

# Twin Lakes Secondary School

## Thunderbird News September 2023

Principal: Tammy Rodaro

Vice-Principals: Michael Fogarty and Katie Prentice

Welcome to the 2023-2024 School Year, Twin Lakes Families!

### Introductions

#### Principal's Message

Welcome (back) all Thunderbirds to Twin Lakes Secondary School!

I would like to introduce myself. My name is Tammy Rodaro. I am the newly assigned principal to Twin Lakes Secondary School. I began my career with the Simcoe County District Board about 15 years ago at the Orillia Learning Centre. Before that I was teaching in Toronto in the private system, at Humber College, and running a corporate training business for Emergency Responders. Since then, I have worked within various communities of the school board as a teacher and vice principal. I am so happy to be returning to the Orillia community where my SCDSB career began. I look forward to meeting the Twin Lakes families and working toward a collaborative, and successful school year. Throughout the upcoming school year, I will keep you informed about important dates, events, and opportunities for involvement through email and phone messaging. I feel that communication between school and home is crucial, and everyone at the school is here to support you and your student every step of the way. I strongly encourage you to get to know and reach out to your student's teachers if you have any questions, concerns, or information you would like to share with them. We as a school community are here for you, and your student's success is central to all our work. As we embark on the new school year, we do have quite a lot of information and some updates to share with you, so please read the following newsletter carefully.

#### Vice Principals' Messages

Katie Prentice (Student Last Name Alphabet (A - L))

Michael Fogarty (Student Last Name Alphabet (M - Z))

Welcome to our new Thunderbird students and welcome back to those returning! We are looking forward to supporting the growth and development of our amazing students again this year. We would like to also extend our support to parents and guardians in navigating any questions or concerns as they arise. One of our favorite activities is visiting with students in the Twin Lake hallways. Please feel free to say hello or seek us out when you have questions or concerns. We are here to help!

Additionally, we want to encourage our students and their families to get involved. Twin Lakes offers a wide variety of activities, clubs and sports programs to participate in. These are announced in the mornings, on the school website, and throughout the halls of the building. Ask older students, staff, or visit the main office to get information on how to join.

Again, we are excited to welcome you back.

GO THUNDERBIRDS!!

### Tuesday, September 5

The first day of school is Tuesday, September 5 for all students. School doors open at 7:30. School begins at 8:00am with a warning bell at 7:55am. Students must be in classrooms by 8:00am. Land Acknowledgement, O Canada, and morning announcements will take place immediately at 8:00am.

### Important Days for Semester 1

First Day of School - September 5  
Picture Day - September 15  
PA Day - September 22  
PA Day - October 20  
Picture Retake - November 7  
PA Day - November 17  
Graduate Photos - December 11 - 14  
Thanksgiving - October 9  
Culminating Task Days - December 14 - 19  
Winter Break - December 25-29  
Feedback, Recovery, and Improvement Days - January 30 - February 1, 2024

### School Times

8:00 am - 9:20 am - Period 1/2  
9:20 am - 9:30 am - Travel Time  
9:30 am - 10:45 am - Period 2/1  
10:45 am - 11:40 am - Lunch  
11:40 am - 12:55 pm - Period 3/4  
12:55 pm - 1:05 pm - Travel Time  
1:05 pm - 2:20 pm - Period 4/3  
2:25 pm - Bus Departure

### Flip Timetable for the Year

To support our students in reducing the number of missed periods in a particular class, Twin Lakes will be moving to a flip-week schedule. What this means is every other week, we will have the school day of periods 1, 2, 3, and 4, and then the following week, we will have the school day of periods 2, 1, 4, and 3. Each week will flip back and forth. Students who participate in sports and clubs who traditionally miss a significant number of period 4 will miss fewer 4s because of the flip.

All students are encouraged to check the student portal before arriving at school on Tuesday, September 5 to ensure they know the classroom number they are traveling to for their daily schedule. Classroom changes are still occurring, so what you see for classroom numbers may change by Tuesday.

