2145 Grand Oak Trail, Oakville, ON L6M 4S7 **School Phone Number:** 905-465-3881

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OUR OFFICE STAFF

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Captain R. Wilson is a school where everyone shares a collective responsibility in...

COMMUNITY & CONNECTION

Welcome back to the 2023-2024 school year, we are so grateful to belong to such a caring and supportive community of families, students and staff. We know that all of the great work that happens at our school is impossible without being in community with each other with everyone working together to support the success of our children. At CRW we want everyone to feel a strong sense of belonging as their authentic selves, to embrace and celebrate our differences, and celebrate and accept our differences.. Our school is a bridge where we connect as a community and education is a vehicle where we can make a difference for our students, our community and our world. Thank you for your partnership and we look forward to working together with you this year!

Our teaching staff can be reached by phone or email and are committed to helping answer your questions or problem solving through any concerns. It is important for the office to have your correct email address each year as messages that are shared with the whole school are done so via email. If you are unable to receive email messages please let us know so that we can help or arrange another form of communication. To get in touch with a staff member please visit our website for their contact information: https://crw.hdsb.ca/our-school/crw-emails

STUDENT ABSENCE REPORTING

Student Attendance Line: 1-877-409-6310

https://go.schoolmessenger.ca/#/home

It is important for students to attend school regularly and on time. When students are consistently late or absent, it is disruptive to their learning since they miss the interaction in the classroom and important learning. Students who consistently start their day on time establish positive attendance patterns, consistent routines, and develop a sense of belonging which lays the foundation for present and future success.

STUDENT EXTENDED ABSENCES

If your child will be absent from school for 15 school days or more, you are required to contact the office and fill out a Principal's Pupil Excusal Form. Your child will be assigned a Program of Study during their absence.

CALENDARS

<u>HDSB Calendar and Days of Significance</u> and <u>HDSB 2023-2024 School Year Calendar</u> Switch Day Calendar 2023-24

<u>CRW Calendar</u>-find the calendar on our home page and on the bottom right corner click on the + plus symbol to add our calendar to your Google calendar

LATE ARRIVALS OR EARLY PICK-UPS

Please arrive on time for school—our supervision begins at 8:00 and after 8:15 is considered late. We have many students arriving late and we need your help with setting routines to get to school on time, so that children don't miss community time, instructions or important lessons. If arriving after late, please use the front door intercom buzzer to alert the office and we appreciate your patience as you wait for us to respond—we will wait to respond if O'Canada is playing. Students will need to get a late slip from the office before going to class, to make sure they are marked as being present. Students who require support with going to class, such as our kindergarten students, will be supervised by supporting staff.

We need your help with arriving on time!

ENTRY AND DISMISSAL PLAN

Caregivers are asked to drop off their children at their morning classroom line-up, and we also have Wee Walkers that are wearing orange vests and will help walk students from the Kiss n' Ride to their designated line up. We ask that guardians wait on the field or edge of the tarmac at entry as it is a very busy place for our more than 800 students. Also, please no pets on our tarmac areas.

AM Entry:

We begin supervising outside at 8:00 am. Students will arrive and line up with their class in their designated area; the Creative Play Structure is closed at this time. We ask that students walk their scooters or bikes upon arrival and lock them up on the South side of the school (we have had many thefts when bikes are locked up by the portables, on the north side of the school).

PM Dismissal:

We dismiss at 2:35 and end outdoor supervision at 2:50 pm. Any students remaining outside will be taken to the front of the school and we will call families to determine a plan for pick up. We do not provide supervision for the creative play structure/park at dismissal and ask that students not use it unless directly supervised by a guardian, until dismissal and supervision ends.

WALKING AND ROLLING

There is no better time to promote active school transportation with your children. Walking, biking and rolling are all excellent ways to travel to school and to get exercise!

For those using active transportation we would like to remind families of safe crossing/driving/parking procedures on your way to and from school. Pedestrians must wait for the crossing guard or staff supervisor to assist them in crossing safely. Cyclists are required to **get off of their bicycles and walk** across crosswalks and our school yard. When biking or rolling to school remember to wear a helmet and to lock up your bikes at the bike rack that is at the top of the south (staff) parking lot.

