

Avalon Public School

Student Handbook Guide de l'étudiant 2014-2015



Avalon Public School

Student Handbook 2014-2015

2080 Portobello Boulevard
Orléans, ON K4A 0K5
Telephone: 613-834-7313
Fax: 613-834-5274
Webpage: <http://www.avalonps.ocdsb.ca>



At Avalon:

We treat each other with respect.
We are responsible for what we say and do.
We care about our school community.
We recognize our right to be safe.
We use our hands for helping, not hurting.
We are positive in thought, word, and deed.

Martina Sherwood
Principal

Keri Coulson
Vice-Principal

Anne Berkley

Jim Tucker

A MESSAGE FROM THE PRINCIPAL

On behalf of the staff at Avalon Public School, I would like to take this opportunity to say "Welcome/ Bienvenue!" to parents/guardians and students who are returning and to extend a warm welcome to the families of students who are new to our school. I hope that 2014/2015 will be a fantastic year for you.

I encourage you to become actively involved in school life by joining a team or a club. Your participation in these activities will make your school year a memorable one. I sincerely hope that all parents/guardians will feel part of our school community and become involved by volunteering and attending school activities.

Please remember to always put your best effort forward. You will be rewarded by your many successes. I look forward to a busy and productive year.

Have a fantastic year! Passez une excellente année!
Martina Sherwood

USING YOUR STUDENT HANDBOOK

A NOTE TO STUDENTS

The Avalon Public School Student Handbook is designed to help you become a better learner. Your handbook will clarify our Code of Behaviour, School Rules and Procedures along with other important information to assist you in becoming the best student you can be. You are encouraged to review your handbook on a regular basis, particularly the Community of Character wheel.

A NOTE TO PARENTS/GUARDIANS

We hope that parents/guardians will also find this Student Handbook a useful tool.

To begin our home and school communication, please sign in the space below to indicate that you have reviewed the contents of this handbook, as well as the school's Code of Behaviour, procedures, and rules. We encourage you to assist your child in returning to the Code of Behaviour and other information as needed throughout the year.

We have reviewed the contents of the Student Handbook and have discussed the Code of Behaviour, School Procedures and Rules with our child.

PARENT/GUARDIAN SIGNATURE

STUDENT SIGNATURE

AVALON'S CODE OF BEHAVIOUR

All members of our school community are committed to ensuring a safe, stimulating, and positive learning environment where all individuals can question, learn, experience, and grow to their full potential. Creating this environment requires the cooperation, full attention, and best efforts of students, teachers, and parents/guardians working together.

All members of our school community are entitled to be treated fairly and with respect. In return, they have a responsibility to behave towards others in the same way. All students must be aware of and follow all school rules during all school-sanctioned activities and field trips. Together we create an environment where students, staff and parents feel valued, safe, and respected.

WE EXPECT OUR STUDENTS TO...

Be Respectful

- Be honest and truthful
- Respect other people's feelings and differences
- Respect other people's belongings and public property
- Respect themselves
- During assemblies and public events, show respect for the performers and audience

Be Mannerly

- Use polite language
- Be punctual
- Practise cleanliness/personal hygiene

Be Responsible

- Complete assigned work with care
- Respect due dates for assignments and projects
- Properly prepare for tests
- Ensure that if absent, missed assignments are completed
- Follow classroom rules and routines
- Deliver notes and letters to parents and teachers
- Be organized and be prepared for class

Be Safe

- Show self-control at all times
- Follow yard rules
- Stay on school property
- Report any injuries, problems, or dangerous behaviour to yard duty teachers
- Stay within the designated areas during recesses



BUS SAFETY

- Respect bus drivers and other students
- Remain seated
- Talk quietly
- Keep hands, head, and other objects in the bus
- Wait for bus to stop before moving from your seat
- Do not eat or drink on the bus
- Ensure that balls, skates, etc. are carried in a bag while riding on the bus



*Please note that hockey sticks or large bulky projects are not permitted on the bus.

OUR CONFLICT RESOLUTION STEPS

Step 1: Stop and think

- Stay relaxed
- Count to 10
- Speak slowly

Step 2: "Stop, I do not like it when..."

- Explain why you are angry
- Use your words
- Tell the student that you do not like what he/she is doing e.g. "Steven, I do not like it when you push me in the sand" and ask him/her to stop "Can you please stop pushing me?"