### Student Timetables

To access the student portal, go to <https://ps.scdsb.on.ca/public/>, enter the student username (not full email) and password, and from the menu on the left, select "My Schedule". Printed copies of student timetables will also be available Tuesday morning in their period 1 classes. To determine the period 1 classes, there will be student lists alphabetical by last name on the pillars in the front foyer.

## Students who need to adjust their timetables

For students who require a timetable adjustment, they must submit a Google Form listing their request, and Guidance will contact them upon receipt of the form.

[Timetable Adjustment Request Form](#)

Until such time that a student has a Guidance appointment, they must attend their classes as they are seen on their timetable.

Guidance counselors are assigned to students by surname:

Student Surnames Begin-	Guidance Counselor
A→I	L. McCullough
J→M	M. Racco
N→Z and International Students	K. Pellarin

## Messaging Home

Email and the automated phone call system will be the key methods for the school to help you stay connected. Please make sure we have an updated email address and current phone numbers. The phone system will be used in emergency situations, so it is extremely important we have accurate information.

Verification of Information Forms will be coming home with the students in hard copy as well as being sent home via email. Please look closely at the details of this form and return it to the school office signed marked with any updated information.

## Attendance Reporting - NEW

If it is necessary for students to be absent from school because of illness or any other reason, they will be marked as an unknown absence until the absence has been reported to the school.

The new method of reporting student absences is by calling the

### ATTENDANCE REPORTING LINE 1-888-885-8065

Calls made to Twin Lakes Secondary School to report attendance will be directed to call the attendance reporting line. Absences reported to teachers via email may not be recorded as an excused absence and will prompt an automated attendance call home at day's end.

Absences must be reported by parents/guardians until the student reaches the age of 18. Students who are 18 or older may have the privilege of signing themselves out.

## Appointments During the Day

As much as we try to avoid missing classes, appointments happen, and we are aware of that; however, to avoid unnecessary classroom interruption please provide as much notice as possible to have your student contacted and excused from the class. If office staff are given notice about an appointment, staff can email the teacher to have the student excused, rather than interrupting valuable teaching time with phone calls. Your cooperation with this process is appreciated.

## End of the Day

The end of the day at the school is a busy time with both last-minute class instructions and bus arrivals/departures. Calling to have your student excused 5 minutes before the end of day bell rings is disruptive to end of day procedures, and we ask that it be avoided if possible.

## Lates

Students arriving to school late must report to the main office. Admit slips are not provided; however, lates excused by parents, will be recorded as an excused late. It is expected that students will arrive to class on time. Any late arrivals not reported by a parent will be recorded as an unexcused late.

## Extended Absences

At times, students need to miss an extended period of time. If you know in advance this is the case, there is a specific form for Extended Absences that can be obtained in the office in advance of the extended absence (defined as more than 10 days). The student affected is responsible for taking the form to each of their teachers and having a conversation about expectations regarding missed work and having the instructions noted on the form. Once the form is completed, it must be approved by the student's vice principal. Also attached to the form is how to access school-based accounts while out of the country, if applicable.

## Attendance and Sports, Clubs, Field

Sports, clubs, and extracurricular activities are an important part of the school experience. All students are encouraged to participate in school activities that interest them. That being said, students must be students first, athletes and club members second. If a student does not attend class or is not engaging in class appropriately, they will not be permitted to participate in extracurriculars. Coaches and club leaders will be closely monitoring attendance and not permitting students to participate in a practice, game, and/or trip if they have not been in attendance or they are not engaging appropriately in their classes.

## Annual notice to adult students or parent(s)/guardian of students under the age of 16

A completed Student Medical Form (FORM A1420 - 1) is required each school year, or when a medical need is identified, or when the student transfers to another school, in order to authorize medical response plan development and the administration of prescribed medication to students who require it during school hours, or when the medication and/or dosage requirements change. Specific to asthma, every student is now permitted to carry their asthma medication if the student has their parent's/guardian's permission. Copies of these forms will be sent home with students with identified life-threatening conditions during the month of September. Please complete and/or update these forms and return them to the school office before the end of September.

