

SOUTH MARCH PUBLIC SCHOOL

Student Handbook 2018 - 2019

SCHOOL YEAR CALENDAR:

Tuesday, September 4, 2018	First Day of School
Friday, October 5, 2018	<u>PA Day</u> - Provincial Priorities
Monday, October 8, 2018	Thanksgiving
Friday, November 23, 2018.....	<u>PA Day</u> - Parent/Teacher Interviews
Monday, December 24, 2018 - Friday, January 4, 2019.....	Christmas Break
Friday, January 25, 2019.....	<u>PA Day</u> - Report Card Development
Friday, February 15, 2019	<u>PA Day</u> - District Priorities
Monday, February 18, 2019	Family Day / School Holiday
Monday, March 11 to Friday, March 15, 2019	March Break
Friday, April 12, 2019	<u>PA Day</u> - Provincial Priorities
Friday, April 19, 2019	Good Friday
Monday, April 22, 2019	Easter Monday
Monday, May 20, 2019.....	Victoria Day / School Holiday
Friday, June 7, 2019.....	<u>PA Day</u> - Report Card Development
Thursday June 27, 2019	Last Day of Student Attendance

SCHOOL / OFFICE NEWS - STAY IN THE KNOW!!!

Keep informed of 'what is happening at South March' by visiting our website on a regular basis. Save it as a favourite! <https://southmarchps.ocdsb.ca> Also, you can follow us on Twitter @SouthMarchPS

KEEPING THE OFFICE UP-DO-DATE AND IN THE KNOW!!!

Home phones, cell phones, business phones, workplace, daycare providers, emergency contacts and numbers are forever changing. Please ensure the office is advised should changes need to be made on our student data base. It is very important that at all times we are able to reach you or your child's contacts.

ATTENDANCE CHECKS

A parental attendance check procedure is in operation at South March in the morning and again in the afternoon. This procedure requires the school to check unexplained absences with the parent. **Parents are asked to telephone before 9:15 am** if your child will be absent or late. **The school answering machine is also available to take these calls when the office is not open at 613-595-0543.** The office has a fridge magnet with the attendance line number on it should this be helpful as a reminder to call your child's absences in. Let us know if you would like one ☺

Students will remain on school property at all times during the school day. Should it be necessary for a student to leave, a written note or permission must come from parent or legal guardian. Please ensure that any student who comes in late or who leaves the school during school hours is signed in or out at the office.

PARENT REFERENCE SECTION

School Day 9:15 am - 3:45 pm	
9:00 am	Yard Supervision Begins (children should <i>not</i> arrive prior to 9:00 am)
9:15 am	Classes Begin (arrival after this time - students must report to the office for a late slip)
11:15 am - 11:35 am	First Nutrition Break / Lunch
11:35 am - 12:00 noon	Exercise / Recess Break
12:00 noon	Classes Resume
2:00 pm - 2:20 pm	Second Nutrition Break
2:20 pm - 2:45	Exercise / Recess Break
2:45 pm	Classes Resume
3:45 pm	Dismissal

MISSION STATEMENT

South March Public School's mission is to have dedicated, effective, staff members work cooperatively with students, parents and the community in a safe and positive environment, promoting excellence in education, thereby preparing students to become independent learners, critical thinkers and responsible citizens. We also recognize the worth of the individual and we respect their particular skills, talents, interests, cultural background, aspirations and special needs.

We strive to instill in our students the skills, attitudes and knowledge required for them to become self-directed, self-motivated, problem-solvers with a love of learning. We will offer a broad-based curriculum in a positive and supportive learning environment, maintaining strong bonds and partnerships with the home and community.

OCDSB CODE OF CONDUCT

The OCDSB sets clear standards of behaviour that apply to all individuals involved in the system when they are on District or school property, on school buses, at school related events or activities, or in other circumstances that could have an impact on the school climate.

The standards of behaviour fall into two categories:

In category one, all members of the school community shall:

- ⇒ respect and comply with all applicable federal, provincial and municipal laws
- ⇒ demonstrate honesty and integrity in all matters including copyright and academic acknowledgement
- ⇒ respect differences in people, their ideas, and their opinions
- ⇒ treat one another with dignity and respect at all times, and especially when there is disagreement
- ⇒ respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender identity, sexual orientation, age, or disability
- ⇒ respect the rights of others
- ⇒ show proper care and regard for school property and the property of others
- ⇒ take appropriate measures to help those in need
- ⇒ seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully
- ⇒ respect all members of the school community, especially persons in authority
- ⇒ respect the need of others to work in an environment that is conducive to learning and teaching

In category two, all members of the school community shall not:

- ⇒ engage in bullying behaviours
- ⇒ commit sexual assault
- ⇒ traffic weapons or illegal drugs
- ⇒ give alcohol to a minor
- ⇒ commit robbery
- ⇒ be in possession of a weapon, including firearms
- ⇒ use any object to threaten or intimidate another person
- ⇒ cause injury to any person with an object
- ⇒ be in possession of, or be under the influence of, or provide others with alcohol or illegal drugs
- ⇒ inflict or encourage others to inflict bodily harm on another person
- ⇒ swear at any member of the school community
- ⇒ engage in hate propaganda and other forms of behaviour motivated by hate or bias
- ⇒ commit an act of vandalism that causes damage to school property or to property located on the premises of the school
- ⇒ engage in plagiarism or other means of academic dishonesty

Failure to adhere to the Code of Conduct may result in disciplinary measures which may take the form of progressive discipline depending on the nature, severity, and frequency of the infraction.

SCHOOL CODE OF CONDUCT

South March Public School is committed to building relationships and strengthening our community. Whenever possible, we do this through the Restorative Practices beliefs. Simply put, restorative practice is a fair and firm approach to discipline where everyone affected by inappropriate behaviour has the chance to contribute to repairing any harm that has been done and restore the relationships. It builds upon our existing practices to promote a stronger school community. It contributes to character development through its emphasis on fairness, respect, responsibility and empathy.

The guiding Restorative Questions are:

- What happened?
- What were you thinking at the time?
- Who has been affected by what you have done? In what way?
- What do you think you need to do to make things right.

All members of the South March school community are expected to adhere to the spirit of those character traits outlined in the OCDSB Community of Character Chart.

Some examples are:

RESPECT & FAIRNESS

- hats off in school
- quiet and orderly movement in the halls and during assemblies
- polite language
- show respect for classroom materials and everyone's personal belongings
- no gum chewing

ACCEPTANCE & EMPATHY

- to be accepting of others' differences
- to be open to different ideas
- to not be judgmental of others' beliefs or opinions

APPRECIATION, COOPERATION & OPTIMISM

- to have a strong work ethic
- to arrive on time for school and be prepared
- to have a positive attitude
- to display good citizenship

RESPONSIBILITY, PERSISTENCE & INTEGRITY

- to keep cubby areas and classrooms tidy
- to be accountable for one's own behaviour
- to ensure assignments are completed on time and with care

While we strive to encourage and teach these pillars of character and behavioural expectations, there are times when students make choices that result in disciplinary measures being taken. These may include any of the following and adhere to a restorative and progressive discipline approach:

- written work assignments with a learning component
- withdrawal of privileges
- withdrawal from classroom
- detention
- restitution for damages
- conflict resolution, restorative justice
- individual, peer and group mediation
- volunteer service to the school community
- referral to counseling
- short term suspension
- long term suspension
- expulsion

Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports, and consequences to address inappropriate student behaviour and to build upon strategies that promote positive behaviours. In this way, we can work together to ensure a safe, orderly, caring and nurturing learning environment.

STUDENT DRESS CODE

Students will dress appropriately for their world of work, which is school. Students will dress appropriately for the weather as well. ALL clothing is to be labeled to ensure the return of lost or misplaced items. Clothing which is inappropriate can include: halter or short tops, spaghetti strap tops, short shorts or skirts, muscles shirts and that with wording or graphics that is racist, sexist, profane or demeaning to another person, advocates violence or the consumption of alcohol or illicit drugs. **It is recommended that students have a pair of indoor shoes (running shoes or sports sandals) and outdoor footwear appropriate for the season.**

BUSSING

A great many students in our community ride the school bus to and from South March every day. It is our intent to do everything possible to make the ride safe. However, it is important to note that the success of any school bussing program depends on continual cooperation between school and home. Please take the time to read over the following information.

SAFE BUS RIDING RULES

- 1) Be properly dressed for the weather, be on time, and wait in a safe place.
- 2) Stay out of the "danger zone". If you drop something under or near the bus, tell the driver.
- 3) Enter and exit the bus carefully and use the handrail when getting on or off the bus.
- 4) Keep the window closed unless you have the bus driver's permission.
- 5) Nothing should be thrown inside the bus or out the window.
- 6) Always remain seated, use an indoor voice, and listen to the bus driver.
- 7) Walk straight to the shoulder of the road or the sidewalk. If you must cross the street, count out eight steps along the curb and wait for the driver's signal. Look both ways before you cross the street.

Discipline

Whenever disorderly conduct exists on school busses and at bus stops, the following procedures should be adhered to when deemed necessary.

- a) the driver will first seek the co-operation of the student
- b) if the student remains uncooperative, the driver will report the student to the vice principal
- c) the vice principal will keep a record of all such reports and will take whatever corrective action appears warranted. This could include temporary suspension of the student's transportation privileges.