Step 3: "Stop or I will tell a teacher."

Step 4: Get a teacher if needed.

IF YOU FORGET...

Someone from the school staff:

- will encourage you to solve the problem peacefully
- will give you a warning
- will inform your teacher
- may ask you to go to the office
- may have you serve a detention

In the office, the Principal and/or Vice-Principal:

- will ask you to explain why you have been sent to the office
- will help you solve the problem in order to avoid it happening again
- will decide on appropriate consequences (loss of privileges, time-out, detentions, in-school sanction and/or suspension)
- may send a letter and/or call your parents
- may inform police of serious or repeated offences
- may seek restitution (repair or replace)

PROGRESSIVE DISCIPLINE

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. When inappropriate behaviour occurs, disciplinary measures are applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive.

At Avalon, we utilize a range of interventions, supports, and consequences that include learning opportunities for reinforcing positive behaviour while helping our students make good choices. They include:

- Peer/teacher mediation
- Discussions with teachers
- Reprimand from a teacher
- Parental involvement
- Detention
- Complete appropriate assignments
- Withdrawal of privileges
- In-school sanction
- Restitution where appropriate
- Imposition of behavioural or performance contract
- Intervention to Special Services
- Involvement/referral to School Resource Officer (police)
- Suspension from school
- Expulsion from school

REASONS FOR CONSIDERATION OF SUSPENSION

The reasons for suspension under the Education Act, Section 306 and/or Board policy will appear in the suspension letter.

Reasons for Suspension

- uttering a threat to inflict serious bodily harm on another person;
- possessing alcohol or illegal drugs;
- being under the influence of alcohol;
- swearing at a teacher or another person in a position of authority;
- committing an act of vandalism that causes extensive damage to school property at the student's school or to property located on the premises of the student's school;
- bullying;
- committing an act of vandalism that causes damage to Board property or to property located on the premises of the Board;
- persistent opposition of authority;
- habitual neglect of duty as a student;
- wilful destruction of school property or property located on school premises;
- profane or improper language;
- conduct injurious to the moral tone of the school;
- conduct injurious to the physical or mental well-being of others in the school;

- inappropriate use of information technology, as defined in Board policies and procedures;
- smoking on school/Board premises;
- possession or sale of illegal or unauthorized tobacco products, prescription drugs and alcohol;
- being under the influence of illegal drugs;
- violation of the Board dress code; or
- any act considered by the principal to be contrary to the Board or school code of conduct.

SCHOOL RULES

Entry/Exit:

- Enter and exit the school through the designated door
- Walk quietly and safely on the right-hand side in hallways
- Leave school promptly at dismissal

At recess time:

- Play safely on structures and use equipment properly
- Obtain a washroom pass from a teacher on duty and enter the school through the designated doors.



During nutritional breaks:

- Remain seated
- Talk quietly
- Keep eating area clean
- Use good manners
- Dispose of garbage at the end of the lunch period in the proper containers
- Do not share or exchange your food with others

During indoor recess:

- Remain in your designated area
- Play safely and talk quietly
- Washroom or hall passes are required whenever a student leaves the classroom.

Rough play, play fighting and bullying:

- Are not permitted

Throwing ice, snow and snowballs:

- Is not permitted

Laser pointers, cellular telephones, pagers:

- Are not to be used at school

Valuables:

- Leave all valuables at home, we cannot be responsible for lost or stolen items

Bicycles:

- Bicycles must be walked on school property
- Lock bicycles in the appropriate racks
- Cyclists are required by law to wear a helmet

In-line skates, hee-lies, scooters and skateboards:

- Are not to be used on school property



Food and Drink:

- Food and drinks are not to be consumed outdoors
- Gum chewing is prohibited inside the school and on the school yard

DRESS CODE

Guiding Principles: Based on OCDSB Policy 104.SCO

- Wear neat and appropriate clothing
- Halter tops, tank tops, bare midriffs, muscle shirts, and spaghetti straps are not permitted
- Pyjama pants are not permitted
- Scoop neck/back shirts must be appropriate
- As a general rule, underwear must not be showing
- All hats, bandanas, and other such attire must be removed upon entering the school. They should not be worn in class.
- Clothing may not contain inappropriate language or alcohol and tobacco advertisements
- Safe and appropriate footwear, with non-marking soles must be worn at all times
- Outdoor shoes or boots should be changed for dry, non-scuffing indoor shoes.

