electronically or by information technology of any type, made by gesture or reasonably inferred from the surrounding circumstances of events. Threats may be direct, indirect, conditional or veiled.

What behaviours activate the Threat Assessment Protocol?

The protocol will be initiated when behaviours include, but are not limited to:

- Serious violence with intent to harm or kill;
- Verbal/written threats of serious violence to harm or kill others (clear, direct and plausible);
- Use of technology to communicate threats to harm/kill others;
- Possession of weapons (including replicas);
- Bomb threats (making and/or detonating explosive devices);
- Fire setting;
- Sexual assault;
- Criminal Harassment;
- Gang-related occurrences.

Rosedale Heights P.S.

What happens when a threatening situation is reported?

All threatening behaviours by a student shall be reported to the school administrator who will activate the Threat Assessment protocol.

Once a threatening situation has been reported to a school administrator, interviews will be conducted. These interviews may include students, staff, family members and/or others as appropriate. This will be done to determine the level of risk, and develop an effective and timely response to the incident. After the immediate safety risk has been addressed, support and intervention plans will be developed with input from parents/guardians.

Who is a member of a Threat Assessment team?

Each school will have staff trained in the Threat Assessment protocol. A multi-disciplinary Threat Assessment team will assess the situation and support the development of an intervention plan. The team includes a School Administrator, a School Social Worker and/or a Psychological Services staff member, a York Regional Police officer, and appropriate members of the student's circle of care.

Is parental/guardian or student consent required?

Consent is not required to respond to an emergency situation. When there is a risk that someone may be harmed, it is important that the incident be addressed as quickly and effectively as possible.

Fair Notice

Please consider this as "fair notice" to all members of the school community that any report of a threatening situation will be investigated. The Threat Assessment protocol is part of our strategy to create a safe, secure and supportive school environment for everyone.

YRDSB Student Suicide Intervention Protocol Fair Notice

York Region District School Board is committed to student well-being and mental health. YRDSB has developed a Student Suicide Intervention Protocol to help keep students safe in the event of suicidal thoughts or actions. Youth suicide is a complex, emotionally-charged and sadly real problem in Canada. It is the second leading cause of death amongst young people. It's important to recognize that those who struggle with mental health have personal strength and resilience and the potential to overcome difficulties to ultimately thrive.

The YRDSB Student Suicide Intervention Protocol is designed to address the six steps involved when responding to current and present thoughts of suicide, as well as actions related to suicide. In addition, the Protocol is governed by a set of guiding principles which are underpinned by a culturally responsive and reflective practice.

Rosedale Heights P.S.

Suicide is not culturally neutral. Our cultural and ethnic backgrounds will inform how each of us understands suicide. To see all the guiding principles, see the [Student Suicide Intervention Protocol on the Board website, or request a copy through the school office.](#)

Given the urgent need to help keep students safe from suicide, each school has access to Board staff trained in suicide intervention. In the urgent situation of suicide intervention, staff trained in suicide intervention do not require parental/guardian consent to intervene. However, we do make every effort to contact parents/guardians to apprise you of your child's situation and the assistance provided. Parents/guardians are an integral part of keeping their children safe. In the event that the intervention protocol is used, a record of the intervention will be shared with you (student consent to share information is required for those over the age of 18 years) and a copy will be created and stored in a private and confidential on-line records management system. In accordance with privacy and health records legislation, a copy will be retained for one year plus a day following the intervention. As per the protocol parental/guardian (student if 18 or over) consent will be sought to share the intervention plan with those members identified in the record. If you have any questions about the Student Suicide Intervention Protocol please contact your school principal.

**Rosedale Heights P.S.
School Start-Up
Package 2024-2025
FORMS**

**Return these completed forms to your child's
homeroom teacher by Monday September 23, 2024**

Student name _____

Teacher _____

Grade _____

School Start-Up Permissions Form

It is important to note that some information in this package may be subject to change to ensure we are adhering to health and safety guidelines.

Parents/guardians read and initial each item and sign the bottom of the form to acknowledge that you and your child understand and will follow the school and Board policies.