Parent(s)/guardian(s) and adult students are responsible for ensuring that a current, completed Student Medical Form is on file at the school. Parent(s)/guardian(s) and adult students are also to complete a Plan of Care for students with prevalent medical conditions such as anaphylaxis, asthma, type 1 diabetes, or epilepsy/seizure disorder. Some students may experience severe life-threatening allergic reactions to bees, hornets, wasps, or other flying insect stings or to certain foods or food ingredients such as peanuts.

The best way to reduce the risk of accidental exposure for these students is to respectfully ask parent(s)/guardian(s) to avoid sending peanut butter or products with peanuts and/or tree nuts listed in the ingredients to school. For students with life-threatening allergies, it is recommended that two doses of an epinephrine auto-injector are available on site at school. Secondary school students are permitted and encouraged to carry their own epi-pens on their person at all times.

Please do not hesitate to contact the school with any questions you may have.

## SCDSB PARENT PORTAL

The SCDSB Parent Portal is a secure online tool that provides parent/guardians (of students less than 18 years of age) with quick access to their children's attendance and grades. Go to <http://ps.scdsb.on.ca/> to create a Parent Portal account or log in. To access the Parent Portal, parents/guardians will need each child's Student Number, which can be found on the student's report card or by calling the school's main office @ 705-325- 1318. The Access ID number is only available by calling the school. Each student has a unique Access ID and Student Number. Once a Parent/Guardian has created a Parent Portal account, all children in the family can be linked to that single account.

## SCDSB 2023-24 Student Handbook

The SCDSB student handbook contains a variety of information that the SCDSB is required to share with all students and families. This September, schools will be distributing the student handbook to all families via email. The SCDSB 2023-24 Student Handbook can also be found on the SCDSB website at [www.scdsb.on.ca/elementary/parent](http://www.scdsb.on.ca/elementary/parent) and on school websites under 'students'. If you have questions, please contact the school.

## Assessment and Evaluation

The Ministry of Education states: "Teachers will take various considerations into account before making a decision about the grade to be entered on the report card. The teacher will consider all evidence collected through **observations, conversations, and student products** (tests/exams, assignments for evaluation). The teacher will consider the evidence for all the tests/exams and assignments for evaluation that the student has completed or submitted, the number of tests/exams or assignments for evaluation that were not completed or submitted, and the evidence of achievement that is available for each overall expectation for a subject in a particular grade or course.

In addition, the teacher will consider that some evidence carries greater weight than other evidence; for example, some performance tasks are richer and reveal more about students' skills and knowledge than others.

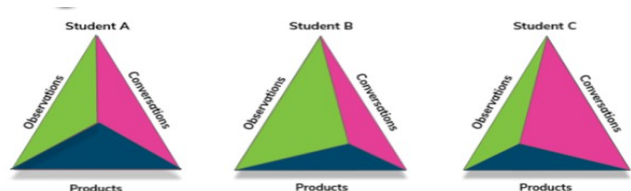
Teachers will weigh all evidence of student achievement in light of these considerations and will use their **professional judgment** to determine the student's report card grade. The report card grade represents a student's achievement of overall curriculum expectations, as demonstrated to that point in time.

Determining a report card grade will involve teachers' professional judgment and interpretation of evidence and should reflect the student's **most consistent level of achievement, with special consideration given to more recent evidence.**"

Growing Success, 2010 p. 39

**What does that mean?** Grades aren't just determined from tests/assignments, they also come from conversations and observations. A teacher may choose to weigh evidence differently and will use their professional judgment when determining your report card grade for both the mid-term and final report card.

Each student is unique and therefore everyone's triangle will potentially look different in terms of the weighting of conversations, observations and products. Your teacher will assess you using a triangulated approach and give consideration to how you best demonstrate your learning.



