2026-2027
PARENT AND STUDENT HANDBOOK

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- *Install antivirus software and regularly scan their device for malware. If a student discovers that their device has been infected with malware, they should immediately inform their parents and arrange to have a professional remove all malware from the device before reconnecting to the school's wireless network. 45*

OPENING MESSAGE FROM THE DIRECTOR

My journey at P.A.C.E. began in 1999 and in 2019 I was delighted to assume the role of Director/Principal. The most rewarding part of my job is interacting with the students. They are fun-loving, witty and demonstrate an intellectual curiosity that is any educator's dream. The energy level in the building is very high, the questioning by the students is incessant, and there are a lot of laughs. The skills for succeeding at P.A.C.E., whether in the role of teacher or student, are the same: a love of learning, high motivation, an excellent work ethic and a sense of humour. I am so fortunate to be surrounded by excellent teachers and a strong administrative staff: Liana, the Assistant to the Director; and our Vice Principals, Joanne Abela and Caroline Corbit. Every September we look forward to yet another passionate and exciting year for all. Please take the time to read through the pages of our Parent and Student Handbook. The policies and procedures within were created with our students' best interest in mind for their personal growth and success.

We are all looking forward to a wonderful school year ahead!

Sincerely,



Janice Gruchy
Director

STAFF AND EMAIL/PHONE NUMBER DIRECTORY

Main Telephone Number	905-773-0997
General Inquiries and Student Absence Reporting (currently enrolled families)	office@pace.ca
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Assistant to the Director	
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Vice Principal	
Caroline Corbit	ccorbit@pace.ca
IT Coordinator	
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ENROLLMENT

The Academy for Gifted Children - P.A.C.E. ("P.A.C.E.") has a rolling admissions policy and applications are reviewed as they are received. Once a class has been filled, a waitlist is established to fill any vacancies that may become available.

THE UNIQUE NATURE OF P.A.C.E.

The unique nature of the P.A.C.E. student body allows each student to be exposed to more advanced work at a younger age. All of our students have been identified as intellectually gifted through a psychoeducational assessment. We offer "special education" to such students in grades 1 through 8. All of our students rank at 95th percentile or higher in Full Scale IQ and/or General Ability Index. We provide our students with a differentiated curriculum with greater depth and breadth of instruction. This prepares them for the demands of secondary school and the world at large.

P.A.C.E. is divided into the following units:

A. Grades 1 through 3

Students are provided with a wide range of experiences under the guidance of a nurturing teacher. These early years foster a feeling of "play" during the learning process, while developing the skills and work ethic required for success at the next level. Special attention is given to the development of attitudes to enhance the child's self-esteem and encourage respect for others. The rate at which academic skills develop does differ, even among gifted children. Therefore, more individualized expectations are the norm for this age range.

B. Grades 4 through 6

Students are provided with opportunities to develop an understanding of individual learning styles and to apply this understanding to their own academic development. These formative years foster academic skill consolidation, coupled with specific instructions regarding working independently, organizing time and materials, developing effective study habits and ensuring that each child strives to excel. Expectations regarding students' written submissions are higher, and out-of-class research becomes significant.

C. Grades 7 and 8

Students are exposed to an increased number of specialist teachers across various disciplines. They are thoroughly challenged to ensure that they are prepared for our secondary school credit program. Stimulating, thematic units provide vehicles for creative and future problem solving, group interactions, leadership opportunities and the enhancement of self-esteem. Our curriculum empowers students to practice and refine their research skills and, in preparation for our secondary school program, a strong emphasis is placed on the importance of mathematics, science and honing excellent verbal and written expression (in both English and French). Students are also exposed to increased coding and STEM opportunities through in and out of classroom experiences.

We recognize that the foundation for students' success at the secondary school level begins in their younger years, starting with our pre-AP program in grade 8. Our grade 8 students continue to be immersed in our enriched and accelerated gifted curriculum with unique, hands-on classroom assignments, locally developed units of study, the inclusion of experiential learning as an extension of the classroom, as well as specialized pre-AP units of study. These pre-AP units in English, math, science and French complement our gifted program by encouraging even deeper and closer observations and analyses in language, text and laboratory design; by continuing to spark curiosity through the art of complex questioning techniques; and by further encouraging thoughtful participation in collaborative conversations about significant topics and ideas.

DAY-TO-DAY PROTOCOLS

A normal school day will have nine 40-minute periods per day. The school doors will be unlocked between 8:00-8:10 a.m. and teachers will be in their classrooms by 8:35 a.m.

All extracurricular activities will begin on the first day of school. All students in grades 1-8 must participate in extracurricular activities, unless they are being picked up at 3:45 p.m.

A. Before School Care

Students in grades 1-3 who arrive before 8:35 a.m. should proceed directly to room 6.

Students in grades 4-6 who arrive before 8:35 a.m. should proceed directly to room 5.

These students will be supervised by a P.A.C.E. senior student and/or a staff member. At the sound of the 8:35 a.m. bell, all students will move to their first period classroom where their teacher will be waiting to greet them.

B. General Arrival Procedures

Students in grades 1-5 must enter the school through the main front doors.

Students in grades 6-8 must walk along the easterly part of the school property, around the rear of the main building and enter the module without travelling through the main building.

C. Late Arrival

Morning announcements will commence at 8:53 a.m. Students will not be permitted to enter the school while the morning announcements are on-going. Once the announcements have finished, students will be granted access to the school through the main front doors and will be required to sign in at the main office, at which time they will be given a late slip. Students will be considered "late" if they are not in their first period classroom prior to the commencement of the morning announcements.

D. Daily Timetables

Student timetables will be emailed to the student's @pace.ca account prior to the start of the school year.

E. School Bags

Bags with wheels are not permitted in the school.

Students in grades 1-6 are required to keep their bags on the hooks inside their assigned cubbies within their core classroom.

Students in grades 7-8 are required to store their school bags in their lockers. Due to fire regulations, school bags are not permitted in the classrooms. Students in grades 7-8 must ensure that they have all of their materials for their morning classes, as they will not be permitted to return to their lockers until lunch period. Students must not leave bags, books or other personal belongings unattended in the halls, classrooms or anywhere else on school property.

F. Lockers

Students in grades 7-8 are asked to come to the school on the Tuesday immediately preceding the first day of school between the hours of 9:30 a.m. and 11:30 a.m. to receive a locker. These students must present their combination locks (e.g. Dudley) at this time in order to receive a locker. If a student is getting a locker for a friend, they must also have a combination lock to present on behalf of their friend. These students must record their locker number and lock combination with the main office, where this information will be kept on file in strict confidence.

Student lockers should be locked at all times. While respecting the privacy of our students, the Director and the Vice Principals reserve the right to open ands inspect any locker at any time and from time to time.

G. Recess (grades 1-6)

There will be two 15-minute recesses, one in the morning and one in the afternoon. There will also be a 20-minute recess following the lunch period. Please do not send your child to school with instructions to stay indoors. If a student is not well enough to go outside for recess, then they should not be at school. Weather permitting, all students are expected to go outside for recess periods to get some fresh air and expend some energy.

Students in grades 1-6 are not permitted to play in the courtyard between the main building and the module or behind the module/annex where they cannot be seen.

Any student who wishes to re-enter the school for any reason during recess must first receive permission from a teacher supervising recess.

H. Lunch and Post-Lunch Activities

TREE NUT AND PEANUT PRODUCTS (INCLUDING PRODUCTS CONTAINING NUT POWDERS AND BUTTERS) ARE STRICTLY FORBIDDEN FROM ENTERING THE SCHOOL.

Students in grades 1-6 will have lunch from 12:20 p.m. to 12:40 p.m. in their respective homerooms while being supervised by their core teacher. Parents are encouraged to provide their children with wholesome and nutritious. As an environmentally responsible school, we encourage and promote children to bring "litterless" lunches (e.g. plastic containers, cloth bags, etc.). Following the lunch period, students will have outdoor recess from 12:40 p.m. to 1:00 p.m.

Students in grades 7-8 may choose to eat lunch at school or at one of the nearby food establishments. All students who wish to have lunch off school property shall act cautiously, particularly when crossing streets and interacting with local residents. Students may only cross busy streets at appropriate intersections.

Students in grade 7 and 8 who choose to eat lunch at school will eat in their core classroom.

All food and drink shall be consumed in these rooms only and all garbage shall be deposited in the containers provided. Students are expected to help keep the eating areas tidy and free of litter. While the lunchroom will remain accessible for the entire lunch period, we encourage all students to get some fresh air during this period. Each student is responsible for punctually arriving at their classes.

Students who purchase lunch while off campus must eat before their 1:00 p.m. class. No food will be allowed in the classroom. Students are discouraged from purchasing bulk items such as family-size bags of chips/popcorn, 2-litre bottles of pop, etc. No glass bottles should be brought back into the school.

I. Forgotten Lunch

Should a child inform the office that they do not have a lunch, the following steps will be taken:

1. Parents will be called and will be asked to bring a lunch to the school.
2. We will not accept vendors* at the door, so arranging for Uber Eats, Skip the Dishes etc. to deliver lunch to the school is not an acceptable solution.
3. As a very last resort, the school will provide your child with a jam sandwich.

> *If you choose to have a pizza lunch delivered in celebration of a birthday, for security reasons, you must contact the office AND your child's core teacher with the name of the vendor and the time the food will be delivered. This is the only time we will answer the door to a vendor. **Paper plates, napkin and all required cutlery must be provided as well as two (2) slices of pizza per child.**

Please be well aware of the schedule for Student Council lunches. Too often, students are sent to school without a lunch because parents are not closely monitoring the Student Council lunch schedule.

J. After School Schedule

The academic day ends at 3:00 p.m.

Homework Period/Study Hall – 3:00 p.m. to 3:45 p.m. (Monday to Friday)

Students in grades 1-8 will be in a structured homework period in their homeroom, during which they will have the opportunity to do homework, pursue individual help and attend practices.

Students may become heavily involved in athletics, theatre, robotics, student council, yearbook and other activities. It is the responsibility of the student to ensure that their academic work is maintained at a high level and to be aware of and catch up on any missed classwork and assignments.

Extracurricular Activities – 3:45 p.m. to 4:25 p.m. (Monday to Thursday)

Students in grades 1-8 who are not leaving the school at 3:45 p.m. must participate in extracurricular activities, as there will not be any teacher supervision available after 3:45 p.m.

Students should know when they are being picked up. The school will NOT search for students. Students are not allowed to loiter in the main foyer of the school or in any of the halls.

Dismissal – 4:30 p.m. (except on Fridays when dismissal takes place at 3:45 p.m.)