Parents dropping off/picking their children up in vehicles should use our North (family) parking lot where our Kiss n' Ride is located (the portable side of the school).

Illegally stopped or parked cars are a safety risk as they affect visibility for other drivers, pedestrians and/or crossing guards. For these reasons, streets around our schools have "No Stopping" and "No Parking" signs installed. For further information regarding parking enforcement, please refer to: https://www.oakville.ca/residents/parking-enforcement.html

South Lot (right side): <u>Staff Parking Only.</u> This lot will be pyloned off in the morning. Only teachers and our buses can enter. Families who are walking in can safely use this lot. **This is NOT a drop off zone**.

Front Bus Lane/Fire Route: This will be for buses and emergency vehicles only. This is NOT a drop off zone.

THE KISS N' RIDE

North Lot (portable/kindergarten side of the school): All Student Drop Off/Kiss & Ride. Just like a drive through we ask you to wait patiently in a line, and pull as far ahead as you can when it is your turn to drop off. We will have ECE's, staff supervisors and student leaders/Wee Walkers in the area to walk students to their class areas/lines, so that you can drop and go. If you see an empty spot for drop off, please DO NOT pull into the through lane to go around the stopped car unless advised by a staff member—this is a cause of accidents in our Kiss n' Ride, please wait patiently to advance. Once you get to the top of the line and your child has been dropped off, you may check your blindspot and pull into the through lane to leave the parking lot. You may also park in this parking lot.

The Kiss n' Ride is very busy, especially the first week of school and on inclement days--we have 820 students arriving and departing and strongly urge that you park nearby and walk in, especially the first week of school. It's also important that your child and their teacher knows what your pick up plan is at the end of the day, so that departure goes smoothly.

If you require an accommodation for student drop off, please contact the school office.

Please Make sure to let your child(ren) know what your pick up plan is, and their teacher, so that our dismissal goes smoothly.

We very much appreciate your help:)
WHERE DO I LINE UP IN THE MORNING?

2023-2024 Line-up Map



BUSING

Halton Student Transportation Services (HSTS) is **advising families** that due to a shortage of school bus drivers, some schools will be impacted by bus delays. Parents/guardians are encouraged to sign-up for delays and cancellation notifications on the HSTS website (**haltonbus.ca**). A list of bus delays is posted on the **HSTS website** daily.

BusPlanner Delays App – Instant Notifications to your Mobile Device

With the BusPlanner Delays App, you can receive school bus cancellation and delay notifications right on your mobile device, as soon as it is posted by the bus company on our website. This gives you a quick and fully mobile-friendly way to receive updates related to your child(ren)'s bus.

Download this FREE app and receive:

- Delay & cancellation notices for your child's routes and runs
- General notices for snow days and inclement weather

Be sure to login to the <u>Parent Portal</u> in order to get your child's current run numbers. This way you can ensure you're receiving the notifications pertaining to your child(ren). For detailed instructions on how to find this info, click <u>here</u>.

If you already have the app, the runs will need to be updated for this year.

Need help with the initial setup of the app on your mobile device? Follow these <u>Step-by-Step Instructions</u>. Inquiries can be directed to <u>transportation@haltonbus.ca</u>. (Please include the student's name and OEN)



FIRST TIME RIDERS: Buzzy the Bee's safety certificate



PRIMARY RIDERS (grade IK-3): Buster's safety badge

You Tube

JUNIOR RIDERS (grade 4-8): Soteria's guide to school bus safety rules & behaviour expectations