## Standard Acknowledgment and Permission Form/Student Information Computing Technology Appropriate Use Agreement 2023-24

The 2023-24 Standard Acknowledgment and Permission Form and Student Information Computing Technology Appropriate Use Agreement are required forms for all Simcoe County District School Board (SCDSB) students. The forms have been made available electronically through School Cash Online until Oct. 16. School Cash Online is our preferred method for forms. If you are unable to submit these forms electronically, please contact the office for paper copies.



## Culminating Task Days and Feedback, Recovery, and Improvement Days

Culminating tasks (which could include a performance, an examination, an essay, or another method of evaluation suitable to the course content) occur towards the end of a course. Some students may continue to have examinations in the courses in which the teacher's professional judgment is that examinations are appropriate for demonstrating the learning expectations of the course. Culminating tasks have been shifted to occur earlier than the last week of the semester so that students are provided with that feedback before the end of the semester, and to ensure that they have an opportunity to improve on their learning, and potentially their grades. This process began during the pandemic, and we continue to work towards the goal of all culminating tasks being returned to students with feedback and opportunities for improvement before the term ends.

We have developed a schedule to help students and staff ensure that multiple culminating tasks are not occurring on the same day, and still provide enough time for the students to receive feedback and recommendations for next steps. There will still be assessments occurring until the end of the semester, and projects, portfolios, tests, etc. will continue to happen. The end of the semester is always a busy time for students as they wrap up course material and assignments. We continue to work with our students on all the important skills they need for their future success.

### Culminating task days for semester 1

Period One – Dec. 14, 2023  
Period Two – Dec. 15, 2023  
Period Three – Dec. 18, 2023  
Period Four – Dec. 19, 2023

During this time, there will be a moratorium period for sports teams to support their attendance in class.

At the end of each semester, all secondary schools will run feedback, recovery, and improvement days for students. Culminating assessments such as portfolios, essays, examinations, and interviews will take place during instructional days and will be returned to students with feedback before the end of the semester.

The last day of regular instruction for students in semester one is Monday, Jan. 29, 2024. The period from Tuesday, Jan. 30, 2024, to Thursday, Feb. 1, 2024, is reserved for students to receive feedback from an assessment, to rescue or recover a credit, or to improve on an area of missed expectations.

Teachers and support staff will communicate with students who will benefit most from attending this opportunity; however, all students will be invited and welcome to attend those days. There will be no new instruction on these days (Jan. 30, 31 and Feb. 1). Feedback, recovery, and improvement days are an opportunity for students to work closely with their teacher if they require feedback, credit recovery, or an opportunity to improve on an area of missed expectations.

## Well-being and Support at Twin Lakes

We believe that looking after our physical and mental health is essential to our overall well-being. We are committed to creating an inclusive school environment where students feel safe, welcome, and included.

Twin Lakes students have access to Guidance Counsellors, Student Success Teachers, Indigenous Student Success Teachers, a Multilingual Learner Facilitator, and Special Education Resource Teachers (SERTs) for regular support. Additionally, Twin Lakes students can request access to a Social Worker, an Indigenous Social Worker, a Mental Health and Addiction Nurse, a NewPath Counsellor, an Attendance Counsellor, a Graduation Coach for Black Students, and a Graduation Coach for LGBTQ2+, and a Graduation Coach for Indigenous students. Additionally this year, we have a Grade 9 Destreamed Student Success Teacher. Students can request support from any of these people by talking to their Guidance Counsellor, SERTs, Student Success, or any administrator.

Student groups will also be starting in the fall. Students should listen to the morning announcements for group meeting dates, times, and locations.

Students have access to the Multifaith Prayer and Meditation Room during the school day. The room is located in the first seminar room of the library. Students who wish to access this room can do so freely as long as the room is being used for its intended purposes and others are being respected. The room is furnished with a few yoga mats and other necessities, but students are welcome to bring what they need while accessing the room.