The school office will remain open until 5:00 p.m. Any **student in grades 1-6** who have not been picked up by 4:30 p.m. (or 3:45 p.m. on Fridays) must register in our after-school supervision program and proceed directly to room 6 immediately following the conclusion of their extracurricular activity. **The school will close at 5:00 p.m. sharp (Monday to Thursday) and 4:30 p.m. sharp (Friday).**

The cost of our after-school supervision is **$25/day**, regardless of how much time your child actually spends in the program on any given day.

Early pick-up (anytime before 4:30 p.m. Monday -Thursday or before 3:45 p.m. Friday)

Parents – please do not make requests to have your child ready and waiting for when you arrive at the school. Upon arrival, you must call the main office or ring the doorbell outside the main front doors, at which time we will call your child out of class. Please wait for your child outside, in front of the main doors.

Official Dismissal Times

There are three official dismissal times – **3:00 p.m., 3:45 p.m. and 4:25 p.m.** Unless there is a family emergency, you will not be permitted to pick up your child outside of these dismissal times. For example, if you arrive at 3:20 p.m. to pick up your child, you will be asked to wait in your vehicle until 3:45 p.m.

Should you need to pick up your child before 3:00 p.m. due to a scheduled appointment, you must notify the office the day before by calling the office or emailing office@pace.ca.

PREPARING YOUR PERSONAL DEVICE

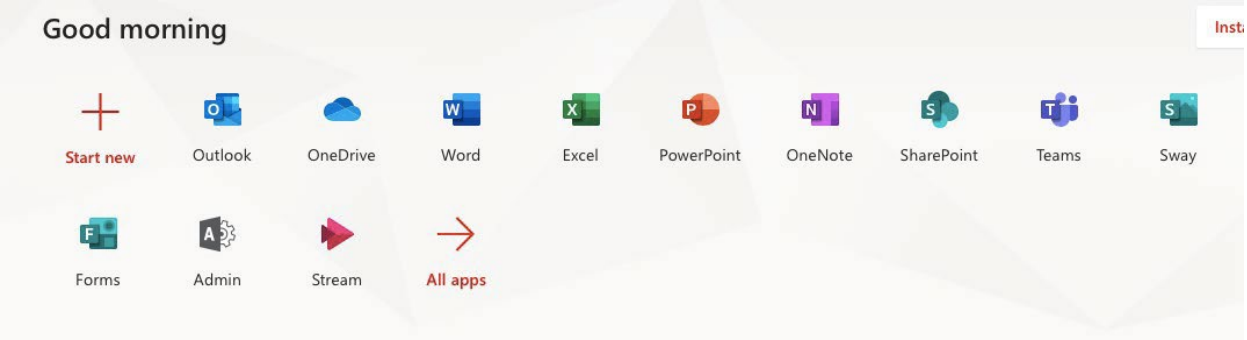
All new students should have received their Microsoft 365 EDU Student account login credentials. If you have not received your login credentials, please email our IT Coordinator, Mark Rovet, at mrovet@pace.ca.

STEP 1: SETTING UP YOUR @pace.ca STUDENT EMAIL ACCOUNT *new students only*

Go to webmail.pace.ca and login using your username/email address and temporary password. Once you are logged in, please change the password in “Settings” to something you will remember. Your password is confidential and must not be shared with anyone other than a student’s parents.

A. Accessing through Web Interface

1. Open your browser (Microsoft Edge, Google Chrome, etc.)
2. In the address bar, type http://webmail.pace.ca
3. Click on Outlook. Your email will open.



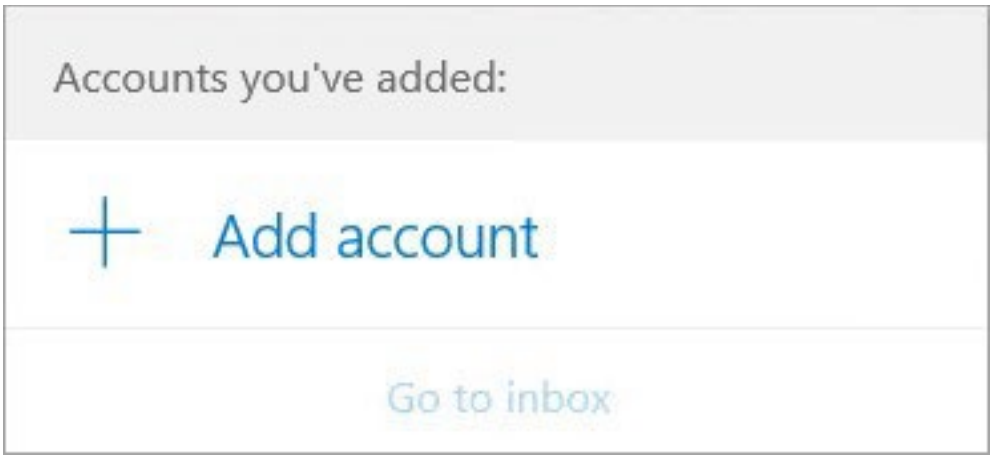
B. Accessing through Microsoft Mail

You may need to add a new mail account to access your email through Microsoft Mail. If so, please follow these steps:

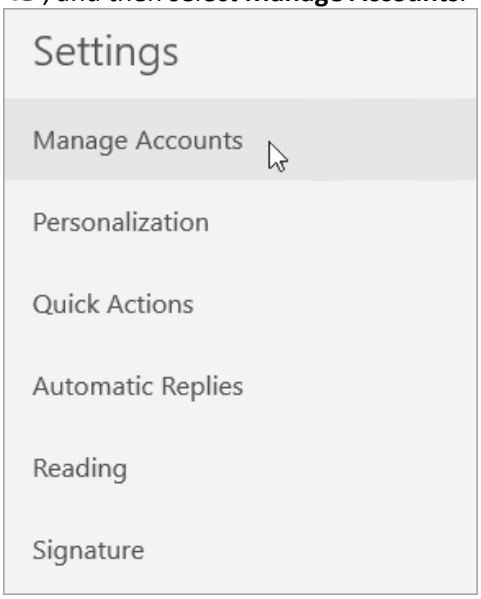
1. Open the Mail application by clicking the Windows Start menu and selecting “Mail”.



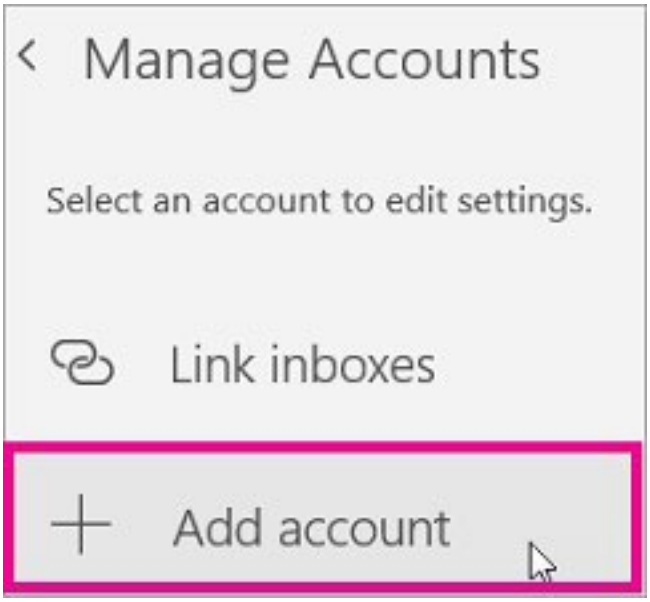
2. If this is the first time that you have opened the Mail app, you will see a Welcome page. Select **Add Account** to get started.



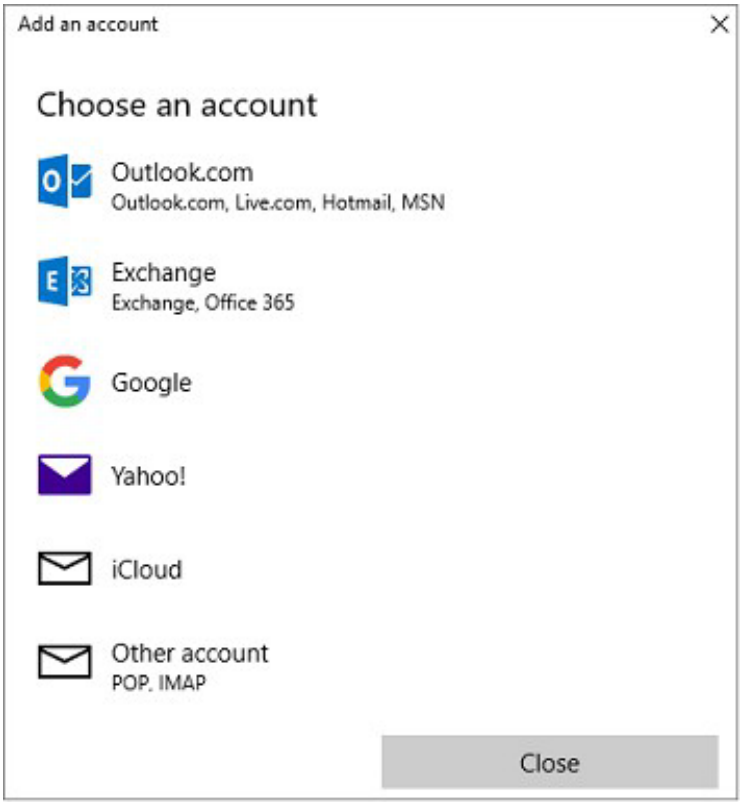
If you have used the Mail app before, at the bottom of the left navigation pane, select **Settings** , and then select **Manage Accounts**.



3. Select **Add account.**



4. Choose the type of account you want to add. Your @pace.ca account is an **Exchange Account**.



5. Enter the required information and click **Sign in.**

STEP 2: INSTALLING MICROSOFT TEAMS (to be installed only if and when the school is mandated to close by the government for an extended period of time)

If a student is using a Microsoft Surface Go, Microsoft Teams may have come pre-installed. If that is the case, no further action is required to download the program.

The following instructions are for those who are using a different device (including Apple products) and those who need assistance with signing into the application for the first time.

1. Click http://teams.microsoft.com/downloads and follow the prompts.

   Please note: It is critical that students sign into Microsoft Teams with their @pace.ca email address. Using any other email address (*including parent accounts*) will prevent the student from joining their class Team *(which have been created by each course teacher, with invites being sent out to each student's @pace.ca email address prior to the start of school*).

2. Once you have entered your @pace.ca email account and password for your account, you will have full access to Microsoft Teams, including the Teams that have been set up for students by their teachers.

STEP 3: GETTING COMFORTABLE WORKING WITH MICROSOFT TEAMS

Prior to the start of school, all students will receive emails to their @pace.ca accounts, inviting them to join a team for every class that is included in their timetable, including HOMEWORK PERIOD.