SCHOOL PROCEDURES

Absences

If a child will be absent (or late), parents/guardians are asked to call the school at 613-834-7313, then press 1, before 8:00 a.m. The answering machine is on overnight. When students are reported absent by the classroom teacher and no reason for the absence has been received, parents/guardians will be contacted as a matter of routine.

Arriving Late or Leaving School During the Day

Students arriving late, after the entry bell, are to sign in at the office. A late slip will be given to the student after they have signed in. Students will not be admitted into classes without a late slip. Lates will be closely monitored and chronic lates will be addressed.

Students who leave the school early are to be picked up by their parents/guardians and signed out at the office. Children cannot be sent home as the result of a telephone call. Parents/guardians who wish their child to be in the office for faster pick-up should send a note to the teacher indicating so. Please ensure that your child is aware of scheduled appointments so that they can come to the office at the required time. It is very disruptive to other students when a page is required to summon a student to the office.

Attendance

Good attendance is the basis for academic achievement and success at school. The Ontario government requires that all students attend classes punctually and regularly.

Care of School Property

All students are responsible for the general care of the school building, furniture, equipment and materials. Students are responsible for costs of damage to school

property and materials. Textbooks and library books are the property of the school and are to be afforded proper care. Students who deface, destroy or lose books will be required to pay for their replacement.

Computer Security

Students must follow the OCDSB Computer Policy that states that unauthorized access to files/programs may result in disciplinary action that may include suspension. Please ensure that you have signed and reviewed the technology permission forms sent home in September and that you have returned them to your child's homeroom teacher.



Dressing for the Weather

Outdoors - Students should be properly dressed for all weather conditions. They go outside for all recesses in the winter unless the wind chill factor is too severe. In the summer, please ensure students have adequate sun protection. In the winter, neck warmers are recommended. Scarves, like drawstrings on jackets and sweatshirts can pose a danger to your child. They can become snagged on school bus handrails or doors, on playground equipment or other mechanical equipment.



Emergency Closing Procedures

In the event of school closings the following radio stations are alerted to broadcast information on route cancellations, or total transportation shutdowns: CBC, CFRA, MAJIC 100, KISS-FM, CHEZ, OLDIES 1310/Y105, and VIRGIN RADIO.

It may be necessary to close the school during the day. This will also be announced on the radio. It is essential that students know what to do if there is no adult at home. With our Emergency Contact Network, we hope that each parent/guardian will be notified soon after the decision is made to close the school. When buses are cancelled and the school remains open, transportation to and from the school is the parents' responsibility. When buses are cancelled in the morning, they are cancelled for the day.

Parents are reminded of the importance of informing the school of any changes in home and work telephone numbers, as well as caregiver or emergency contact changes.

Entry, Exit - Movement in the School

Certain expectations exist regarding pupil movement in the school:

- (a) Students are to enter and exit the building through their own designated doors.
- (b) When moving through the halls students should walk quietly in a single file along the right side.
- (c) Students should not be in the school at recess, lunch hour or before and after school without the permission of a teacher. Duty teachers issue individual passes to students during the recess periods, providing access to the washrooms and central office.

(d) Hall passes are required for circulation in the school during class time.

Field Trip Procedures

Students will receive a field trip permission form for every activity off school property. Without written parent/guardian consent on the appropriate form, the child cannot participate in the activity. In accordance with the procedures set out by the Ottawa-Carleton District School Board, we are unable to accept hand-written notes or telephone calls. Your cooperation in returning the forms as promptly as possible is appreciated.

Lost and Found

Every year many items are not claimed from the Lost and Found box. Students are urged to label all their possessions and to check the box on a regular basis for their belongings. Unclaimed items are donated to a local charity.

Lunch Time Procedures

Students are expected to eat lunch at school and to remain on school property at lunch time.

At Avalon, we want to create an environment where the healthiest choices are the easiest choices for students to make. All food and beverages sold at Avalon meet the nutrition standards set out in the School Food and Beverage Policy (P/PM 150). While, the nutrition standards do not apply to food and beverages that are brought from home, we encourage our students to bring healthy lunches and snacks.

As a school community we are committed to making our school a healthy place to learn.

In doing so, we promote healthy choices beyond what is require in the policy. Should special activities or celebrations occur during the school year where food is included, students will be requested to only bring in fruit, vegetables or cheese. We appreciate your support as we endeavor to “walk the talk” of healthy eating.

