



District School Board of Niagara
Achieving Success Together

Cherrywood Acres School

Safe School Plan

2010-2011



A Parent's Guide to the Cherrywood Acres School

Safe School Plan

Cherrywood Acres
4635 Pettit Ave
Niagara Falls, ON

Phone: 905-356-2801

e-mail: cwd@dsbn.edu.on.ca

WEB SITE: <http://www.dsb.edu.on.ca/Schools/cherrywood/>

The Cherrywood Acres School *Safe School Plan* is sent home annually in September. Any revisions to this Cherrywood Acres School *Safe School Plan* will be communicated to the school community through the **MONTHLY** Newsletter, which is sent home with the youngest or only child in each family during the last week of each month. Please keep this copy for reference.

Cherrywood Acres School Safe School Plan

<p>VISION OF OUR SAFE SCHOOL</p>	<p>As mandated by the Ministry of Education and Training, it is the responsibility of every school to provide a safe and secure environment for their students, volunteers, visitors, parents* and staff. In an attempt to do this, our school discusses safety issues with parents, staff and students and have established safety procedures in place. This document follows the same format established by the protocols between the District School Board of Niagara (DSBN); the Niagara Regional Police Service (NRPS) and Family and Children’s Services of Niagara (FACS).</p> <p>The Cherrywood Acres School <i>Safe School Plan</i> will be reviewed annually by the Cherrywood Acres School Council and staff in order to ensure successful implementation of all procedures. Cherrywood Acres School invites feedback from parents and/or volunteers by reporting unsafe situations or potential hazards on our school property at any time, to the school office or by communicating the situation to the Principal. Copies of this Cherrywood Acres School <i>Safe School Plan</i> are also available and on file in the school office, with each Cherrywood Acres School staff member and the Principal.</p> <p><i>At Cherrywood Acres School, it is our goal to promote pro-active procedures in order to maintain the best possible CARE, WELFARE, SAFETY and SECURITY for all students, staff, parents, volunteers and visitors within our school environment.</i></p> <p>*the term ‘parents’ also references guardianship throughout this document</p>
<p>SAFE ARRIVAL/ “CALL BACK” Program</p>	<p>The “Safe Arrival/Call Back” Program is a system that parents and schools can use to account for a student’s unexplained absence from school. Parents are responsible for communicating any planned student absences or lateness to the school (905-356-2801) in a timely basis by calling the school <u>before</u> the school day begins at 8:55 a.m. (or 1:40 p.m.) to relay the message that their child will not be in attendance for the day, portion of the day (or few days), also stating the reason. Cherrywood Acres School also has an answering machine 24 hours a day, used to relay student absences. This way, the secretary will not need to “Call Back” home in order to inquire about a student’s absence. <u>The official time that students are allowed to go home for their meal is during the second Nutrition/Fitness Break (1:00 – 1:40).</u> Once the secretary receives the attendance folders from the classrooms, which is immediately after morning announcements and again at 1:45 p.m., the “Safe Arrival/Call Back” program begins.</p> <p>During the first week of school in September, the “Student Verification Form” is sent home to be up dated, completed by parents and returned to the school on the next school day. The form includes pertinent home information as well as contact names, phone numbers for emergency situations, “School Emergency Dismissal Procedures” and medical information. It is the parents’ responsibility to ensure that the school be kept up-to-date with ANY changes throughout the school year.</p>