Bus Policies and Procedures

Ontario Student Transportation Authority (OSTA) determines all pick up/drop off locations. Under usual circumstances, transportation is not provided door-to-door. As an alternate to the home location, transportation is authorized to and/or from babysitter's and daycares IF they are within the attendance area of the school.

For complete policies and procedures from OSTA, please visit their website at www.ottawaschoolbus.ca. Should you have additional information after viewing this website, please do not hesitate to give our school office a call.

HOMEWORK GUIDELINES

Homework can strengthen and intensify the learning acquired in school. It can also develop good work habits. Homework will be assigned by the teacher when appropriate, to complete unfinished class work, study for tests and do projects. Homework guidelines can differ from class to class, depending on course of study and the time of year. Daily reading at home is strongly encouraged for all South March Public School students.

PLAY EQUIPMENT

Students may bring appropriate play equipment to school. This equipment should be labeled with a permanent marker. Students are **not** permitted to bring: hard baseballs, hard wall balls, roller skates, rollerblades, skateboards, scooters, trading cards or Pokemon cards.

RECESS / INCLEMENT WEATHER

As students spend two 25 minute periods outside at exercise / recess time, it is essential that they come dressed appropriately for the weather. **As much as possible**, we attempt to have the children outdoors, however, occasionally due to inclement weather, we have indoor recesses. Students will play within the assigned boundaries on the schoolyard.

'SUN SMART' STRATEGIES TO KEEP YOUR CHILDREN SAFE FROM THE HARMFUL RAYS OF THE SUN

Apply sunscreen every morning; wear long sleeve shirts; come to school wearing a sun or baseball cap; practice self-application of sunscreen with your child; send a bottle of non-scented sunscreen in your child's backpack so that they can reapply throughout the day (label the bottle with your child's name). Please note: aerosol sprays are not permitted.

NUTRITION BREAKS

Lunches and snacks are not to be taken outside for exercise break and must be eaten inside only. The school focus is on healthy lunches and snacks with litter-less lunch. Students bring home all contents of their lunch instead of using our garbage or recycling bins. This is helpful for the environment to ensure proper recycling and allows you the opportunity to see what your child has eaten for the day.

OPENING EXERCISES

During opening exercises students will listen carefully to announcements and stand during the playing of our National Anthem 'O Canada'.

BUS CANCELLATION / SCHOOL CLOSING

From time to time during the school year, particularly during the winter months, it may be necessary to cancel bus transportation because of poor roads conditions. If transportation is cancelled, radio stations will broadcast the information starting at 6:30 am. You may also check on the Ottawa Student Transportation Authority's website at www.ottawaschoolbus.ca. You can subscribe to receive notifications of transportation cancellations right to your handheld device or computer by simply supplying OSTA with your email address. When busses are cancelled in the morning, they will **not** operate after school. **If students are dropped off, they must be picked up by 3:45 pm.**

The school in most cases is **not closed**. If teachers can get to school without extreme danger they will do so. The only time the school is closed is if a general announcement is broadcast saying all schools and offices of the Ottawa-Carleton District School Board are closed.

WITS PROGRAM AT SOUTH MARCH

The WITS Programs bring together schools, families and communities to create responsive environments that help children deal with bullying and peer victimization. There are two components: WITS for Primary students and LEADS for Junior Students. Both programs address bullying and peer victimization, are literacy based and provide common language for students, teachers and parents. For additional information, please visit the website: www.witsprogram.ca



Evidence-based program for the prevention of peer victimization! Brings together schools, families and communities to create responsive environments that help elementary school children deal with bullying and peer victimization!

What's It All About?

WITS Constables say, "When someone is bothering me, I can..."

Walk Away to a safe place where the person cannot follow me.

Ignore the behaviour so I don't give the person the attention they want from me and they stop.

Talk it out with the person using a calm voice so they understand I want them to stop but still want to be friends

Seek Help from a trusted adult because I feel threatened or cannot get the person to stop on my own.

The Junior Program extends the WITS program and will be adopted the second year 2014-15.



WITS LEADS is a more grown-up version of WITS designed for students in Grades 4 to 6. The LEADS Program teaches five problem-solving strategies to help children deal with conflict and keep safe: Look and listen, Explore points of view, Act, Did it work? and Seek help.

Parent Information on the WITS program and supporting information can be found on the website: www.witsprogram.ca Click on "WITS for Families" and you will find information about:

- ✓ Using WITS with your child
- ✓ WITS Toolkit for Parents
- ✓ Cyberbullying Pamphlet
- ✓ Information on Peer Conflict Problems
- ✓ Bystander quiz
- ✓ Leads Journal Entry (Junior students)
- ✓ Pyramid of Support
- ✓ Videos to watch WITS in action
- ✓ Dealing with Cyberbullying
- ✓ WITS research and evaluation
- ✓ other helpful links