For helpful information and resources to support student mental health and well-being, visit the [SCDSB website](#) or [School Mental Health Ontario](#).

## Lockers

Locker use will be available this school year but are not mandatory. Lockers will be assigned based on first period class location to individuals who express interest. Students who choose to have a locker for semester 1 will be assigned one locker for the duration of the school year. Those who choose not to have a locker for semester 1 but change their mind later on can be assigned a locker at the start of semester 2.

A combination lock is mandatory for locker use, and the combination must be registered with the main office via the QR code that will be shared with students.

Combination locks are available for sale in the main office for \$8.

## Bussing

Families should receive an email from the Simcoe County Student Transportation Consortium (SCSTC) about bus routes. Students will learn about their assigned bus route(s). If you have any questions regarding bussing, please check the Simcoe County Student Transportation Consortium website at [simcoecountyschoolbus.ca](http://simcoecountyschoolbus.ca) or reach out to Ms. Cunningham in the main office at Twin Lakes.

## Inclement Weather and Bus Cancellation Information Reminder

All information regarding canceled buses in Simcoe County is posted on the Simcoe County Student Transportation Consortium (SCSTC)'s bus information website at [www.simcoecountyschoolbus.ca](http://www.simcoecountyschoolbus.ca). Our school is in the **north zone**. When buses are canceled, schools remain open for student learning, unless otherwise noted. School staff are expected to plan for such emergencies in order to transition students who are unable to attend due to inclement weather, to their online platform SCDSBhub (Brightspace by D2L) and continue with academic programming. It is always a family decision whether or not it is safe for their child(ren) to leave for school under severe weather conditions. At Twin Lakes one classroom per department will be open for the day and staffed by members of that department. Students who choose to come to school are to be in a department's classroom and supervised for the duration of the day.

The Consortium and bus operators try to make the decision to cancel school buses before 6 a.m. and make every effort to post announcements before 7 a.m. Inclement weather cancellations are effective for the whole day and buses canceled in the morning will not run at the end of the day. You can follow the Consortium on Twitter [@SCSTC\\_SchoolBus](https://twitter.com/SCSTC_SchoolBus) for bus cancellations and other information. You can also subscribe to receive bus delay notifications here: <https://scstc.ca/Subscriptions/Login.aspx>.

## Photo Days



Fall Photo Day is Friday, September 15, 2023.  
All students are required to have their photo taken.

Photo retake day will be November 7, 2023

Grad photos will be scheduled for December 11-14.

Much more information will follow for graduation as we ease into September.

## School Council

Each year, parents of our school are given the opportunity to nominate themselves to be candidates for our Twin Lakes Secondary School Council. The role of School Council is outlined in the Ontario Education Act - Ontario Regulation 612/00 - School Councils and Parent Involvement Committees and Ontario Regulation 330/10 - School Councils and Parent Involvement Committees. Council meets a minimum of 4 times per school year. These meetings typically average 1-2 hours in length and take place during evening hours. School Council is an advisory group for school administration and helps set direction for fundraising plans, field trips, community events, etc.

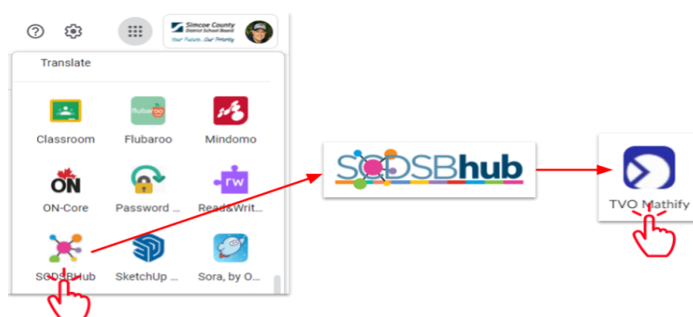
## Extra Mathematics Support for Grades 4 to 12

Are you looking for extra mathematics support for your Grade 4 to 12 student? TVO Mathify offers free 1:1 online Grade 4 to 12 math tutoring to students enrolled in Ontario's publicly funded English-language schools. Features include an interactive whiteboard, as well as voice and text chat to make it easy to upload a math question and figure it out with the support of a math tutor, at a time that works for you.