Morning Supervision Begins Note: Students SHALL NOT be on school property unattended before supervision begins at 8:00 A.M. Families may accompany their primary aged children onto the tarmac to drop them off at their line, then we ask that you wait on the field or sidewalk	8:00 am
First Entry Bell	8:10 am
Period 1 Note: If arriving after 8:15 am this is considered late—please enter through office to get your late slip before heading to class	8:15-9:05 am
Period 2	9:05– 9:55 am
1st Nutrition Break (Snack) **All students remain at school	9:55–10:35 am
Period 3	10:35–11:15 am
Period 4	11:15 am- 12:15 pm
2 nd Nutrition Break (Lunch) Parents may buzz into the office to pick up their child for lunch (appointments, early pick up). **Students are NOT permitted to sign themselves out to go off property; we require students to be signed out by a guardian (please send an email to an administrator if you are seeking permission to go HOME for lunch; privileges will be paused/revoked if student returns to school late 3 times)	12:15–12:55 pm
We are also <u>discouraging</u> the drop off of lunches or any items at this time, or deliveries (UberEats, Skip the Dishes) unless it is essential or an emergency (e.g., the student has forgotten their lunch or their EPI pen).	
Period 5	12:55– 1:35 pm
Period 6	1:35– 2:35 pm
Dismissal Families are encouraged NOT to access the hardtop/tarmac areas at the back of the school and instead wait on the field or designated waiting place, unless your child is in kindergarten-grade 2.	2:35 pm
Supervision Ends	2:50 pm

OUTDOOR PROCEDURES for Entry, Dismissal and Recess Time

Outdoor play structures are open to student use during our nutrition break and there is a schedule for their use, by our primary classes only. Outdoor play structures will not be supervised before or after school and students are asked not to use the structures at these times. For anyone who would like to play at the park after school, we ask that they are directly supervised by a guardian.

We ask students to refrain from playing ball and running games during arrival and dismissal times. Students need to arrive and line up in their classroom lines. Any students arriving after 8:15 are late and need to enter through the front doors of the school. After school students need to leave property right after dismissal, unless supervised by an adult. At 3:00 any remaining students will be brought to the front of the school and we will

follow up with families. We know that emergencies happen, just give us a call to let us know what the plan is so that we can support.

The following routines and procedures are designed to ensure a safe playground:

- Walk bikes and scooters on school property. Students are advised to lock bikes and scooters onto the racks located at the top of the South (staff) parking lot
- Skateboards and rollerblades are not to be used on the playground
- Refrain from throwing any object that could cause injury (stones, sticks, sand, snow)
- Play fighting and/or rough games are not permitted
- Students are responsible for using appropriate and respectful language at all times
- Pick-up and return any equipment that was brought outside
- Dress appropriately for the weather
- Stay outside unless you have permission from a supervisor to enter the school and use the washroom/bottle filling station

Our students' safety is our prime concern. The Town of Oakville provides crossing guards for those students who must cross busy roads while travelling to and from school. It is most important that children cross only with the guards, and to dismount their bikes/scooters and walk them across the crosswalk. Parental support in reinforcing this safety precaution is very much appreciated.

CODE OF CONDUCT

HDSB CODE OF CONDUCT PAMPHLET

The Code of Conduct has been translated to 7 languages:

1. Arabic 2. Chinese (Simplified) 3. French 4. Hindi 5. Punjabi 6. Spanish 7. Urdu

Please read through the brochure in the above link. "The Halton District School Board is committed to a whole school approach to create safe, caring, equitable, and inclusive school environments through the adoption of a Code of Conduct which promotes respect, civility, responsibility and academic excellence, and sets clear standards of behaviour for all members of the school community. The goal is to create a positive school climate where every student, staff and member of the school community feels safe, included and accepted. The Board supports all students in developing healthy relationships, making good choices, continuing their learning and achieving success." (Based on the Ontario Human Rights Code, Ontario Occupational Health and Safety Act, PPM # 128 and HDSB Safe and Accepting Schools Policy)

The student's responsibility:

- Practice honesty and integrity
- Exercise self-control and self-discipline
- Refrain from bringing anything to school that may compromise the safety of others
- Refrain from bringing to school tobacco, cannabis, alcohol and/or vaping products and paraphernalia
- Come to school prepared, on time, and ready to learn
- Be engaged in the school community
- Show respect for self, others and school property
- Treat others with kindness and dignity
- Adhere to a school dress code that supports the Board's Dress Code and Uniform Policy
- Report real or perceived bullying incidents to an adult or school staff member
- Report activities motivated by bias, prejudice or hate to an adult or school staff member as indicated in the HDSB Discriminatory and Harmful Language Protocol
- Adhere to the Responsible Use Procedures for Information and Communication Technology (ICT) regarding the use of personal electronic devices in school/classrooms