Cherrywood Acres School Safe School Plan

<p>ACCESS TO STUDENTS <u><i>DURING SCHOOL HOURS</i></u></p>	<p>Unless special custody arrangements have been made, students are released to their parent(s) only. Schools must have official court documentation in the student's Ontario Student Record (O.S.R.) file regarding any custody issues.</p> <p>It is the responsibility of the parent to report any changes in the court documentation to the office immediately. If parents wish for their child to go home with another adult, a written note or a phone call to the school (in an emergency situation) must be received by school personnel. The note/call must indicate the name of the adult and relationship to the child before having the child picked up. Identification may be requested at the time of student pickup.</p> <p>Junior/Senior Kindergarten teachers will only release a student to authorized person(s). Either a note (with optional photo), discussion in person with the teacher or a call to the school (in an emergency situation) must be made in order to confirm who the authorized person(s) will be.</p>
<p>STUDENT APPOINTMENTS</p>	<p>If your child has an appointment during the school day, parents are asked to inform the school directly, through a written note explaining the situation. Parents of Primary and Junior students, picking up their child during the school day, are requested to come to the office, (rather than going directly to the student's classroom) and sign their child out at the office. The secretary will call the student on the intercom to meet you at the office with his/her belongings. If parents have given their Intermediate child a written note, giving him/her permission to leave the school for an appointment, students are required to show the note to the teacher and bring the note to the office before leaving for the appointment.</p>
<p>CROSSING GUARD</p>	<p>The City of Niagara Falls provides one Crossing Guard for the safety of our students. The Crossing Guard is available during the following times: 8:15 a.m. – 8:50 a.m. and 3:15 – 3:50 p.m. There is a crossing guard available at Morrison and Pettit during the second nutrition break from 1:00 p.m. – 1:45 p.m. Students who need to cross Morrison, Drummond and Dorchester Road MUST cross with the Crossing Guard and obey the following rule: <i>“wait until the Crossing Guard indicates that it is safe to cross the street”</i>.</p>
<p>CODE OF CONDUCT</p>	<p><i>“A school is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All students, parents, staff and visitors have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to be law abiding citizens and be accountable for actions that put the safety of others or oneself at risk.”</i> (Ontario Code of Conduct, 2000)</p> <p>The Cherrywood Acres School Code of Conduct is reviewed by the Cherrywood Acres School Council and staff and shared annually with all Cherrywood Acres School families and students.</p>

Cherrywood Acres School Safe School Plan

<p>STUDENT MEDICAL CONCERNS</p>	<p>Any medical conditions or concerns must be listed on the “Elementary Student Registration Form” or the “Student Verification Form”. Any child taking prescription medication at school is required to have his/her Doctor complete a form entitled “Authorization of Administration of Oral/Topical Medication”, which is available at the office. This form must also be completed by the parent for students who need to have school personnel dispense non-prescription medication (Tylenol, Cough Syrup, and Benadryl). The administration of this medication is the responsibility of the Principal or designate. A record of the administration of the medication is kept in a binder in the main office along with all medications in a secure place. Parents are requested to bring any ‘refills’ or changes in medication directly to the office rather than sending it with the student. At the end of the school year, a letter will be sent home, reminding parents that the medication needs to be picked up as well as a blank copy of the form so parents may obtain any necessary medical signatures regarding changes to medication and/or administration throughout the summer. It will be the responsibility of the parent to pick up any ‘left over’ medication from the office either on the last school day in June or the few days following. Any medication(s) left after this timeframe will be disposed of in accordance with protocol by bringing it to a local Pharmacy. Medications (Epi-pens, prescriptions/non prescription medications, etc.) will not be sent home with the student at the end of the school year.</p>
<p>ALLERGIES</p>	<p>A form entitled “<i>Emergency Action Plan</i>” must be completed for a highly allergic (anaphylaxis) child requiring the use of an epi pen or the administration of an antihistamine. These forms are available at the office and are kept with the necessary medication in the main office. Names and photographs are compiled on a sheet, with a list of allergies and necessary actions to be taken in the event of an emergency. Copies are posted in the staff room, hallways, gymnasium and applicable classrooms. Instructions outlining procedures to be taken for the administration of an Epi-pen are also included in the Occasional Teacher’s folder.</p>
<p>FIRST AID AND EMERGENCIES</p>	<p>Emergency phone numbers (provided by parents) for students are available to staff on the <i>Student Verification Form</i>. The Principal/Vice Principal and Secretary are also able to access the information from our computer data base called ‘Trillium’. In the event of a medical emergency, every attempt will be made to call the ‘Emergency Priority’ phone numbers that have been provided by the parent. Depending upon the nature of the emergency, the student may either wait at the office for the parent or contact to arrive or, if it is determined to be of a serious nature and emergency contact is unavailable, the student may be transported to the hospital by ambulance, along with a Cherrywood Acres School Staff member. The secretary will continue to call the ‘Emergency Priority’ phone numbers.</p>