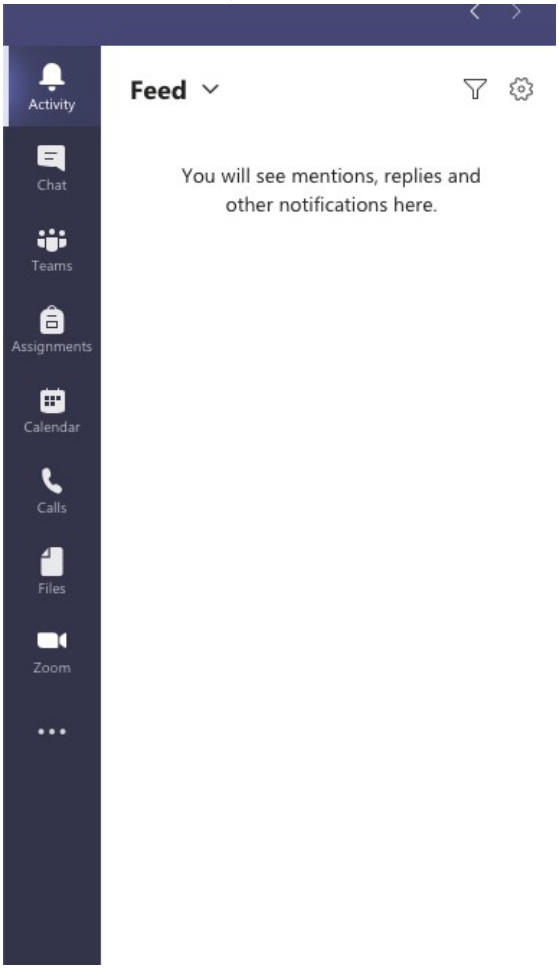
Please note that for **grades 1-6**, *Grammar, Writer's Workshop, Spelling* and *Literature* will all be accessed through the ENGLISH team. Please be sure to join all teams so that classes may be access virtually as of the first day of school.

A. Accessing Class Teams

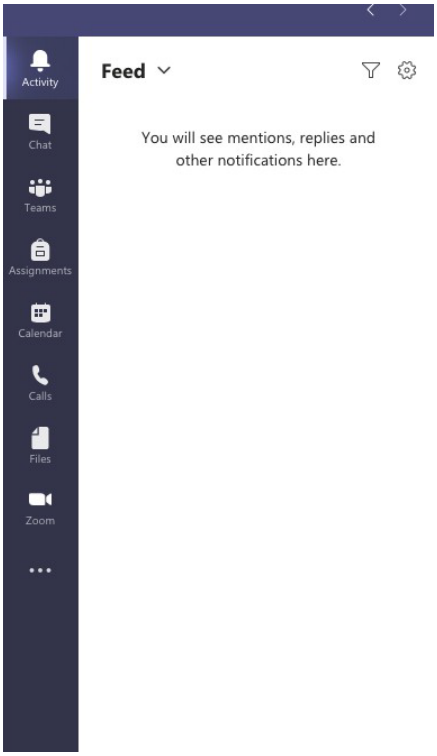
1. Open the Microsoft Teams application.



2. On the left side bar, click Teams

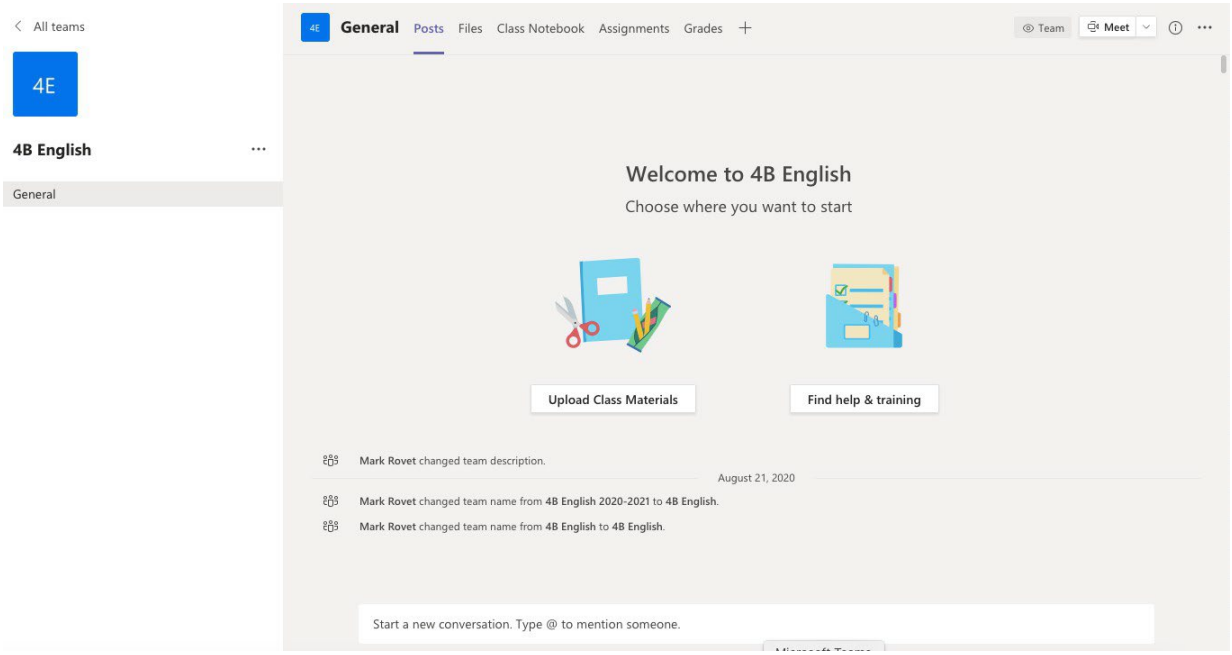


3. Select the team for the applicable class.



B. Accessing Meetings

To access meetings, you will need to be on the General Posts page for your Team. It will look something like this:



To get there:

1. Open Microsoft Teams.
2. Click Teams on the left side-bar.
3. Click the Team that you need to access.
4. At the top of the screen, click “Posts”.

Once you are on the Posts page, you can access the meeting once it has been started by the teacher. You will know that the meeting has started because it will show up on your Posts feed.

It will look like this:

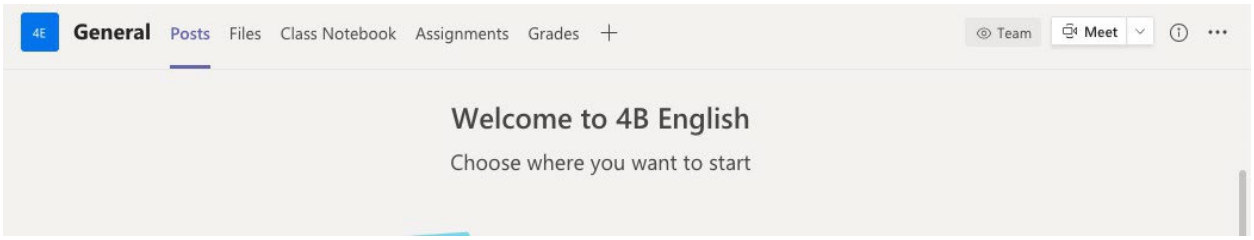


5. Click “Join” and follow the prompts.

C. <u>Assignments and Evaluations</u>

To Access Assignments:

1. Open Microsoft Teams.
2. Click “Teams” on the left.
3. Click the Team that you need to access.
4. At the top of the screen, click “Assignments”.

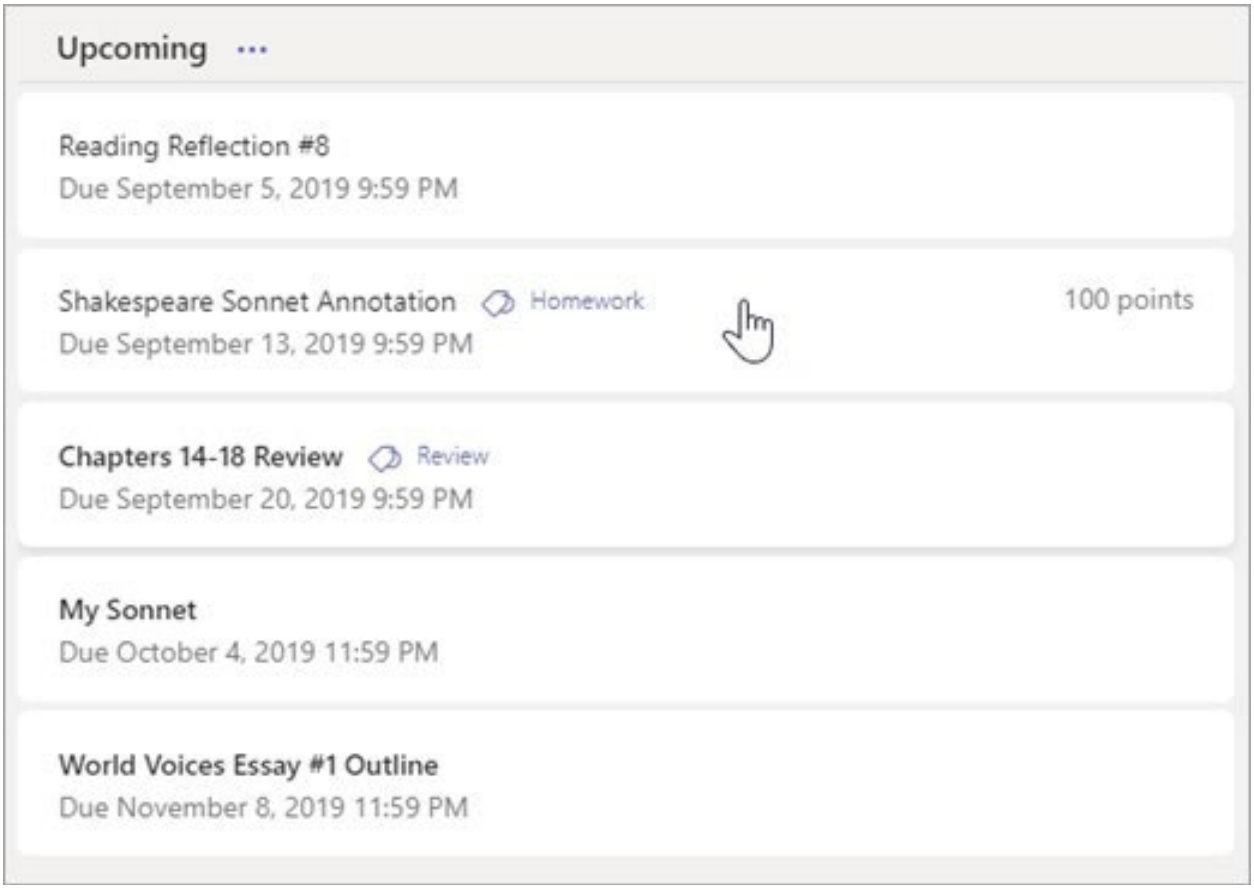


5. You will see a list of assignments. Click the one you want to open.

To submit assignments:

1. Open Microsoft Teams.
2. Click “Teams” on the left.
3. Click the Team that you need to access.
4. At the top of the screen, click “Assignments”.