As a nut free school, we expect that students do not bring food containing nuts. Communication is sent home where students are in classrooms with children having life-threatening allergies regarding protocols and expectations (for example: no nuts, no items that may contain nuts or have come into contact with nuts).

Medication

Board regulations require that all student medication being administered at the school be reported to the office. Should a student require medication during school hours, an *Administration* (OCDSB 286) or *Self-Administration of Oral Medication Authorization* (OCDSB 285) consent form (obtained on the OCDSB website, Avalon PS website or from the office) must be completed by the family doctor and returned to the school before medication can be administered. No medication, including aspirin, is to be dispensed to a student without a medical doctor’s order. Medication Consent forms must be renewed each school year.



Playground

Our primary concern in the playground is for the safety and security of each and every student.

(a) The parking lot and the areas behind portables are not part of the play area.

(b) Students are not permitted to throw ice, snow, snowballs, rocks, sand or any projectile that has the potential to injure another student. Students are not permitted to litter or be on neighbouring properties.

(c) Games involving physical contact such as tackle football are not permitted.

(d) Rough play and play fighting are never permitted.

(e) Skateboards, roller blades, scooters, regular hockey sticks, toy guns or any other toys that might be dangerous in a crowded environment are to be left at home. Mini hockey sticks are permitted if used appropriately.

(f) The school is unable to take responsibility for the replacement of toys that might be damaged or lost while at school. As a result, it is recommended that expensive possessions like I-Pods, MP3 players, and handheld video game consoles are not to be brought to school.

School Hours

7:45 – 8:00 am	- Recess
8:00 – 9:40 am	- Instructional block
9:40 – 10:25 am	- Recess/ Nutritional break
10:25 – 12:05	- Instructional block
12:05 – 12:50 pm	- Nutritional break/ Recess
12:50 – 2:30 pm	- Instructional block
2:30 pm	- Dismissal

School Year Calendar 2012/2013

Labour Day	September 1, 2014
First day of school	September 2, 2014
PA Day	October 10, 2014
Thanksgiving	October 13, 2014
PA Day	November 21, 2014
Holiday Break	Dec. 22 – Jan. 2, 2015
PA Day	January 16, 2015
PA Day	February 13, 2015
Family Day	February 16, 2015
March Break	March 16 - 20, 2015
Good Friday	April 3, 2015
Easter Monday	April 6, 2015
Victoria Day	May 18, 2015
Last Day of Classes	June 25, 2015

Student Illness

When a student becomes ill at school, the office will try to contact the parents/guardians immediately. If parents/guardians are unavailable, we will call the person identified as the emergency contact person.

Again, we stress the importance of informing us of any changes in home or work telephone numbers.

Student Drop-off/Pick-up

If you are picking up or dropping off your child (ren), please do so via the parking lot off Acquaview. Students can directly access the



school yard from there. Please do not drop off and/or pick up children in the bus lane in front of the school. This is reserved for buses and special transportation vehicles only. Also, for safety reasons, please do not drop off or pick up children along Portobello Blvd. The following guidelines will help keep Avalon students safe:

- The direction of traffic flow in the parking lot is one-way only.
- Cars are to remain parallel to the back of Avalon P.S. when they drop-off/ pick-up students. This avoids cars backing up and risking student safety. Students should enter/exit only by the door behind the passenger seat to avoid students walking behind or between cars in the parking lot.
- Backpacks etc. should be in the back seat (not the trunk) such that students can exit quickly and safely.
- When leaving the parking lot, all cars travel to the right (ONE WAY ONLY).
- Cars are not permitted to enter the bus lane as this is exclusively for buses and emergency vehicles.

Telephone Calls

School telephone lines are very busy and can be used by students only in emergencies. Forgotten gym wear, skates, assignments, or field trip permission forms are not considered emergencies. Phone calls of this nature do not encourage students to be responsible. In order to respect classroom learning time, students will not be called to the telephone to receive personal messages.

Transportation

For their own protection, students must observe safe rules of conduct while on school buses. In cases where safety rules are not followed, the driver will first seek the cooperation of the student. If there are continued difficulties, the driver will report the student to the Principal or the Vice-Principal. For repeated problems, there may be a withdrawal of transportation services for a specific period of time.

Please note that students must always ride their assigned bus. Notes to take a different route will not be accepted. Permanent route or stop changes must be arranged through the office.