The parent's/guardian's responsibility:

- Understand the HDSB Code of Conduct
- Encourage and assist your child in following the rules of behaviour
- Encourage and assist your child to attend school regularly and on time
- Show an active interest in your child's academic and social development
- Talk with your child about how they can contribute to keeping their school a safe and inclusive place
- Be a positive role model for your child
- Assist your school's staff in dealing with disciplinary issues involving your child
- Refrain from disrespectful conduct that includes but is not limited to excessive demands for meetings or unreasonable communication requests making derogatory/insulting comments to staff shouting/swearing at staff bullying/gossiping

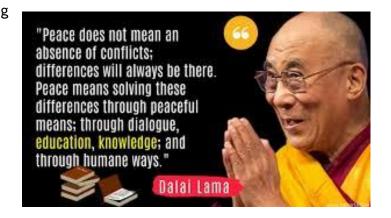
Staff's responsibility:

- Address and report incidents of safe schools incidents as mandated by school practices with the Board's equitable and inclusive policies
- Provide a safe, caring, equitable and inclusive learning environment free from distractions
- Teach and model positive behaviour and good citizenship
- Teach acceptance of and respect for others
- Foster open, honest communication
- Help students work to their full potential and develop their sense of self-worth
- Maintain consistent standards of behaviour for all students
- Communicate and monitor school dress code that supports the Board's Dress Code and Uniform Policy
- Integrate bullying prevention, anti-oppressive and anti-discriminatory strategies, and well-being practices throughout the curriculum in classroom teaching and school activities
- Notify parents/guardians of students who have been harmed, and students who are believed to have caused harm
- Provide support for students who have been harmed, students who have witnessed harmful behaviours and students who have caused harm
- Prepare students for the full responsibility of citizenship

PROGRESSIVE DISCIPLINE

Progressive Discipline is a whole school approach using a continuum of interventions, supports and consequences that include opportunities for reinforcing positive behaviour and helping students make good choices. When a student behaves inappropriately, the following are taken into consideration before any consequences are applied:

- The particular student and mitigating factors
- The nature and severity of the behaviour
- The impact on the school climate
- The impact on the student harmed
- The relationships within the school community



Intervention strategies range from early interventions to more intensive interventions and consequences, including suspension and expulsion and involvement of police. Discipline should be applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive, and includes learning opportunities for reinforcing positive behaviour.

Progressive discipline may include early and/or ongoing intervention strategies, such as:

- Reminders/review of expectations (including the HDSB Code of Conduct)
- Meeting with the student
- Contact with the student's parent(s)/guardian(s)
- Work assignment with a learning component
- Volunteer service to the school/community
- Peer mentoring Halton District School Board Administrative Procedure
- Conflict mediation and resolution
- Restorative Practices
- Consultation
- Referral to counselling

Progressive discipline may also include a range of interventions, supports, and consequences with a focus on improving behaviour including but not limited to one or more of the following: • Seating change

- Withdrawal from class
- Referral to a community agency for anger management, substance abuse, or other
- Detention
- Withdrawal of privileges (e.g., access to internet, teams, clubs, etc.)
- Restorative Practices
- Warning / caution
- Timetable/class change
- Meeting with the student
- Meeting with the student's parent(s)/guardian(s), teacher(s), support staff (student as appropriate)
- Restitution for damages
- Transfer to another class
- Involvement of police (school liaison / community officer) and/or Probation Officer, as appropriate



DISCRIMINATORY AND HARMFUL LANGUAGE PROTOCOL

Discriminatory and harmful language causes pain and trauma to individuals to whom it is directed. The HDSB created the Discriminatory and Harmful Language Protocol to provide clear expectations for how staff respond when harm is caused. Staff respond by interrupting the language; providing an explanation why the language is harmful and discriminatory; ensuring support is provided for those harmed; and reporting the incident to school administration for further follow up and accountability. Should incidents of discrimination or hate occur in our schools, HDSB staff are committed to responding quickly using the Discriminatory and Harmful Language Protocol. This protocol responds to discriminatory language used against people based on the protected grounds in the Ontario Human Rights Code. This protocol will be followed by students and staff to promote a school environment free from discriminatory language.