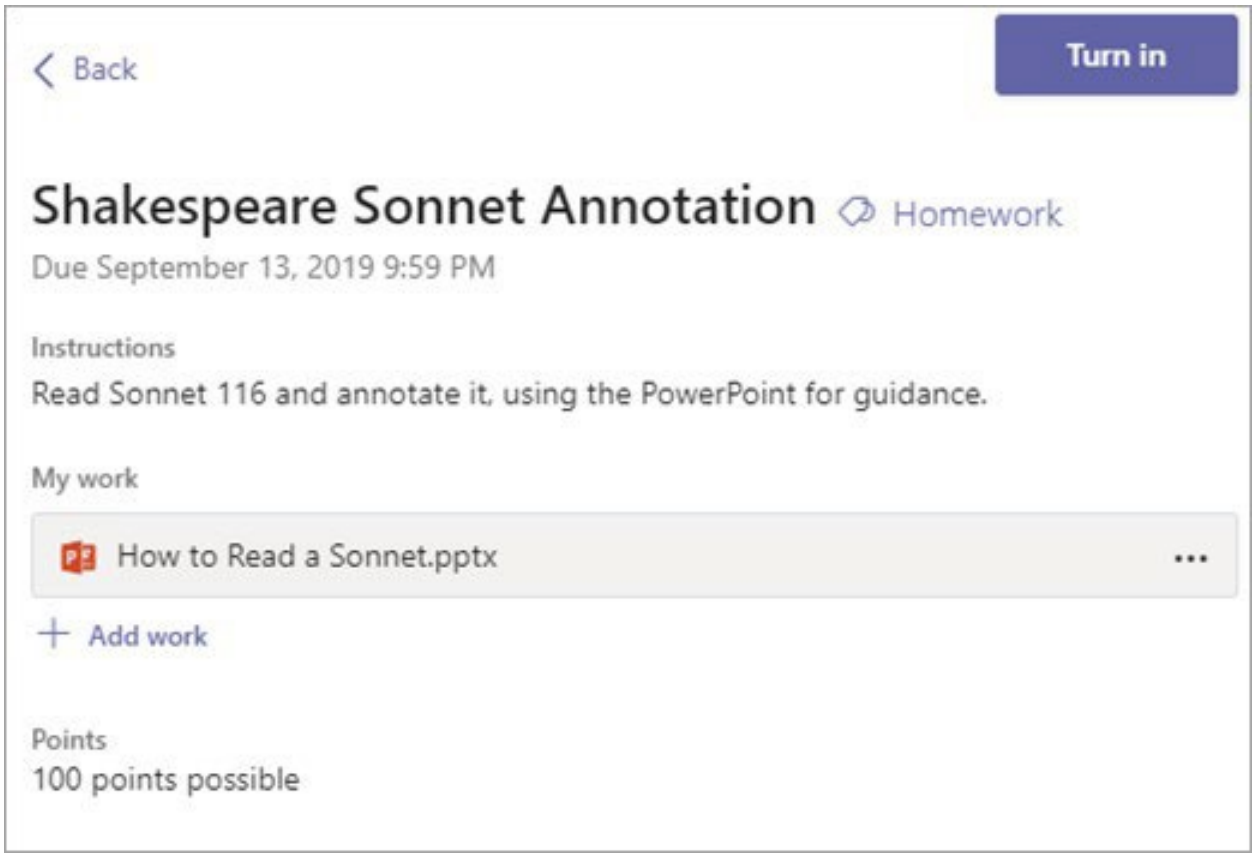
5. Your upcoming assignments will show in order of when they're due. Select any assignment card to open it and view the assignment's details.



Tip: Select the Expansion icon (diagonal, double sided arrow) to work in full-screen mode.

6. If your teacher specified a document for you to turn in order have other files to attach to this assignment, select **+Add word** and upload you file. **Note:** You can attach a file up to 50mb in size.

Tip: Work on Office files associated with this assignment right from her – no need to leave the app. Older files with .doc, .xls and .ppt file extensions can only be edited in the desktop versions of those apps. You can copy content into a new file created in Teams to make them editable again.



7. Click the **Turn in** button to turn in an assignment before its deadline. The button will change depending on the status.
    - **Turn in again** if you're editing an assignment that you have already turned in.
    - **Turn in late** if you're turning in your assignment after the due date and your teacher has allowed late turn-ins or has asked for a revision.
    - **Not turned in** if the assignment is past due and your teacher is no longer accepting turn-ins. You cannot turn in work.
    - **Undo turn in** if you decide you want to edit you assignment before the due date. You will need to turn it in again after you make your edits.

STEP 4: ACCESSING CLASSROOM NOTEBOOK/DISTRIBUTION OF CLASS WORK

Teachers will be distributing class work and assignments through **Microsoft Teams** and **Microsoft OneNote**.

A. Accessing Class Notebooks

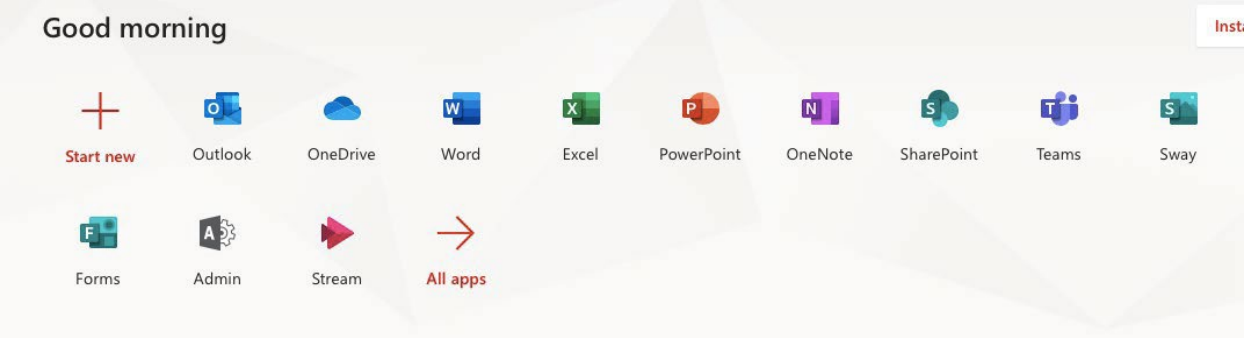
There are three ways to access you Class Notebook:

1. Through http://webmail.pace.ca (Web Interface)
2. Through the Microsoft Teams application

3. Through the Microsoft OneNote application

Accessing Class Notebook through Web Interface

1. Open your browser (Microsoft Edge, Google Chrome, etc.)
2. In the address bar, type http://webmail.pace.ca
3. Click on OneNote



4. A list of available notebooks will appear. Click the one that you wish to open.

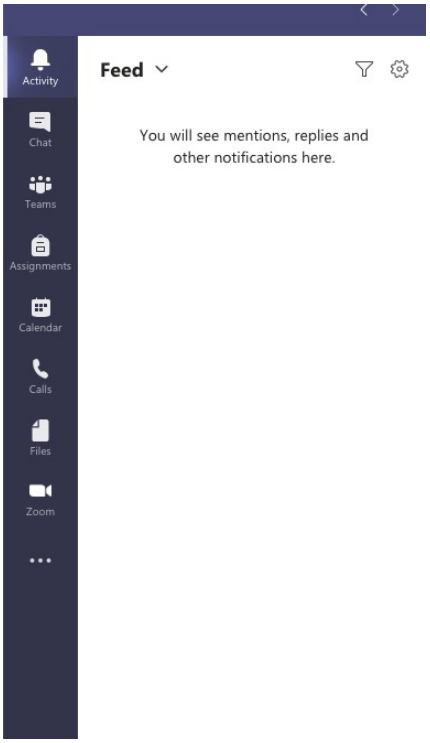
*Please note – if your desired notebook does not appear, you can try clicking **Shared with Me** at the top. If it is still not appearing, please see your teacher.

Accessing Class Notebook through Microsoft Teams

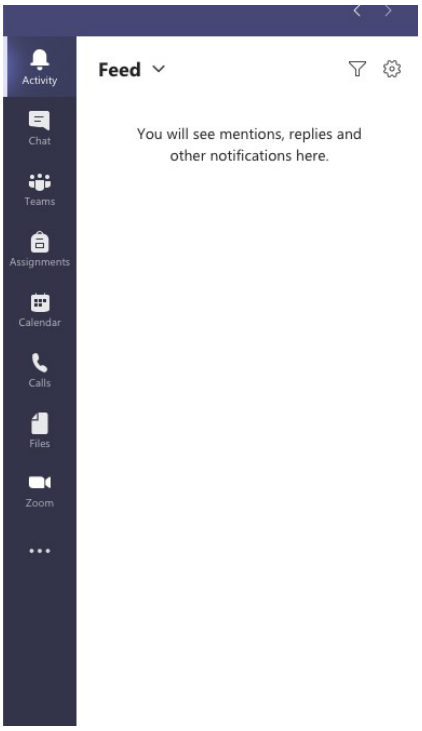
1. Open your Microsoft Teams application



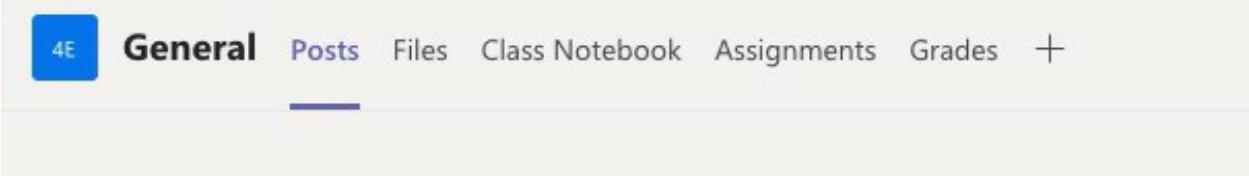
2. On the left sidebar, click Teams



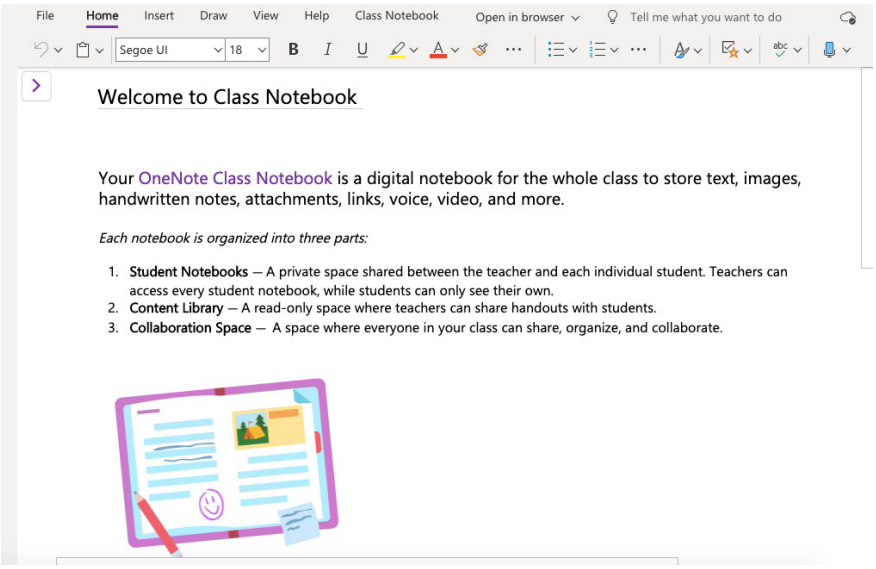
3. You will see a list of your teams. Click the team for the class that you wish to access.