Cherrywood Acres School Safe School Plan

<p>FIRST AID AND EMERGENCIES (continued)</p>	<p>There is at least one staff member at the school who holds current certification in First Aid and CPR. A First Aid Kit is also kept in the staff room as well as the main office. A Health and Safety Bulletin Board is maintained in the staff room. The Principal/ Health and Safety Representative or designate ensures that updated specific items are posted on the School Health and Safety Bulletin Board. Student injuries <i>which may require medical care</i> are recorded and reported through the Ontario School Board Insurance Exchange (O.S.B.I.E.) on their website by the school secretary. Emergency phone numbers are posted beside every telephone in the school with instructions on how to access an outside line, 911 information and accurate directions to the location of our school.</p>
<p>SUN SAFETY</p>	<p>On sunny days, students are encouraged to take precautions against sunburn and sunstroke. Students are encouraged to limit their physical activity and remain in the shady areas. They are encouraged to wear clothing that covers most of their body, wear a hat and use sun screen.</p>
<p>ELECTRONIC COMMUNICATION</p>	<p>All parents who have children in Grades 1-8, must complete a form entitled “Netiquette” which gives their child permission to use the Internet and abide by the rules, while at school. While students are using the Internet, close supervision is required by the teachers. Students are not permitted to use e-mail, download any music for electronic devices (MP3 players, iPods) or use chat lines etc. while at school. Each student is given a password and user name to access and use the computer. The DSBN Internal Web site, with appropriate links for our students, <u>is the main source of student Internet access.</u></p>
<p>FIREDRILLS AND LOCKDOWN PROCEDURES</p>	<p>In accordance with Board policy, lockdown procedures and fire evacuation drills, will provide students and staff the opportunity to practice procedures should an emergency situation occur in our school. These drills will give students and staff an opportunity to implement our School and Board Emergency Response Plan to ensure the safety of all students and staff should an emergency lockdown situation or fire occur.</p> <p>During a lockdown, staff members will ensure that all students remain inside a classroom, gym, library, etc. until otherwise notified by the Principal. All classroom and exterior doors of the school will be locked, lights turned off and curtains closed.</p> <p>During a fire drill, staff and students will evacuate the building and checks will be made outside to ensure that all people have left the building.</p>

Cherrywood Acres School Safe School Plan

PARKING LOT SAFETY	<p>The street in front of the school is a NO STOPPING zone. Therefore we ask that parents use the parking lot, the church parking lot or Cherrygrove Rd. Kindergarten parents need to wait with their children until a teacher is present. All other students can proceed to the rear of the building where staff are on duty at 8:40 am. We are attempting to have a gate cut in the fence leading to the rear of the Zeller's parking lot to allow easier access for kiss and ride drop off and pick up from this location.</p>
TRANSPORTATION	<p>Bus Safety Our Cherrywood Acres School Code of Conduct makes reference to student rules on the bus to ensure safety for all. These rules <i>must</i> be followed at all times while students are on the bus. Bus drivers also follow the routes and stop locations which have been prescribed by DSBN Transportation Department only. Please note that routes are planned on the basis of a student having the SAME pick-up and/or SAME drop -off location <u>each day of the school year</u>.</p> <p><u>Cherrywood Acres School staff/bus drivers will not accept parental written/verbal requests to allow his/her child to ride on an alternate bus and/or route. This is DSBN policy and it is strictly enforced.</u></p> <p>Any changes in transportation must be made through the District School Board of Niagara. Contact is made with to Transportation Consortium at (905) 346-0290.</p> <p style="text-align: center;">NOTE: The same policies are in effect for students that ride taxi cabs to and from school.</p> <p>Bus Arrival Buses arrive at the school via the front of the school. They park along the sidewalk so that students can dismount safely.</p> <p>Taxi Cab Safety Taxi cabs arrive at the school via the main driveway. If your child is going to be absent from school we ask that you make arrangements to cancel the taxi cab. (Niagara Falls Taxi - 9905- 357-4000; Border City Taxi 905- 358-3232).</p>