Connect with an Ontario Certified Teacher of your choice. It is anonymous and secure, and can be used from a phone, tablet or computer. Math tutors are available from 9 a.m. to 9 p.m. Monday to Friday, and 3:30 to 9 p.m. Sunday.

All SCDSB students from Grades 4 to 12 have been pre-registered for this amazing service. For quick access to TVO Mathify:

1. Find the link in your child's Google waffle to the SCDSBhub.
2. Look for the TVO Mathify icon on their dashboard.



Your child will not need to enter their OEN number or any identifying information when TVO Mathify is accessed through the SCDSBhub.

## Smoking and Vaping on School Board Property

The only permitted area for smoking in the vicinity of Twin Lakes Secondary School is at the top of the school entrance ramp on Birch Street. Students, staff, and visitors who partake in smoking and vaping must be on the city's side of the ramp and off school board property. We do not condone nor support smoking nor vaping, especially at school. Per the Smoke-Free Ontario Act of 2017, there are strict and enforceable laws that will result in charges laid by the Simcoe Muskoka Health Unit's Tobacco Enforcement Officers if anyone is caught smoking or vaping or sharing smoking or vaping products on school property at any time. There is to be no smoking or vaping on school board property at any time, including inside the school building, on the sports field, or in the parking lot (even if inside a personal vehicle). Students caught smoking or vaping on school board property will be suspended *and ticketed by the Tobacco Enforcement Officer*. *Anyone other than students caught smoking or vaping on school board property will be ticketed by the Tobacco Enforcement Officer.*

## Food Delivery Services

We respect the Gig-economy (Uber Eats, Skip the Dishes, etc.) and everyone that works in it. We also appreciate students' desire to use the service. However, you can have food delivered via app based services during lunch time ONLY. No student should be missing class to meet their driver or eat food delivered during class time.

## School Council

Each year, parents of our school are given the opportunity to nominate themselves to be candidates for our Twin Lakes Secondary School Council. The role of School Council is outlined in the Ontario Education Act - Ontario Regulation 612/00 - School Councils and Parent Involvement Committees and Ontario Regulation 330/10 - School Councils and Parent Involvement Committees.

Council meets a minimum of 4 times per school year. These meetings typically average 1-2 hours in length and take place during evening hours. School Council is an advisory group for school administration and helps set direction for fundraising plans, field trips, community events, etc.

Attached, you will find two documents:

1) **School Council Nomination Form** - this is the form that you must complete and submit to the school office, completed with your informational details no later than Friday, September 22, 2023 at 4pm if you wish to nominate yourself to be a member of council. Depending upon the number of nomination forms, we may be required to have an election (if this is required, more information will be forwarded next week)

2) **Roles and Responsibilities of a School Council Member** - this documents briefly outlines the roles and responsibilities that individuals take on when they are elected or acclaimed to a position on council.

Thank you for your time to consider joining our School Council. **Currently, our first meeting is scheduled for Thursday, September 29th, 2022 at 6:00pm in our library.**

[roles and responsibilities.pdf](#)

[Nomination Form.pdf](#)

## COVID Protocols Self-Assessment

All students and staff are recommended to complete the daily COVID-19 self-assessment prior to entering SCDSB schools and buildings, using the provincial self-assessment tool. Students or staff with symptoms must stay home from school. To access the COVID-19 self-assessment tool, please visit <https://covid19.ontario.ca/school-screening/>

The Twin Lakes Secondary School website is continuously updated. Please check [twi.scdsb.on.ca](http://twi.scdsb.on.ca) regularly.