4. On your Team screen, click Class Notebook at the top.



5. You will see the screen shown below. Click the arrow to the left of “Welcome to Class Notebook” to see the notebook.

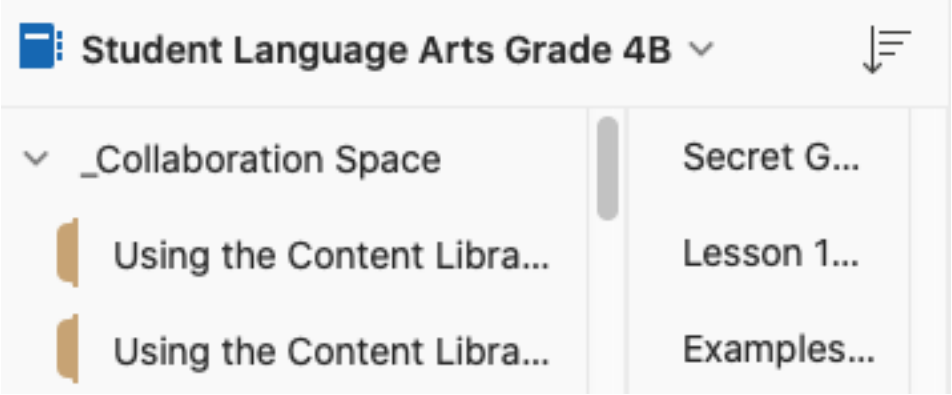


Accessing Class Notebook through Microsoft OneNote

1. Open Microsoft Notebook



2. The application will automatically open to your last opened Notebook. To change notebooks, click the name of the current notebook (top left side) and you will see a dropdown menu of available notebooks.



Please note: if you do not see your notebook listed, click "Add Notebook" at the bottom of the list. If you still cannot find your notebook, please speak with your teacher.

B. Completing Work

When your teacher distributes work to you, you will see it in one of the sections listed under your name in the notebook. Your teacher will tell you where to find it.

When working on distributed pages in OneNote (regardless of which way you entered the notebook), you can either type on the page or write on it with you Surface Pen (if you have one).

Students in grades 1 and 2 will have their work emailed to them and parents will be copied.

TRANSPORTATION

A. Alternative Transportation Arrangements – Student Release Form

Prior to the start of the school year, all parents will be required to complete the school's Student Release form. Students will not be released to an individual whose name does not appear on this form. If you have made arrangements for someone who is not named on this form (including another P.A.C.E. parent) to pick up your child, then you must send **written notification** to the office (office@pace.ca) prior to the student's departure from school. The school must be informed when alternate transportation has been arranged for your child or we will not release them. Please ensure that the alternate person picking up your child is aware that photo ID will be requested upon their arrival.

B. Carpools

If your child is travelling in a carpool, please make specific arrangements for the driver to meet them outside the main front doors at one of our dismissal times (3:00 p.m., 3:45 p.m. or 4:25 p.m. (Mon.-Thurs.)). If the driver is running late, students in grades 1-7 will return to their homeroom. These students will be released via the main front doors once the driver arrives and notifies the office. Students are not permitted to wander the halls or parking lots while they wait to be picked up.

Notice of carpools must be submitted in writing to the main office. Should a conflict arise between students who are carpooling together, it will be the responsibility of the parents to resolve the conflict.

The school will not be responsible, in any way whatsoever, for conflicts that may arise in a carpool ride to or from school.

C. School Trips

A school bus will often be used to transport students to and from field trips.

When necessary, admission and other ancillary fees will be collected by the classroom teachers prior to each trip. Parents will be informed of field trips by way of email or a physical letter. All students are expected to attend field trips as these experiences are accompanied by an assignment on site and/or a follow-up assignment, discussion or evaluation.

In the event that you wish to drive and/or pick up your child instead of having your child attend the field trip by way of school bus, you will be required to complete our Independent Arrival/Departure Form, which will be emailed to you by the teacher in charge of the trip.

D. Safety in the Parking Lot

Please drive slowly and cautiously at all times when entering, travelling through, and exiting the school parking area. For the safety of our students, families, and staff, please follow all posted signage and the directions provided by staff when parking or using the Kiss & Ride lane.

We ask all parents and caregivers to help make student arrival and dismissal as safe and orderly as possible by exercising patience, caution, and courtesy at all times. Please allow yourself sufficient time and avoid rushing while on school property.

SCHOOL OFFICE AND TELEPHONE MESSAGES

The main phone line will be staffed Monday-Thursday from 8:15 a.m. to 5:00 p.m. and Friday from 8:15 a.m. to 4:30 p.m. Please do not hesitate to call if you have any matter that you wish to discuss.

We will not deliver personal messages to students, nor will we interrupt classes via the public-address system. Outgoing phone calls by students will be permitted only in the case of an emergency and must only be made through the school's main office.

CELL PHONES

Grades 1-6 – students must have their phones turned off and kept in their school bag at all times.

Grades 7-8 – students must have their phones turned off and stored in their locker, unless they are to be used for educational purposes with express permission from their teacher or when leaving the campus during lunch.

Students must not be texting or speaking with their parents on their phone during the school day. In the case of illness or injury, all students wishing to be picked up from school or requiring assistance must come to the office and call home from there.

A student's cell phone will be confiscated and kept in the main office until the end of the school day if

this policy is violated.

LANGUAGE POLICY

Given the multicultural nature of P.A.C.E., many of our students speak a language, other than English, either at home or with friends outside of school.

P.A.C.E. has a strict language policy – no student is permitted to speak in a language other than English while in school or at any school-sanctioned event. This policy is in place to ensure the safety and well-being of our students and staff.

We appreciate that many members of the P.A.C.E. community would like to observe their heritage, both in language and tradition, and we ask them to continue to do so outside of school.

ANTI-RACISM AND ETHNOCULTURAL EQUITY AT P.A.C.E.

P.A.C.E. strives to have its students feel that their cultural and racial identities are affirmed in an equitable and appropriate manner.

P.A.C.E. is a multicultural, non-denominational school that believes in the respect and inclusion of all its community members. We are committed to excellence in education and to equitable educational outcomes for all students. The intent of antiracist and ethnocultural equity education is to ensure that all students achieve their potential and acquire accurate knowledge and information, as well as confidence in their cultural and racial identities. It should equip all students with the knowledge, skills, attitudes and behaviours necessary to live and work effectively in an increasingly diverse world and encourage them to appreciate diversity and reject discriminatory attitudes and behaviour.

Racial and ethnocultural harassment is the demeaning treatment of others based on their race or ethnicity. It is a form of discrimination that is prohibited by the Ontario Human Rights Code and contravenes P.A.C.E. Code of Behaviour. Harassment can be overt or subtle, intentional or unintentional. It can involve verbal or physical abuse or threats; unwelcome remarks, jokes, innuendos, or taunting about a person's race, ethnicity, national origin, faith, dress, or accent; graffiti or the displaying of racist pictures; the composition and/or distribution of derogatory material; exclusion, avoidance, or condescension because of race or ethnocultural background; or a series of individual incidents which, when examined in their totality, can be seen to have a negative impact on an individual or group. Harassment can have a profound impact on the victim's self-esteem and limit the ability of the individual or group to function effectively on a day-to-day basis.

Any student who feels that they are being targeted on the basis of their race or culture, and any student who witnesses such behaviour is asked to immediately report their concerns to a teacher and/or a member of the administration. Immediate action will be taken to resolve the issue and to teach equity and fairness for all. Harassment of any kind will result in a school suspension and, depending on the presence of any mitigating factors, may result in an expulsion from the school.

LEAVING THE SCHOOL PREMISES

Students in grades 1 through 6 are strictly forbidden from leaving the school premises during the regular school day, unless they have received permission from the office.

If a student must leave for an unexpected reason, they must first obtain permission from the office. It is not sufficient to simply be excused by a teacher, even in the case of illness. If your child has an appointment during the school day, please call or email the office in the morning, indicate the time when you plan to pick up your child, and then plan to meet your child at the main front doors at the specified time. Upon arrival, please use the doorbell to notify the office.

STUDENT VISITORS/SOCIAL EVENTS

A. Student Visitors

Students may NOT invite visitors to the school at any time. If a P.A.C.E. student would like to meet with a friend who is not enrolled at P.A.C.E., the student should arrange to meet that friend off campus after school.

B. Birthday Parties/Out of School Social Events

As a school for intellectually gifted children, we recognize that our students are very sensitive to social issues and social/emotional support is as important to us as academics. When organizing birthday parties or get togethers, we suggest that if you are inviting the majority of the class, please be sure to invite the entire class. If, for example, you choose to have a girls-only birthday party, please do not exclude any of the girls. When a child is excluded from their peer group, the impact can be devastating.

If you choose to have a pizza lunch delivered to the school in celebration of a birthday, for security reasons, you must contact the office with the name of the vendor and the time the food will be delivered. This is the only situation in which we will open the door to a vendor who has not been arranged directly by the school.

C. Holidays (Valentine's Day, Winter Holiday, etc.)

Please do not send your child to school with anything to distribute. Items are not permitted to be brought into the school in celebration of holidays, as those days will be celebrated and hosted by our student council.

D. Halloween

Please do not send your child to school with any food/candy to distribute.