Cherrywood Acres School Safe School Plan

<p>BICYCLE SAFETY</p>	<p>Students who ride bicycles to school must walk their bicycle to the racks provided by the school located by the north doors and proceed to the school yard. The school does not assume responsibility for damage or loss to bicycles left on school property. Students are strongly advised to lock their bicycle. No riding of bicycles on school property is allowed between 8:00 a.m. and 4:00 p.m. Students riding their bicycle to school must wear a proper helmet as per The Highway Traffic Act, Section 104(2.1).</p>
<p>VOLUNTEER DRIVERS</p>	<p>Students in JK/SK – Grade 3 (under 8 years of age) will ONLY be transported to school sanctioned events by bus, due to Ontario’s regulations under the Highway Traffic Act, effective September 1, 2005. Cherrywood Acres School/School Council will NOT purchase, store, maintain, monitor recalls, weigh students or install any booster seats for this purpose.</p> <p>Parents volunteering to drive students (for Grade 4-8 students ONLY) in their own vehicle must complete a “Volunteer Driver Acknowledgement” form which is valid for one school year. It is the DSBN Policy that all volunteer drivers who are using their personal vehicles to transport students leave their cell phone turned off. In accordance with Transportation Canada passenger frontal air bag regulations, all students over 8 years of age should be seated in the back of the vehicle and properly restrained. Written permission for any child <u>to be driven by a volunteer driver</u> will also be obtained for any school sanctioned activity.</p>
<p>VOLUNTEERING/ POLICE CHECK</p>	<p>All DSBN personnel, volunteers/students from post secondary educational institutions, who are seeking placement at Cherrywood Acres School are required, according to DSBN policy, to provide a background police check to either their educational facility (University/College) or DSBN. These are also checked by the Principal/Vice Principal.</p> <p>Parents and secondary school co-op students volunteering on a regular basis at Cherrywood Acres School may not require a police check however, are required to sign and abide by the Cherrywood Acres School “Volunteer Agreement” in order to maintain confidentiality and safety for our students and themselves.</p>

Cherrywood Acres School Safe School Plan

<p>PARENTS/ VISITORS/ VOLUNTEERS IN THE SCHOOL</p>	<p>In order to maintain a safe school environment for our students, and also to reduce the number of disruptions in the classroom while learning is going on, we ask parents, visitors and volunteers coming to the school to comply with the following:</p> <ul style="list-style-type: none"> • All parents, visitors, volunteers MUST report to the office upon entering the school building. DSBN policy indicates that signage, indicating this, must be posted at all school entrances. • Parents waiting for their child at the end of the school day are requested to wait outside by the door that their child usually exits, rather than by the classroom door or in hallway. Hallways can become congested and safety becomes an issue. • Should parents be waiting to talk to the teacher at the end of the school day, they are welcome to come inside after the students have left the building and set up an appointment to meet the teacher. Please understand that teachers may have prior commitments and may not have the time to spend with you at that moment. • Volunteers and Visitors must sign in (and out) at the office and wear a VOLUNTEER or VISITOR badge while at Cherrywood Acres School. • OCCASIONAL TEACHERS/STAFF must sign in (and out) at the office and wear a badge while at Cherrywood Acres School. <p>Adults roaming the building or waiting by the classroom will be approached by administration or teachers.</p>								
<p>EMERGENCY CLOSURE</p>	<p>In the event of severe, inclement weather, lack of heat, or other such unplanned occurrences, it is sometimes necessary to close the school. An announcement will be made through the local radio stations, usually early in the morning. If the school closes part way through the day, staff will follow the “Emergency Priority” and the “Closure Priority” information that the parent/guardian has provided to the school. Listen to any of the following Radio Stations for information about ANY school closures:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">CKTB Radio 610</td> <td style="width: 25%;">905-684-6397</td> <td style="width: 25%;">CKOC 1150</td> <td style="width: 25%;">905-545-5285</td> </tr> <tr> <td>CHSC Radio 1220</td> <td>905-688-6397</td> <td>CHML 900</td> <td>905-545-5885</td> </tr> </table> <p>Should staff and students need to evacuate to an alternate location, for whatever reason, the alternate location has been determined as First Baptist Church on Pettit Ave. “Emergency Priority” and “School Emergency Dismissal Procedures” information will be used by staff members to contact parents. However, listening to the radio station(s) is also advised.</p>	CKTB Radio 610	905-684-6397	CKOC 1150	905-545-5285	CHSC Radio 1220	905-688-6397	CHML 900	905-545-5885
CKTB Radio 610	905-684-6397	CKOC 1150	905-545-5285						
CHSC Radio 1220	905-688-6397	CHML 900	905-545-5885						