## New Absence Reporting System for SCDSB

It's important to get accurate information about what's going on at your school and at the Simcoe County District School Board (SCDSB). Here are some ways to do that:

- Sign up to receive SCDSB media releases by clicking the 'Subscribe' button at [scdsb.on.ca](http://scdsb.on.ca).
- Follow the SCDSB on Twitter (@SCDSB\_Schools), Facebook (facebook.com/SCDSB) and Instagram (instagram.com/scdsb).
- Follow the SCDSB on Twitter (@SCDSB\_Schools), Facebook (facebook.com/SCDSB) and Instagram (instagram.com/scdsb).
- Follow TLSS on Twitter (@TwinLakes\_S.S.)
- Follow Guidance on Twitter (@TLSSguidance)

## Days of Awareness 2023-24

For information regarding holy days and holidays, visit the SCDSB website here:

[www.scdsb.on.ca/about/equity\\_and\\_inclusion/holy\\_days\\_and\\_holidays\\_calendar](http://www.scdsb.on.ca/about/equity_and_inclusion/holy_days_and_holidays_calendar)

For more information on heritage days, visit the SCDSB website here:

[https://www.scdsb.on.ca/about/equity\\_and\\_inclusion/heritage\\_recognition](https://www.scdsb.on.ca/about/equity_and_inclusion/heritage_recognition)

## Student Accident Insurance 2023-24

Student injuries at school during school events, extra-curricular activities (e.g., athletics, clubs, etc.) and out-of-province/out-of-country trips are not covered by the Simcoe County District School Board (SCDSB) or its insurance company. While every precaution is taken to provide a safe learning environment, accidents can and do happen.

A variety of plans and benefits at reasonable annual prices can be found through either:

- StudyInsured at [www.studyinsuredstudentaccident.com](http://www.studyinsuredstudentaccident.com) or by calling 1-833-560-0527; or,
- Insure my Kids through at [www.insuremykids.com](http://www.insuremykids.com) or by calling 1-800-463-5437.

Participation in extra-curricular activities (e.g., athletics, clubs, etc.) and/or out-of-province/ out-of-country trips require the purchase of this insurance, or other extended health and dental coverage.

## Volunteering in Schools During the 2023-24 School Year

Volunteers are an important part of what makes our schools great places to learn and grow. We value and appreciate the support of our volunteers. Volunteers have various roles at our schools including:

- School event volunteer
- Hot lunch day organizers
- Field trip supervisors
- Classroom helpers

Please contact your local school's office if you are interested in volunteering and would like to know more about the opportunities available.

To become a volunteer in a Simcoe County District School Board (SCDSB) school, you must complete accessibility training and submit a current (dated within six months) Vulnerable Sector Check (VSC). Schools require all VSCs to be in their original form and emailed directly to the school for processing. Please note, volunteers are unable to upload VSCs directly to the volunteer portal. Each potential volunteer must create an account within the volunteer portal. Please remember to choose the school you wish to volunteer with.

If you do not have a computer or require assistance, please contact the school.

### Student Dress Code

Our board's dress code is one way that we embed the principles set out in the SCDSB and Ministry of Education documents, Caring and Safe Schools in Ontario, and Equity and Inclusive Education to ensure safe, inclusive and equitable learning environments for all of our students. In SCDSB schools, we believe that students should be able to learn in a safe and caring space that is free of bias and discrimination. When making choices about what to wear to school, we respect your individuality. To ensure that our learning environments are safe and respectful spaces, our board has consulted with students and staff to develop a set of shared standards for student dress.

The SCDSB dress code is available on the SCDSB website at [www.scdsb.on.ca/elementary/dress\\_code](http://www.scdsb.on.ca/elementary/dress_code). If you have questions about the dress code, contact your school principal.