Please Initial	Policies
	Parent/Guardian and Emergency Contact Information: I confirm that the contact information on file with the school is accurate and up-to-date in the case of an emergency. <i>I confirm that I will notify the school office if contact information changes.</i>
	Allergies/Medical Conditions: We understand that there are students and staff within our school community who have life-threatening allergies, and agree to practise allergy-safe measures. <i>Inform the school office if your child has a serious or life-threatening allergy or medical condition.</i>
	Caring and Safe Schools Policy: We understand and will follow the Caring and Safe Schools Policy and Procedures available on the Board website or through the school. A summary is also available in the Guide to the School Year.
	Code of Student Conduct: We understand that students are expected to follow the School Code of Student Conduct outlined in the School Start-Up Package, on school property and during Board or school-sponsored events and activities.
	Lockers: We understand that students who are provided with lockers must abide by the guidelines for locker usage outlined in the School Start-Up Package. Lockers are Board property and may be opened at any time as required.
	School Policies: We have reviewed the school policies in the School Start-Up Package and agree to adhere to them.
	Smoke-Free/Alcohol/Drug-Free Environment: We understand the use of tobacco, and/or student possession of alcohol/illegal and restricted drugs are prohibited on school property and that this also applies during Board or school-sponsored events and activities. We understand that smoking and/or holding lighted or heated tobacco or cannabis products, consuming any other tobacco products, or using electronic cigarette devices (vaping) is therefore prohibited on and within 20 metres of Board property or in personal vehicles parked on Board property. In accordance with the Smoke- Free Ontario Act (SFOA), exceptions are made for the traditional use of tobacco that forms part of Indigenous culture and spirituality.
	Use of Non-Board Electronic Devices: We understand the school policy on portable electronic devices outlined in the School Start-Up Package and in the Guide to the School Year and agree to adhere to the policy.

	Use of Technology Agreement: We understand and will follow the Use of Technology Agreement outlined in the Guide to the School Year under Technology Use and available on the Board website.
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Lunchtime Permissions:

At the beginning of this year, only Grade 8 students will be able to sign out at lunch. For safety reasons, we need to know your child's whereabouts during lunch. Please review the school's lunch policy. **Note: the school has no responsibility for students who leave the school property.**

Please select one.

<input type="checkbox"/>	My grade 8 child will remain at school during lunchtime.
<input type="checkbox"/>	My grade 8 child will leave school grounds at lunchtime.

Activity Permissions:

Opportunities for activities arise outside the classroom. My child is permitted to participate in the following (please check all that apply):

<input type="checkbox"/>	Curriculum-connected excursions/community walks	<input type="checkbox"/>	Special activities (e.g. school fair)	<input type="checkbox"/>	School dances
<input type="checkbox"/>	Clubs (non-athletic)	<input type="checkbox"/>	Intramural sports	<input type="checkbox"/>	

Absenteeism:

The safety of our students is important to us. If you are planning an absence for your child during the year (family obligations/vacation/faith day, etc.), please indicate the date and reason below.

Date	Reason

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Date: _____

Personal information collected pursuant to the Education Act as amended will be used to provide access to student records as described. Please contact your school's principal for more information.

File: LEG-Consents May 023
 Retain: 12 months from date signed

Student Name: _____
Teacher: _____
Grade: _____



Student Personal Information Consent Form

During the school year, the YRDSB or school (together, the "School") may collect students' personal information during various student activities and events, including those related to sports, committees, clubs, competitions, art work, plays or performances, interviews, field trips, ceremonies, and assemblies. While the types of information involved can vary, it can include their full name, age, grade level, achievements, information contained in work products, interviews, photographs, and recorded audio or video ("Information"). To showcase or promote these school or student activities, events, and achievements to the school community or members of the public, the School may share student Information publicly in the ways listed below.

Please indicate your consent by checking the appropriate box below. You can choose to withdraw your consent at any time during the school year by contacting the school office. If you have questions regarding the school's activities and events, please contact your school's principal. Specific events, activities, or technology may require your separate consent.

School Publications and Showcasing Work

Yearbooks and School newsletters and websites chronicle the activities of the school and student body, and can feature student Information, such as their name, image, work, and participation in extracurricular activities or achievements. The School may also display student work, activities or events on school property, such as in a hallway or lobby. *(Note: photo day class photos and students' school or graduation portraits will still be included in yearbooks unless you contact the school principal)*

Yes

☐

No

☐

School Social Media Accounts

The School may share student Information (such as their images, audio or video recordings, and achievements and/or participation in school activities and events) on School-operated social media accounts on various platforms including X (formerly Twitter), LinkedIn, and Instagram. Student Information shared on these platforms would be governed by the platforms' privacy policies.

☐☐

Media Organizations

Media and news organizations may be present at certain School activities or events (such as sports events) and may collect student Information through interviews, photographs, or recordings for inclusion in news articles or public broadcast.

☐☐

I, the parent/legal guardian of the student named above, or the adult student named above, have read and understood the information provided on this form. I understand that student Information shared in the ways described above may be publicly accessible, and republications are outside of the School's control. I understand that I can contact the school principal for questions or concerns.

Name of Parent/Legal Guardian or Adult Student (Please Print)

Signature of Parent/Legal Guardian or Adult Student

Date

Personal information on this form is collected under the authority of section 169.1 of the Education Act, R.S.O. 1990, c. E.2. The information will be maintained in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O., 1990, c. M.56. For more information on the School's privacy practices, please review the YRDSB's privacy notice at www2.yrdsb.ca/privacy-notice. Questions or concerns about this collection should be directed to your school principal or to the YRDSB's Privacy Office, 60 Wellington Street West, Aurora, Ontario, L4G 3H2 or (905) 727-0022.