Cherrywood Acres School Safe School Plan

<p>SUPERVISION OF STUDENTS DURING “NUTRITION/FITNESS BREAKS”</p>	<p>Parents are requested to complete and submit a Nutrition/Fitness Break Application/Contract for each of their children. The Nutrition/Fitness Break Contract information is kept in the home room classroom and includes phone numbers where parents can be reached during this specific time.</p> <p>Students who stay infrequently for the second Nutrition/Fitness Break, may do so when a written, dated note from the parent is presented to the teacher.</p> <p>Students who stay for Nutrition/Fitness Breaks must remain on school property during the entire break. Should a parent grant permission for his/her child to leave school property during the second Nutrition/Fitness Break (1:00 – 1:40 p.m.) for any particular reason, it must be communicated to the teacher via a written note, clearly indicating the day and parent signature. Students going to another student’s house for the second break must obtain the signature from both parents involved. Notes indicating parental permission to have their child leave school property every Tuesday for the duration of the school year etc. will not be allowed. Notes must be dated and signed by the parent for each time.</p> <p>Parents delivering their child’s meal(s) anytime throughout the day are requested to please leave the meal(s) at the office and the secretary will contact the student at the appropriate time so as not to disrupt the class.</p>
<p>PLAYGROUND SUPERVISION</p>	<p>Students are asked to play in the designated areas of the playground, not extending beyond the baseball diamond. Students are asked to leave all toys at home. Borrowed school equipment is to be returned to the classroom when students are finished playing with it. No food or drink is to be taken out to the playground. No throwing of stones, snowballs or ice is allowed. Wrestling, play fighting, tackle football or other forms of rough play are not allowed. Students are not permitted to climb in trees or on fences or access the school roof. When the bell rings, play must stop and students must line up at the door. Students must enter the building in a quiet, orderly manner.</p>
<p>INDOOR RECESS</p>	<p>On extremely cold days or wet days, the Principal/Designate will make a decision whether students should be permitted outside. On these extremely cold or wet days, the Fitness Break may be shortened or the students may have an indoor break. Teachers who would normally be supervising on the playground circulate to watch over indoor recess activities. Students remain in their room (having had a washroom break). Intermediate students often assist as classroom monitors in primary/junior classes. Staff are also on duty during indoor breaks.</p>

<p>HELMET USE</p>	<p>Parents must be aware that if students are involved in any recreational skating throughout the school year, Canadian Safety Association (CSA) approved helmets that fit properly are mandatory for Primary, Junior and Intermediate recreational skating. It will be parental responsibility to ensure CSA standards are met in regards to the helmet and that it fits properly. Teachers will not take this responsibility.</p>
<p>WASHROOM PROCEDURES/ STUDENT MOVING ABOUT THE SCHOOL</p>	<p>Primary students in Grade 1-3, moving throughout the school on an errand, will travel and/or visit the washroom with a buddy. Students in Grades 4-6, who wish to take a buddy to the washroom, are encouraged to do so.</p> <p>All Student washrooms are clearly marked “For Student Use Only”. Adult visitors who are present during school hours must use the staff washrooms. A notice is added in the “Sign in” book indicating that adults must use staff washrooms.</p> <p>During breaks (either outdoors or during indoor break), students must ask permission from a staff member in order to access the washrooms and then report back to that staff member upon their return. All staff/supervisors on duty wear an orange traffic vest for easy identification and may carry a walkie talkie.</p> <p>Students, without a teacher, will not enter a storage room (gym storage included), photocopy room, Caretaker’s room or any other room not designated for student use.</p>
<p>Communication</p>	<p>The Cherrywood Acres School <i>Safe School Plan</i>, which includes “A Parent’s Guide to the Cherrywood Acres School <i>Safe School Plan</i>” as well as “A Teacher’s Guide to the Cherrywood Acres School <i>Safe School Plan</i>” in its entirety, will be kept in the school office, available for any parent to peruse. A copy of “A Parent’s Guide to the Cherrywood Acres School <i>Safe School Plan</i>” will be distributed to each family in September.</p> <p>Any revisions to this Cherrywood Acres School <i>Safe School Plan</i> will be communicated to the school community through the Monthly Newsletter, which is sent home with the youngest or only child in each family during the last week of each month. Please keep this copy for reference.</p> <p>SAFE School issues are always discussed at School Council Meetings. Issues may be brought to the attention of School Council members for discussion at a meeting. Anyone may also contact a School Council member.</p> <p><i>Communication to the students regarding safety arise in one or several of the following ways:</i></p> <ul style="list-style-type: none"> ○ reminders on morning announcements, ○ Safety presentations as part of the curriculum (Fire and/or Police Department, Niagara Regional Health Unit), ○ Community Agency advocates, ○ Health curriculum, <p>Students in Grades 4-8 review of the Cherrywood Acres Code of Conduct during the first week of school by classroom teachers. Parents are requested to review the pertinent information with their child in Grades 1-3.</p>