## Current volunteers

Current approved volunteers must keep their Community Apps account/Volunteer Portal information up-to-date with email address changes. Communication is sent throughout the year to the provided email address with respect to timelines, necessary requirements, etc. regarding your volunteer status. Instructions on how to change your email address in Community Apps can be found [here](#). Updating your email address in your Community Apps account will automatically update your email address in your Volunteer Portal.

### How to access the Volunteer Portal

Click this [SCDSB Community Apps link](#) or find the link on the volunteer page of your schools website, under the Parents menu.

If you have previously registered a Community Account, click the **Login To Community Apps** button, and login with your username and password.

If you do **not** have an account, click the **New? Register for new Community Account** link at the bottom of the page.



**REMINDER:** Each volunteer will have to have their own community apps account. Each community apps account is created with a separate email address.

If you are also a parent, check out [our Parent Portal](#).

- Complete an annual offence declaration through the SCDSB Community Apps – Volunteers page for up to four years to continue volunteering.
- Submit a new VSC at the beginning of the fifth year.
- Be responsible for the cost of the VSC.
- Be responsible to the principal and work under the supervision of teaching staff.
- Work co-operatively as part of a team to support and supplement school programs.
- Respect the confidentiality of the relationship to the school, ensuring that staff issues and student work and behaviour issues are held in confidence.
- Adhere to established SCDSB and school procedures.
- Communicate regularly with staff.
- Be prompt, dependable and regular in attendance, and give advance notice to teachers when unable to attend.



## Procedures Help Keep our School Safe

We have a number of procedures in place to keep our school safe. You can help your child understand and feel safe by:

- talking to them about the situations below
- reminding them that emergencies are rare
- telling them it's important to follow staff instructions in these situations

Parents/guardians should talk about the following emergency drills with their children:

- **Shelter in place** is used when there is an environmental or weather-related situation, like a chemical spill outside the building, or a major storm. Activities continue inside the school. Students and staff are not allowed to leave the building. The ventilation system may be shut off temporarily.
- A **hold and secure** is used when there is a situation in the community, not related to the school, like a bank robbery nearby. Activities continue, but all exterior doors are locked. No one is allowed to enter or exit the school.
- A **lockdown** is used when there is a major incident or a threat of violence related to the school. Students and staff move to secure areas, away from doors and windows. Interior doors are locked, lights are shut off and blinds are drawn. Students and staff remain quiet. We practice lockdown drills at least two times per year. In the unlikely event of an actual lockdown situation, police ask that parents/guardians do not go to the school. Information will be communicated through the school board social media sites ([www.facebook.com/SCDSB](http://www.facebook.com/SCDSB) and [www.twitter.com/SCDSB\\_Schools](http://www.twitter.com/SCDSB_Schools)) and website ([www.scdsb.on.ca](http://www.scdsb.on.ca)), through local police and local media.
- All schools have **evacuation plans** in case of gas leaks, bomb threats or fire incidents that would require everyone to leave the school. We hold drills to practice our evacuation plan. In a real evacuation, students and staff may go to the evacuation site, depending on the situation. Parents/guardians will be informed about pick-up procedures by the school, school board and local media.

When parents/guardians are at school during a drill or emergency event, they must follow direction from school staff, police, fire, and/or emergency personnel. Parents/guardians may not have immediate access to their children during drills or emergencies. They may need to wait until the situation is resolved and school staff and/or emergency personnel release students into parent/guardian care.

It's important for you to know we'll always take whatever precautions are necessary to keep our school and students safe.

Please note the following:

- Elementary school main doors are locked during the school day. Visitors must use the **intercom system** and wait for assistance. **Staff may not be available to answer the door immediately, so please be patient.**
- Staff must complete a **criminal record check** before having contact with students.
- We ask parents/guardians of elementary students to contact us when their child will be absent from school as part of our **Safe Arrival** program. When we don't hear from a parent/guardian and a student is absent, we will call home to find out the reason for the absence.
- At least two staff members in every school are trained in **first aid and CPR**. All SCDSB schools have **automated external defibrillators (AEDs)**.