LUNCHROOM BEHAVIOUR EXPECTATIONS

Blue bins are available for recycling paper products only.

Students are expected to:

- Eat lunch at their desks, in their own classroom, and remain seated until dismissed by a supervisor;
- Ask permission to go to their designated washroom or refill their water bottle at a designated filling station
- Speak in an appropriate voice and use respectful manners
- Use the recycling, green and garbage bins appropriately, or bring wast home
- Clean up their own eating area
- Respect fellow students
- Not share food with other students
- Be courteous to the supervisors and monitors
- Not use electronic devices (e.g., smartphone, laptops, chromebooks)
- Line up quietly when dismissed and put their lunch bags away
- Bring a BOOMERANG lunch which means they need to bring all garbage home in their lunch bags to prevent bugs and rodents, to keep the school clean, and so that it can be composted at home.

FOOD

We ask students not to share or trade food. We have this rule in place for safety. There are many food allergies as well. We ask parents not to send food (or items this year) to school for children to share for birthdays or for other celebrations. Please remember some students may have a severe nut allergy. Please DO NOT send any food items containing any nuts or nut products at any time. Please avoid dropping off daily lunches or ordering delivery for students (e.g., UberEats)--we understand that you may need to do this if your child has forgotten their lunch, but otherwise ask that you pack their lunch as managing food drop offs in large school is very difficult in the office.



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LOCKERS, SCHOOL SUPPLIES AND LOST AND FOUND

Expensive or important items <u>should NOT be brought to school</u> due to the possibility of loss, theft or damage. We call these items "Treasures" and "Toys" and they should be left at home. This includes all electronics. <u>Please note that the school will not replace the cost of any lost or stolen items</u>.

Students will be assigned lockers and will keep their backpacks and belongings there. If using a lock, please choose one with a number or letter passcode (grade 4 and up)

Younger students **should have** a change of clothes that can remain in their bag in case of accidents or wet clothes caused by recess playing. Students **should have** indoor and outdoor shoes (if you need help with this or any school supplies you can confidentially reach out to your teacher or the office).

The Lost and Found is located in our Bow area (gym stage).

DIGITAL ACCESS AT SCHOOL

We are wi-fi enabled and support digital learning in our classrooms. No devices, including cell phones and earbuds from home are needed at school because:

- We provide Chromebooks and various other supports on-site for student use; students **DO NOT** require a digital device at school and we do not recommend devices for students from JK to Grade 5
- Misuse of a school device will result in the student losing the privilege to use the device
- For those students in Grades 6 to 8 that must bring their cellphones to school, the expectation is that cell phones remain turned off and in the student's backpack at all times during the school day, including during nutrition breaks and while on school property

- If parents need to reach their child during the school day, they are reminded to phone the school office, rather than texting or phoning their child's cell phone, since students will not have access to their phones during the school hours of 8:15am to 2:35pm
- If students need to contact a parent during the school day, the office will make the call on the student's behalf
- Under no circumstances should students take photographs or videos of students or staff. The device will be confiscated and returned at the end of the day and the student will erase the photos/videos. Students must NOT post anything to social media without the permission of that person.

It is becoming increasingly evident that cell phones are a distraction to students' learning and as such we want to provide our CRW students with the best possible learning environment. Headphones/earbuds are not permitted to be worn at school, speakers should stay at home and devices, such as cell phones, earbuds, etc. are to remain in students' lockers at all times.