Students are encouraged to come to school dressed in their Halloween costume. However, items of a potentially dangerous nature must be kept at home, regardless of whether or not they are part of a student's costume. Weapons (real or fake) are strictly prohibited in the school. Similarly, for safety reasons, masks which form a part of a costume are also prohibited.

ATTENDANCE

A. Regular Attendance and Punctuality

Regular attendance and punctuality is expected for all classes. Failure to be in attendance and punctual is both disruptive to the class and jeopardizes a student's academic progress.

Students are to report to the office if they are feeling ill and must sign out at the office if they wish to leave the school for any reason during regular school hours.

All students should be aware of when and where their classes are scheduled. Students should be in their respective classrooms by the designated start time with all materials required for morning classes.

B. Late Policy

The school has adopted a strict late policy. All students who arrive late for class will not be permitted to enter the classroom without first obtaining a late slip from the office. When late slips are issued, a record of the time and date will be signed by the student and kept on file in the office. The following policies are in place for students who are regularly late for class:

3 late slips/Term: Written notification will be sent to the student's parents/guardians.
6 late slips/Term: The student will receive an automatic one-day suspension. The suspension will be recorded and filed in the student's Ontario Student Record (O.S.R.). From that point forward, if and when such student arrives late, they will not be permitted to enter the classroom until the start of the following period.

Students who are late due to medical or other professional appointments, illness or inclement weather still require a late slip to enter the classroom; however, it will not be recorded.

C. Reporting a Student's Absence

Parents are asked to phone or email the office (office@pace.ca) if their child is going to be absent or late.

If parents find it necessary to remove their child from school for any significant period of time, they should discuss the matter in advance with their child's teachers. Missed work, assignments, evaluations, etc. are the student's responsibility. The higher the grade level, the more detrimental lost time is to the learning process and the accumulated academic knowledge.

If your child is absent for three consecutive days or more, please contact the office to facilitate a smooth return to school.

INCLEMENT WEATHER DAYS

A. Full Day Closure

Days on which York Region school transportation is cancelled are deemed to be days of inclement weather.

Notification
If the school is closed due to inclement weather, an email will be sent to the entire P.A.C.E. community by

approximately 7:10 a.m. on that day. If you do not receive an email from P.A.C.E. administration by 7:10 a.m., you should assume that the school is open. Please do not call the school for additional information.

Lunch Programs
On inclement weather days, all students who attend school should arrive with a packed lunch from home. If the food vendor is able to deliver lunches, they will do so and those lunches will be provided to your child(ren). If the vendor is unable to deliver, refunds will be issued and sent home with your child(ren) within a reasonable amount of time thereafter (Lunch Lady will issue refunds directly). No refunds will be issued if lunches are delivered.

Class Mixing
If P.A.C.E. remains open despite inclement weather, we may need to mix classes and/or grades to ensure appropriate supervision throughout the day due to unplanned staff absences. As a result, your child's regular daily timetable may not be followed.

In-Class Instruction and Field Trips
• no new material will be taught;
• assessments and evaluations will be rescheduled; and
• all field trips will be cancelled, as buses will not be available.

B. Midday Closure

In the event of an emergency early school closure, we will email the entire P.A.C.E. community prior to dismissing students. We will also reach out to emergency contacts of students who have not been picked up by the time the school has closed. If we are unable to reach a student's parents or emergency contacts, we will ensure that the student is taken to a home that the school deems to be safe, in its sole discretion, and parents will continue to be called at regular intervals until contact is made.

EMERGENCY CONTAINMENT PROCEDURES

There are three types of emergency responses that require containment within the school.

1. **Lockdown** is a response to an emergency situation wherein the evacuation of a school building is neither safe nor advisable and steps are required to be taken to isolate students and staff members from danger. Generally, the threat would be inside the school.
2. **Hold and secure** is a response to a threat in the general vicinity of the school, but not actually related to the school. This could be a police pursuit, a crime in progress, etc. Students and staff would be considered safe inside the school and, if safe to do so, indoor school activities may continue as usual.
3. **Shelter in place** is a response to an environmental risk outside of the school such as severe weather (e.g. tornado), earthquake, etc. or the presence of a chemical, biological or radiological contaminant that has been accidentally or intentionally released into the environment. Students and staff are considered safe inside the school and indoor school activities may continue as usual.

The signal to go into any of these three forms of containment is three bells followed by an announcement over the PA system stating the required action.

ASSESSMENT & EVALUATION

A. Report Cards

Three reports card will be issued throughout the school year (November, February and June), each of which will present a summary of students' academic achievement. Each of the first two reporting periods will be followed by parent-teacher interviews, which will provide parents with opportunities to discuss their child's performance with each of their teachers.

B. Late and Missed Assignments

Students are responsible not only for their behaviour in the classroom and the school, but also for providing evidence of their achievement of the overall expectations within the time frame specified by the teacher, and in a form approved by the teacher. Students must understand that there will be consequences for not completing assignments for evaluation and for submitting those assignments late.

C. Strategies to encourage timely submission of student work:

The following is a list of suggested strategies that teachers in their professional judgment may use to help prevent and/or address late and missed assignments. They include:

1. Helping students develop better time-management skills;
2. Seeking clarification from the student regarding the incomplete/late assignment;
3. Collaborating with other staff to prepare a monthly calendar of major assignment dates for every class;
4. Planning for major assignments to be completed in stages, so that students are less likely to be faced with an all-or-nothing situation at the last minute;
5. Maintaining ongoing communication with students and/or parents about due dates and late assignments, and scheduling conferences with parents if the problem persists;
6. Referring to student's IEP for suggested accommodations/modifications;
7. Assisting students to complete their work;
8. Taking into consideration legitimate reasons for missed deadlines;
9. Setting up a student contract;
10. Using counseling or peer tutoring to try to deal positively with academic difficulties;
11. Holding teacher-student conferences;
12. Providing alternative assignments or tests/exams where, in the teacher's professional judgment, it is reasonable and appropriate to do so;
13. Deducting marks for late assignments, up to and including the full value of the assignment.

D. Deduction of late marks

Students in grades 6 and up will lose 2% per day to a maximum of 50%.

E. Absence from in-class Evaluations

Attendance is mandatory for all evaluations (e.g. tests, presentations, discussions, observations, labs, etc.).

If a student is unable to attend an evaluation for a particular reason, the following sets out the responsibilities of the school and parents/students, respectively.

Reason for Absence	Parent/Student Responsibility	School Response
Illness or injury	Parent should phone or email the office.	Alternate evaluation/exam will be administered.
Bereavement	Parent should phone or email the office. A letter from one parent is required upon student's return.	Alternate evaluation/exam will be administered.
School sanctioned event (e.g. athletics, competition, etc.)	Student should inform their teacher that they will be absent on the day of the evaluation.	Evaluation will be administered **prior** to the school sanctioned event.

Failure to write or participate in an evaluation for any other reason may result in an assigned mark of ZERO.

CODE OF ACADEMIC INTEGRITY

At P.A.C.E., academic integrity is paramount. Cheating and plagiarism are forms of academic dishonesty, which undermine and compromise a student's education and the intended outcome of the learning experience that we provide.

Students are strictly prohibited from intentionally:

- Using unauthorized resources, talking to another student without permission or copying from another student during any form of evaluation.
- Copying another student's assignment or evaluation or allowing another student to copy or use their own assignment or evaluation.
- Receiving or using help on assigned work beyond the limits specified by the teacher.
- Submitting the same work for credit to more than one teacher without prior permission to do so.
- Using translations or abridged forms of texts studied in class without the permission from the teacher.
- Submitting and representing someone else's work as their own.
- Making slight variations in the language of others' words or ideas and failing to give credit to the source.
- Copying words or ideas directly from someone else without giving credit.
- Failing to put a quotation in quotation marks.
- Giving incorrect information about the source of a quotation.
- Changing words, but copying the sentence structure of a source without giving credit.
- Copying so many words or ideas from a source that it makes up the majority of their work, whether or not they give credit.

Any form of cheating or plagiarism may result in an assigned mark of ZERO, in the Director's sole discretion. The use of AI (e.g. ChatGPT) to produce written work will be considered to be plagiarism.

SCHOOL DRESS CODE

P.A.C.E. students are expected to come to school well-groomed and dressed in a clean, simple and sensible manner. T-shirts with inappropriate slogans, revealing clothing (e.g. skimpy tank tops or short shorts/skirts), or attention-seeking hairstyles or jewelry (piercings) will not be permitted in school. **HATS ARE NOT TO BE WORN DURING CLASS.** Students must wear a proper pair of shoes in the school at all times.

All student clothing should be labeled.

Students in grades 1, 2 and 3 must have an extra set of clothing at school in the unlikely event of an "accident" or if their clothes are soiled during outdoor play.

PROHIBITED ITEMS

The following is a non-exhaustive list of items that students are prohibited from bringing to school and to school sanctioned events (e.g. field trips):

- Potentially dangerous sports equipment (e.g. skateboards, scooters, hard balls, hockey sticks, inline skates, etc.). Baseball gloves, tennis balls, soccer balls, basketballs, etc. are permitted.
- Sneakers with built-in wheels.
- Weapons of any kind, water toys or any other "dangerous" toy. No guns of any kind.
- Trading items (e.g. figurines, cards, etc.) of any kind.
- Chewing gum.
- Slime, silly putty, playdough or the like.
- **Glass water bottles** (only plastic and steel bottles are permitted).
- Book bags with wheels

If a student is found with any of the above-noted items, such item(s) will be immediately confiscated. Possession of a weapon will result in a school suspension and may be considered a criminal offence.

Electronic devices (e.g. handheld gaming consoles, video equipment/cameras, etc.) are not permitted unless specifically requested by a teacher for educational purposes.
The use of cameras (including phone cameras) on school property, including but not limited to private areas such as washrooms, change rooms and classrooms, is strictly forbidden. A student's failure to adhere to this rule will result in a school suspension and may be considered a criminal offence.

PROHIBITED SUBSTANCES

P.A.C.E. has a zero-tolerance policy with respect to the use of tobacco, vaping substances, drugs and alcohol. Our policy is designed to discourage unhealthy habits and to prevent negative peer influence. Smoking, vaping and drug and alcohol consumption will not be permitted at any time on school property or within sight of the school, or at any school sanctioned event (e.g. field trip, athletic event, etc.). Students who fail to adhere to this policy will be automatically suspended.

In accordance with the provisions of the *Smoke-Free Ontario Act, 2017*, P.A.C.E.'s smoke-free policy

applies to all students, staff, contractors, visitors, parents, volunteers, etc. Persons on school property, including those within personal vehicles on school property or within 20 meters of school property are prohibited from smoking and/or holding lit tobacco and consuming or using any other type of tobacco/vaping product. To enforce the *Smoke-Free Ontario Act, 2017*, student offenders who are younger than 16 years of age and their respective parents will be issued a court summons, and student offenders who are 16 years of age or older will be issued a provincial offences ticket.