Student Name (PRINT): _____

Family Contact Phone No: _____

Teacher (PRINT): _____ Grade: _____

REQUEST FOR FAITH ACCOMMODATIONS FORM

Students and families may request accommodation(s) for religious beliefs and faith-based practices using this form.

York Region District School Board is committed to fostering well-being by building safe, healthy and inclusive learning environments where students, families, and staff feel they matter and belong. There may be circumstances where students and families request accommodations for faith purposes. Some possible areas of accommodation are included below. The board supports these requests for accommodations, including an accommodation of full withdrawal. The process begins with a dialogue with the teacher and a school administrator.

Please use the chart below to explain the nature of your request:

AREAS OF ACCOMMODATIONS (PLEASE CHECK ALL THAT APPLY)		AREAS REQUIRING ACCOMMODATIONS (PLEASE PROVIDE DETAILS ABOUT ACCOMMODATIONS IDENTIFIED)
Religious holidays and celebrations	<input type="checkbox"/>	
School opening or closing exercises	<input type="checkbox"/>	
Prayer Space	<input type="checkbox"/>	
Dietary requirements	<input type="checkbox"/>	
Fasting	<input type="checkbox"/>	
Religious attire	<input type="checkbox"/>	
Modesty requirements in Physical Education	<input type="checkbox"/>	
Participation in daily activities and curriculum	<input type="checkbox"/>	
Other (Please describe): 		

Your child's teacher and/or school administrator may invite you to discuss and gather more information about your request. If you will be seeking support from a community member for this meeting, please let us know.

Parent/Guardian Name
(PRINT) _____

Parent/Guardian
Signature _____ Date _____

Student Signature
(if applicable) _____ Date _____

Would you like translation? Yes ____ No ____ Language _____

Personal information collected pursuant to the Education Act as amended will be used to provide access to student records as described. Please contact the Information Access and Privacy Office if more information is needed (905---727---0022 ext. 2015).

File: LEG---Consents **Retain:** 12 months from date signed in the school office.

September 2021



Student (PRINT) _____
Teacher (PRINT) _____
Grade _____

SCHOOL COUNCIL CANDIDATE NOMINATION FORM

Please complete Part A or Part B

Part A: I am declaring my candidacy:

- ☐ I wish to declare my candidacy for an elected position as a parent/guardian representative on the school council:

I am the parent/guardian of _____ who is currently
(print name of student)
registered in Grade _____.

I am an employee of York Region District School Board. Yes No

Name _____

Address: _____

Home Phone: _____ Business Phone _____

Email: _____

Part B: I am nominating a candidate

- ☐ I wish to nominate _____ for an elected position as a
parent/guardian representative on the school council.

_____ is the parent/guardian of _____
(print name of nominee) (print name of student)

who is currently registered in Grade _____.

The person I have nominated is an employee of York Region District School Board. Yes No

Name _____

Address: _____

Home Phone: _____ Business Phone _____

Email: _____

Nominator's
Signature: _____ Date _____

Please include a brief (4-5 sentences) biography of the candidate on the back of this form.

Personal information is collected under the authority of the Education Act as amended, and will be used to manage the disclosure of individual personal information. Contact the school principal for more information.

File: ADM-School Councils

Valid for 12 months after date of last use/application



Volunteers in Our Schools Form (2024-2025)

We welcome and encourage the important role that family/caregivers and community members play in education. Volunteers, as education partners, bringing their skills and talents, provide a valuable service to students and schools in support of student achievement and well-being.

There are many opportunities for you to get involved at the school. Volunteers perform various tasks that may include: helping on field trips, supporting in the library or classroom, reading with students, supervising in the playground, coaching, sharing a skill/talent, supporting cultural education/celebrations, or distributing student lunches.

Please let us know how you are interested in volunteering, and we will contact you.

All volunteers are required to comply with the Volunteers in our Schools policy and procedure, including:

- Submitting a Police Vulnerable Sector Check completed within the last six months (requirement for new volunteers) OR signing the Annual Offence Declaration (returning volunteers), and
- Signing a Confidentiality Agreement.

These documents will be retained at the school.

Please share how you would like to volunteer:

Student Name (if applicable): _____

Teacher Name (if applicable): _____

Volunteer Name (print): _____

Email: _____

Phone Number (Daytime): _____

Personal information is collected under the authority of the Education Act as amended, and will be used to manage the disclosure of individual personal information. Contact the school principal for more information.

File: LEG-Consents

Valid for 12 months after date of last use/application