DIGITAL CITIZENSHIP

A good digital citizen follows <u>Halton's Code of Conduct</u> and demonstrates positive Character Attributes when creating, sharing, or sending documents, videos or voice clips (or sharing their screen) on the board network, in a digital classroom or during a school online event. Teachers, administrators and students have a duty to be respectful, responsible digital citizens, which involves respecting the privacy of others, keeping logins private and using these spaces and opportunities for educational purposes only.

Question: It's my personal device. Why am I getting in trouble for posting something on it from home?

Answer: The Halton board has clear expectations around the appropriate, respectful use of technology both at school and at home. Inappropriate use of any technology used for online learning during the school day, or after, that has a negative impact on the school climate may result in a range of progressive discipline interventions or consequences.

LIBRARY LEARNING COMMONS

We have a library technician who supports staff and students with borrowing and returning library materials.

Here is a link to the library catalogue https://hdsb.insigniails.com/LibraryMS/Home?LibraryID=1111
Students and families have access year-round to ebooks and audiobooks through eit.hdsb.ca too. They can be read/listened to from any device. From eit.hdsb.ca, choose Books, Music & Video, then select SORA/Overdrive. When at home, students will be prompted to login (again, their usual board email/password).

MULTI-FAITH PRAYER SPACE

Our multi-faith prayer space is located in our Bow during Nutrition Break times and yoga mats are available for use by students. If you require a creed accommodation, please contact Mrs. Freitas or Mrs. Thompson, and you can find more information here: <u>Creed Accommodations</u>.

DRESS CODE



The expectation is that students come dressed in a respectful manner for school that promotes a safe and inclusive school climate and learning environment. Clothes should not contain obscene, racist or culturally offensive images or language that would be contrary to the Code of Human Rights and Freedoms.

For more information:

hdsb.ca/our-board/Policy/SchoolDressCode.pdf

TRIPS AND EXCURSIONS

Opportunities for trips and excursions will be shared throughout the year, and whether it is a virtual or in-person trip, please refer to <u>Halton's Code of Conduct</u> for expectations around representing our school positively. If you need help financing the cost of any trip, please reach out to your teacher, admin or the office and we will help, we want every student to be included in these curricular connected opportunities.

WHO WAS CAPTAIN R. WILSON?



Captain R Wilson, a resident of Oakville from 1806 to 1888, was Captain of two Lake Ontario schooners, the "Lady Colborne" and the "Baltic". Captain Wilson was instrumental in aiding escaped Black slaves with getting to the safety of the harbour in Oakville as part of the Underground railroad.

The African-American escapees were concealed in the grain vessels aboard his ship. Captain Robert, as he was known, also built a house at 279 Lawson Street that became known as "Mariners' Home" because of his custom of welcoming and accommodating ill and homeless sailors during the winter months.

Following the American Civil War, many former slaves would come to George's Square in Oakville to celebrate Emancipation Day, and those who had been helped by Captain

Robert would visit him at his nearby home.

For more information check out these great resources to learn more about Captain Robert and early Black history in Oakville:

https://www.oakville.ca/culturerec/village-essay5.html https://www.insidehalton.com/news-story/2958726-a-royal-tribute-to-unique-history/ https://images.oakville.halinet.on.ca/117/exhibit/9999822 https://www.facebook.com/OakvilleMuseum/videos/oakvilles-early-black-history-pt-1/78512O2723628 95/

Captain R. Wilson is a school where everyone shares a collective responsibility in...

- creating a school where every individual feels welcomed, accepted, valued and included
- promoting a sense of community through a positive, safe, accessible educational environment that instills respect and appreciation for all, while recognizing and celebrating individuality and diversity
- creating and maintaining a healthy environment physically, mentally, socially by promoting respect for self, others, the learning environment and our community through learning and leadership opportunities, co-curricular activities, physical fitness, the arts and environmental stewardship
- encouraging all students, staff and parents to commit to a shared responsibility for high expectations for all students
- promoting and enhancing effective communication, collaboration and sharing between administration, teachers, students, parents and community members
- enabling all students to have equitable access to a variety of learning experiences and resources to support achievement and well-being

We appreciate all of your support and look forward to an exciting year of learning and growing together!