HEALTH & SAFETY/FIRST AID/MEDICATIONS

A. Minor Injuries/Cuts/Bruises

If a student feels unwell while at school, they will be assessed by the school nurse. Similarly, if a student suffers a minor injury/cut while at school, it will be assessed, cleansed and bandaged by the school nurse. In more serious cases, the injured student's parents will be notified immediately.

B. Serious Injury/Emergency

In the event of a serious emergency or accident, the injured student's parents will be contacted immediately. If the student's parents and emergency contacts cannot be reached, then, if deemed necessary by the school nurse or other school administrator, in their sole discretion, the student will be transported by ambulance to the nearest emergency department.

C. Medications

Medications will not be administered by any school staff without written, parental consent. Should a student have a condition requiring regular or occasional medication, please notify the school nurse in writing (nurse@pace.ca), submit a note from your family's physician, and we will arrange for your child's medication to be stored in the school's Health Room. You must provide your child's medicine in its original, labeled container. Invasive medications (e.g. eye, ear and nose drops) will only be administered by the school nurse.

D. Allergies

Please ensure that the school office is aware of all of your child's allergies to food, medications, etc. so that we may respond appropriately in the event of an emergency.

E. Anaphylaxis Policy – *Sabrina's Law, 2005*

All students who have been prescribed an EpiPen® by their doctor must, at all times, carry one on their person in a fanny pack/holder around their waist. A second EpiPen® must be kept in the Health Room. Teachers have been instructed to notify the administration if a student is not in compliance. An individual anaphylaxis plan must be filled out by the parents of any student who has been prescribed an EpiPen®. That plan must be updated annually and submitted to the office prior to the start of each school year.

F. Student Lunches/Snacks

Any food entering the school must be free of NUTS AND PEANUTS!

If food is being brought into the school for presentations, birthdays, etc., you must:

- provide a complete list of ingredients;
- Provide original packaging for food that is not made at home;
- Provide packaging that is clearly designated as NUT & PEANUT FREE; and
- Provide food that does not require refrigeration.

G. Asthma Policy – Ryan's Law

All students who have been prescribed an inhaler by their family's physician must, at all times, carry one on their person. A second inhaler must be kept in the Health Room. If such a student is attending a field trip or athletic event, the second inhaler will be carried by the supervising staff member. An individual asthma management plan must be filled out by the parents of any child who has been prescribed an inhaler. That plan must be updated annually and submitted to the office prior to the start of each school year.

H. Childhood Illnesses

The following is a list of the most common communicable childhood diseases and the corresponding period of time for which exclusion from school is necessary.

DISEASE	PERIOD OF EXCLUSION FROM SCHOOL
COVID-19	Guidelines then in effect
Strep Throat	24 hours from commencing antibiotic treatment and fever free
Chicken Pox	5 days from onset of rash
Measles	4 days from onset of rash
Impetigo	24 hours from commencing antibiotics
Influenza	3 days from onset of symptoms
Scarlet Fever	On doctor's advice
Fifth Disease	None
Mumps	5 days from onset of swelling of glands
Mononucleosis	On doctor's advice
Infectious Hepatitis	On doctor's advice
Conjunctivitis	24 hours from commencing antibiotics
Pertussis (Whooping Cough)	5 days after antibiotics – if untreated until 21 days after onset of cough
Gastroenteritis (Diarrheal Disease)	Diarrhea is resolved for 48 hours depending on causative organism
Vomiting/diarrhea (unknown reason – not due to any pre-existing condition)	48 hours with no symptoms or doctor's note
Common Cold	24 hours with symptoms mostly resolved and fever free

Please notify the school immediately upon your child being diagnosed with a communicable disease. We will then inform the parents of your child's classmates so that they will be aware of the situation and monitor their own children for symptoms.

Students who have been absent from school due to a communicable disease must have written permission from their physician in order to return to school.

Pursuant to the *Immunization of School Pupils Act*, all children attending school are legally required to be immunized against certain preventable diseases, unless a valid exemption for medical and/or religious/creed reasons is a provided. York Region Public Health collects and reviews the immunization records of all students to ensure that each child is immunized and that their records are up to date.

I. Pediculosis (A.K.A. lice)

Pediculosis is a common occurrence within schools. If your child has been diagnosed with pediculosis, please seek immediate treatment and do not send them back to school until they are completely free of nits.

J. Stress

If a situation arises within your family that will place your child under stress, please advise the school as soon as possible. When teachers are made aware of special conditions, they can often assist in alleviating your child's stress. Any such information will be handled by the school in a sensitive manner.

COMMUNICATION BETWEEN PARENTS AND STAFF

At P.A.C.E., every effort is made to ensure that ongoing and effective means of communication and strong relationships with parents are established and maintained. Communication between the home and the school may take place by way of one or more of the following:

A. Phone Calls

We encourage ongoing parent-teacher and parent-school relationships. You may call the school at any time to request a call from or a meeting with one or more of your child's teachers.

Please call the school if you wish to meet with a Vice Principal or the Director should you wish to discuss your child's progress at P.A.C.E.

B. Email

You may email your child's teacher with any questions you may have or if you wish to schedule a phone call. If you feel that the topic at hand would be better discussed in a virtual, face-to-face meeting, please request a Microsoft Teams meeting.

C. Student Agendas and Written Notices – Grades 1-7

Please check your child's backpack nightly for handouts, notices and other forms sent home by the school. Hand-written notes from a teacher(s) may be found in your child's agenda. Please sign the written note to acknowledge that you have read it. Feel free to discuss the content of such notes with the teacher(s).

D. Group Chat

Chat groups are not endorsed by the school and often contain misrepresentations of what is actually happening in the classroom and in the wider school environment. If you intend on being a member of a group chat, be advised that your commentary against another child or P.A.C.E. staff member can be viewed as slanderous and accusatory. Please refrain from discussing other students or staff as it creates a toxic online environment and causes problems amongst parents and their children. Failure to comply may result in the expulsion of your child in the unfettered and sole discretion of the school's Director.
We ask that as parents you believe in the school's ability to differentiate game play, accidents and age-appropriate learning from a situation where a child is not complying or doing something with malicious intent. In the latter case, you will hear from the school directly and not from another parent posting on a group chat.

The school does not wish to police the interactions amongst its parent group, and as such we would ask that you please do not involve the school when you feel an injustice has been done within any of the parent chat groups. Please withdraw from the chat group if you do not agree with what is being said. Speak with and about each other with dignity and respect as you will hopefully be together for many years as a collective group. Supporting each other is going to yield a much more amicable and supportive parent group for yourselves and your children.

In addition, should you have a concern regarding your child, please call the school to arrange a phone meeting or an in-person meeting as it is much easier for the school to facilitate positive growth and change and help to solve your situation effectively when we can hear your tone of voice and see your facial expressions. Email is often wrought with emotion that may or may not be warranted.

PARENT VOLUNTEERS

Parents should let the school know of any ways in which they may be helpful (e.g. guest speaker, mentor, special craft instructor, etc.). From time to time, we will call on parent volunteers to assist us with special events. We thank you in advance for your help.

HINTS ON HOMEWORK

Effective study, time management and organizational skills are critical in realizing the potential of a gifted child. Research supports the notion that the success of many gifted students is closely related to the development of these skills and that the support of the school and parents may be required to achieve that. The following suggestions are provided in the hope that parents will support our work in developing these skills:

1. Students should come to school/class with all necessary materials.
2. Students should plan and organize themselves by using a student planner (to record class work, details of an assignment, due dates, etc.) and a to-do-list with a priority ranking system.
3. Students should establish a private, comfortable place to study, void of distractions and noise. Keep desks, bookshelves and other personal spaces tidy and organized.
4. Students should develop a personal rewards system for setting and achieving intrinsic study goals.
5. Students should not procrastinate when long-term projects are assigned. A small amount of work

each night will produce a superior product.

6. Students should avoid making excuses for poor performance. They should recognize their strengths and weaknesses and promptly address any problems they may have.
7. Teachers are available to help. Students should feel comfortable approaching any of their teachers for help in improving their performance. They should ask questions if they do not fully understand the teacher's expectations, how to approach an assignment or why they may have underachieved. We are all working together to help our students reach their potential!

CHANGE OF ADDRESS, MARITAL STATUS AND EMERGENCY CONTACT INFORMATION

Parents should promptly notify the school of any changes to their home address, telephone numbers, email addresses, marital status and any changes relating to their child's emergency contact information. This notification should be in writing and delivered by email to office@pace.ca so that we can maintain up-to-date school records.

STUDENT CODE OF BEHAVIOUR

P.A.C.E. has high expectations of our students' behaviour. Every student who walks through our doors has the responsibility of maintaining a standard of excellence, both academically and in their personal conduct.

A. Self-Respect

Student are expected to demonstrate self-respect by attending school well-dressed and well-groomed (no extreme haircuts, body piercings, baseball caps, revealing attire, attire with innapropriate images/words, etc.). Hats and/or coats are not to be worn in class.

B. Respect for Authority

Students are expected to comply with established rules and regulations within the classrooms, hallways, school grounds, gymnasium and on school-related excursions (e.g. athletic events, field trips, etc.) Compliance includes courtesy towards teachers, custodians, administrative staff, and school bus drivers.

Students are prohibited from behaving in a manner that could result in injury to themselves or others, such as climbing trees, climbing out of windows, climbing fences, climbing onto rooftops, etc. Failure to comply will result in an automatic suspension.

Students must use appropriate language (English only) at all times.

Phones must be turned off and stored in a secure place during class unless express permission to use such devices has been granted (see Guidelines for Personally Owned Devices). Students shall adhere to these guidelines when using devices at school.

Students must be in school (or any school sanctioned event) free from drugs or alcohol; non compliance will result in a suspension and possibly an expulsion.

C. Respect for Peers

Students are expected to be courteous and considerate when interacting with others. Students are expected to be quiet and respectful in the classroom and to respect and treat others equally. A strict NO BODY CONTACT policy is in place to ensure safety for all at all times. For example, students are forbidden from pushing, kicking, punching, slapping, pulling on others' clothing, etc.

Students must respect everyone's right to personal, physical safety and dignity and to be free of fear and intimidation. Physical and verbal abuse, exclusion, cyber bullying, vandalism and any other behaviour deemed by the school to be a form of bullying will not be tolerated. If necessary, the school will not hesitate to involve the York Region police. Silent support will not be tolerated. Students are expected to report all forms of bullying to their teacher or the administration.