Cherrywood Acres School Safe School Plan

<p>COMMUNICATION (continued)</p>	<p><i>Communication to the staff regarding safety issues and concerns happen in a variety of ways:</i></p> <ul style="list-style-type: none"> ○ memorandum from the Principal at the request of DSBN (i.e. September review of Administrative procedures), as required by a situation or circumstance, in the form of professional development from the Ministry of Education and Training directives and relevant curricula ○ Health and Safety bulletins from O.S.B.I.E. and the DSBN, information presented during staff meetings. <p><i>Communication to the community is shared in the following ways:</i></p> <ul style="list-style-type: none"> ○ updated security information, policy statements and procedures already in place will be published in the school newsletter, ○ reports from the Principal at monthly School Council meetings
<p>PUBLICATION OF STUDENT INFORMATION/ PHOTOGRAPHS</p>	<p>The posting of student photos, art work or projects on the internal school walls or hallways can be done without seeking parental permission. Posting of student photos along with their identifying full name will not be allowed on the school’s website. Since our monthly newsletter is also available on our school’s website, any reference to students at our school will be by his/her first name and last initial only. In order for the school to release personal information, parents are requested to sign the “<i>Freedom of Information</i>” section which is on the reverse side of the <i>Student Verification Form</i>.</p>
<p>CURRICULUM</p>	<p>Some of the most important lessons are those which spring from situations and other teachable moments. These lessons are on-going and incidental as opposed to being pre-planned. As well the Cherrywood Acres School Staff will:</p> <ul style="list-style-type: none"> ○ assist students to assume responsibility to learn and experience success, ○ focus on the whole child to foster a positive self-concept, ○ promote an atmosphere of trust and encourage assertive interactions with peers and adults. <p><i>The Health and Physical Education: The Ontario Curriculum Grade 1-8 (2010)</i> has emphasized Personal Safety and Injury Prevention as one of the four major components <u>at every grade level</u>.</p> <p>“Personal safety and injury prevention are essential components of the Healthy Living strand. Education in these areas is critical for reducing children’s injuries. Personal safety topics include bullying, peer assault, child abuse, harassment and violence in relationships. Injury prevention topics include bicycle safety, seasonal safety rules, sun protection, home safety, seat belt use and first aid. The expectations address the knowledge and skills needed to reduce safety risks at home, at school and in the community. Students will become familiar with the support available to them within the family as well as the agencies and services that provide support and help within the community.”</p>

Cherrywood Acres School Safe School Plan

CURRICULUM (continued)	<p>However, knowledge alone is not enough; students require the necessary skills to respond appropriately to situations that threaten their personal safety and well-being. Living skills such as conflict resolution, assertiveness and refusal techniques and decision making will help them to respond to situations effectively.” (pp. 10 - 11)</p> <p>All teachers integrate or incorporate these expectations into their programming as directed through the Ministry of Education and Training and the District School Board of Niagara policies. Teachers use a variety of programs, strategies, instructional and community resources to address category achievement levels through the expectations at their grade level.</p>
SUMMARY	<p>We realize that it is virtually impossible to anticipate every situation that may arise regarding safety and security within our school environment. However, together we can all become more vigilant in our practices and hopefully develop awareness within our children that personal safety is a lifetime skill, which needs to be practiced on an ongoing basis.</p> <p>A secure, safe school will only exist if both home and school work together to ensure our children’s safety. We look forward to the cooperation of staff, students, parents and community as we strive together to provide our children with a “Safe Atmosphere For Education” (S.A.F.E.).</p>