D. Preparation for Class

Students are expected to be prepared for each class, to have all notebooks, textbooks and necessary materials, meet due dates for assignments and to be prepared for all assessments and evaluations. Personally owned devices must be fully charged before arriving at school. Students ought to make homework a priority and complete all aspect of the program to the best of their ability. Students will not plagiarize work (see Code of Academic Integrity).

E. Respect for Property

Students must respect the property of the school and of others. Vandalism and theft will no be tolerated.

Borrowing or "acquiring" another person's property without that person's express permission is strictly prohibited.

Students shall not bring the following to school: gum, baseball bats, toy guns/weapons, rollerblades, sneakers with built in wheels, water toys, frisbees, hockey sticks, portable stereo equipment, electronic games, trading cards, toys, skateboards (or variations thereof), slime, silly putty, etc.

Students shall not build snow forts nor throw snowballs.

During school hours, students are forbidden from selling or distributing **anything; Student Council members excluded.**

F. Respect for the Environment

Student are expected to be cognizant of P.A.C.E.'s green school program and contribute to the daily expectations of reduce, reuse, recycle and recover (where possible). Litter must be placed in appropriate bins both in and around the school campus.

P.A.C.E is a nut safe school. All food brought in to the school must contain a list of ingredients and be clearly labeled as nut free.

Smoking tobacco or vaping on school property or during a school sanctioned event will result in a suspension.

G. Parking Lot Safety

Students must not exit vehicles that have stopped in front of the school. Vehicles that enter onto school property must be parked in a parking space. Students may also disembark vehicles that have stopped on the north side of Bond Crescent or the west side of Timber Valley. Only school buses are permitted to stop at the front of the school and only administrative staff are permitted to park in front of the main building.

H. Student Discipline

When a student behaves in a manner that disrupts the rights of others or undermines the school's expectations for academic integrity, fair and consistent action will be taken. Depending on the nature or frequency of a student's misconduct, actions taken by staff may include any of the following:

- Review of expectations with the student
- Supervised "time out" (in or out of the classroom)
- Student apology and/or action plan
- Parent contact
- Loss of privileges

Administrative actions may include:

- Discussion with student and/or parent
- Loss of privileges
- Restitution for damages or loss of school and/or personal property
- Suspension
- Expulsion
- Police involvement

PARENT/GUARDIAN CODE OF CONDUCT

A. Purpose

The philosophy of P.A.C.E. is to focus on developing a love of learning while guiding and challenging every student at all stages in their development. The School is dedicated to the education of students in a safe and caring community that fosters the development of character, courage, creativity and a passion for learning.

The School promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment.

All students, parents, guardians, teachers and staff members have the right to be safe, and feel safe, in the school community. With this right comes the responsibility to contribute to a positive school climate.

The standards of behaviour embodied in this Code of Conduct apply to parents and guardians, who are an integral part of the school community – whether they are on school property, on school buses, at school-related events or activities, or in other circumstances that could have an impact on the school climate.

B. The Role of Parents and Guardians

Parents and guardians play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment. Parents and guardians fulfill their role when they:

- show an active interest in their child's school work and progress;
- communicate regularly with the School;
- help their child be neat, properly dressed and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the School their child's absence or late arrival;
- show that they are familiar with the School Code of Conduct and school rules;
- encourage and assist their child in following the rules of behaviour; and
- assist school staff in dealing with disciplinary issues involving their child.

C. Standards of Behaviour

Central to the Code of Conduct is the understanding that each member of the school community will follow certain standards of behaviour. A willingness to accept responsibility for one's actions and conduct are fundamental to the Code of Conduct.

Respect, Civility, and Responsible Citizenship

Parents, like other members of the school community, must:

- respect and comply with all applicable federal, provincial, and municipal laws;
- respect all members of the school community, especially school staff and persons in positions of authority;
- support the efforts of school staff in maintaining a safe and respectful learning environment;
- respect the need of others to work in an environment that is conducive to learning and teaching;
- demonstrate honesty and integrity;
- treat others with dignity and respect at all times, and especially when there is disagreement;
- respect the rights of others, and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender expression, gender identity, age, marital status, family status, or disability;
- show proper care and regard for school property and the property of others;

- take appropriate measures to help those in need; and
- resolve conflict peacefully.

D. Inappropriate Behaviour

Examples of inappropriate behaviour include, but are not limited to:

- exhibiting disrespect (e.g. raising your voice/yelling, using foul language, etc.) towards members of the school community, especially school staff, and other persons in positions of authority;
- exhibiting conduct injurious to the moral tone of the school or to the physical or mental well-being of others;
- bullying, intimidating or threatening a member of the school community;
- uttering a threat to inflict serious bodily harm on a member of the school community;
- harassment of any kind; and
- distributing hate material.

Parent(s)/Guardian(s) understand(s) that the School may require the withdrawal of or may dismiss a student at its sole discretion. The Parent/Guardian further understands that a positive and constructive working relationship between the School and a student's parent(s)/guardian(s) is essential to the fulfillment of the School's mission, and agrees that the School may terminate enrolment, or decline re-enrolment, if the School, in its sole discretion concludes that the student's action or inaction is detrimental to the School, AND/OR if the parent(s)/guardian(s) have engaged in conduct which is detrimental to the School.

POLICY AND GUIDELINES FOR PERSONAL/ACADEMIC USE OF STUDENT-OWNED DEVICES IN SCHOOL

For the purpose of this policy, the word "*device*" will be used to describe any technological device (e.g. laptop, tablet, smartphone, etc.) which may be used to make and save notes, access a word processing program, access the internet, etc.

To enhance the educational experience of its students, P.A.C.E. will provide students with access to its "Student" wireless network and permit the use of personally-owned devices at school.

This policy is in place to ensure that students and their parents are aware of the limitations that the school imposes on the use of personally-owned devices at school, and that the use of personally-owned devices should enhance the classroom environment – not detract from it.

A. General Usage Guidelines

- P.A.C.E. accepts no responsibility for any personal property brought to the school (or to any event attended or hosted by the school) by a student. Students who bring a device to school assume total responsibility for it. Devices that are misplaced, damaged or stolen are the sole

responsibility of the student and their parents.

- The use of personally-owned devices in the classroom will be teacher driven. Classroom teachers may prohibit, restrict and regulate the use of personally-owned devices in their classroom.
- Students may use their device at P.A.C.E. for **educational purposes** only. **Gaming and other non-education activities (e.g. streaming, social media, checking/sending non-school related email, chatting, etc.) are strictly prohibited while on school property.** The primary use of the device is to enhance learning in the classroom.
- Student use of a device must support the instructional activities taking place in each classroom or lab.
- Student devices may be used during assessments and evaluations only when prior permission has been given by the Director, which will only be given when documentation has been provided by a physician recommending that accommodations be made due to a diagnosed learning requirement.
- In order to avoid classroom disruption, all devices must be muted or powered off unless otherwise directed by the teacher.
- Students must not share or swap devices at any time.
- Students must save and back-up completed work regularly and, if necessary, print any work requested for submission prior to arriving at school. Student will NOT be permitted to print at school.
- Devices with cameras and video capabilities must not be used to infringe upon the privacy of students and staff. Photos and videos may never be taken without the express permission of the subject in question.
- Students may not use their devices for any reason other than educational/instructional purposes during recess, spares and before and/or after school.
- P.A.C.E. will not troubleshoot or install software on personal devices.
- Cellular internet service is strictly prohibited. Connection to third party access points or the establishment of ad-hoc network access via 3G, 5G, LTE or other networks, including Virtual Private Networks (VPNs) is not permitted.
- Student are required to comply with all trademark and copyright laws and all software licensing agreements.
- Any staff member may examine any student's device at any time for the purpose of verifying that the device is being used in compliance with these guidelines.
- Assuming another student's identity/name in the creating of an email account or app will result in an automatic suspension.

B. <u>School Network</u>

Students must NOT…

- Knowingly gain access to, or attempt to gain access to any computer, computer system, computer network, information storage media, or peripheral equipment without the express consent of a teacher or administrator.
- Attempt to log on to the school's network (servers, router, switches, printers, firewall, web proxy) as a system administrator.
- Send, access, upload, download or distribute pornographic or sexually explicit materials.
- Install, enable, launch or create programs that interfere with the performance of the school's network, internet or hardware.

- Create, upload or transmit any viruses or malware.
- Attempt to defeat computer or network security.

C. Physical Security

Student should take the following preventative measures to protect their personal devices:

- Do not leave a device unattended at any time.
- Devices should be store in student desks (grades 1-6) or in their lockers with the lock securely fastened (grades 7-8). Students are encouraged to take their devices home every day, regardless of whether or not they are needed.
- Devices should not be stored in a student's vehicle.

D. Student Responsibilities and Expected Behaviour

All students must do the following:

- Label their device with their first and last names.
- Require a unique username and password to login to their device.
- Never view, use, copy or distribute another student's password.
- Only access or share other people's data after permission has been given.
- Assume that group members will share files during collaborative group work.
- You may not delete another student's work without their expressed permission when working in a collaborative space.
- Use their @pace.ca email account and their legal first and last names when creating accounts for educational purposes (e.g. Gizmos, Kahoot, etc.)
- Turn on their device's camera during remote learning.
- Use an appropriate or blurred background when participating in online classes.
- Only access appropriate information, images and data and use appropriate language, images and information at all times.
- Never distribute personal information about themselves or anyone else (e.g. phone numbers, addresses, etc.) to anyone online.
- Never make arrangements to meet someone who they have met online, unless that is a part of an approved school assignment, pre-approved by the teacher and with a teacher present.
- Never take photos or videos of anyone, unless they are under the direct supervision of their teacher.
- Never buy, sell, advertise or otherwise conduct business during school hours.
- Never participate or silently support cyber bullying.
- Immediately report threatening, discomforting, indecent or inappropriate material to a teacher or administrator.
- Keep their device's operating system up to date.
- Keep their device's firmware up to date.
- **Install antivirus software and regularly scan their device for malware. If a student discovers that their device has been infected with malware, they should immediately inform their parents and arrange to have a professional remove all malware from the device before reconnecting to the school's wireless network.**
- **Refrain from using Virtual Private Networks (VPNs) to bypass the school's web proxy and online filter. Failure to adhere to this rule may result in a suspension.**

- Be aware of the website they visit. The school monitors and filters access to certain websites.
- Avoid clicking on popups while surfing the web.
- Be vigilant about emails. Delete unwanted and unrecognized emails without opening them.
- ENSURE THAT THEIR DEVICE BATTERY IS FULLY CHARGED AND THAT A BACKUP BATTERY IS AVAILABLE, IF NECESSARY. THE SCHOOL WILL NOT PROVIDE CHARGING STATIONS.