Visitors

Visitors are welcome in the school. For security reasons, all visitors must use the main door and report to the office where they will sign in and receive an identification tag. As a courtesy, all classroom visits by parents/guardians should be pre-arranged with the teacher involved.

Yard Supervision

As no supervision is provided before 7:45 a.m., and after 2:30 p.m. students should not arrive before 7:45 a.m. and must leave the school grounds promptly at 2:30 p.m., unless taking part in a supervised activity.

Homework Guideline

Homework provides an opportunity for students to complete assignments and practice skills. Encouraging your child to read daily is a wonderful way to enhance learning. A guideline for a suitable amount of homework time is 10 minutes per grade level.

Parents/guardians are encouraged to monitor the time spent on homework and to communicate with the school to keep a healthy balance. We all need to work together to help students plan and organize their time to work towards assignment deadlines and to avoid homework anxiety.

Benefits of homework:

- To practice and reinforce skills from daily school work
- To complete unfinished work
- To develop lifelong study skills (learn to prioritize)
- To develop responsibility for their work
- To boost self-esteem
- To develop strong work habits
- To develop self-discipline
- To develop independence
- To develop time management

Role of parents/guardians:

- To establish homework routines
- To guide (help child organize and prioritize)
- To supervise
- To provide a quiet workplace
- To make child accountable
- To encourage dialogue
- To communicate concerns
- To love, support and encourage



Homework routine:

Regular Time

If possible homework should be done at the same time each day. This becomes a part of the everyday life.

Everyday

The question should always be “What are you going to do for homework today?”

Communicate

Do not hesitate to contact the teacher with your questions or concerns.

Time

Watch the time to make sure it is appropriate for the grade level. You may want to use a timer to help your child to be conscious of time and how to use time effectively.

Re-pack

Once the homework is complete, help your child carefully re-pack the bag for school the next day.

Character Education at Avalon Public School

Character building is becoming an integral part of our school day. Avalon is a school community which learns, reinforces, and practices the character attributes on a daily basis. Be sure to familiarize yourself with the Community of Character wheel which is located on the back cover of the agenda.



The Character attributes are...

ACCEPTANCE: I reach out to include others. I accept others for who they are. I am gentle with myself and others when mistakes are made.

Sounds like

- "Yes, you can be on our team."
- "What do you think?"
- "Give us your opinion, your point of view!"
- "Let's play this new game!"
- "I'd like to learn more."
- "That's really interesting!"

APPRECIATION: I am grateful for all that I have. I am thankful for the support that others give me. I am generous in recognizing the contributions of others.

Sounds like

- "Thank you!"
- "I couldn't do this without you."
- "You are the best!"
- "You remembered..."
- "I can always count on you."
- "That is very kind."

COOPERATION: I work with others to make a peaceful community. I am willing to listen to others' ideas and suggestions. I compromise and negotiate to solve problems and differences of opinion.

Sounds like

- "Pardon me"
- "Excuse me"
- "May I please..."
- "Thank you"
- "Can I help you?"
- "We can share."

EMPATHY: I am compassionate, caring, and kind. I am a true friend. I will walk in your shoes in order to understand you. I am slow to judge and quick to forgive.

Sounds like

- "It happened to me once too."
- "I know how you feel!"
- "I'm so happy for you!"
- "You look upset."
- "I'm sorry for you."
- "That must hurt a lot."

FAIRNESS: I make decisions based upon the whole picture. I treat others the way I would like to be treated. I am just.

Sounds like

- "It's your turn!"
- "You go first!"
- "Let's share!"
- "Thank you"
- "Do you want to join us?"
- "She hasn't had her turn yet."

INTEGRITY: I behave ethically and honourably. I am honest, loyal, and trustworthy. I am truthful and courageous. I stand up for what is right even when it is hard. I am a person of my word and people who know me understand that.

Sounds like

- "Here, I brought the DVD as I promised."
- "Thank you for following my instructions."
- "I brought in the work you asked me to bring."
- "You can depend on me!"
- "I can count on you."

OPTIMISM: I believe that challenges are opportunities. I choose to see goodness. I have hope for our future.

Sounds like

- "What a beautiful day."
- "Thank you for believing in me."
- "I'll try harder next time..."
- "I can do this!"
- "I'm looking forward to..."

PERSEVERANCE: I will work hard and I will not give up. I will finish what I begin and I will not give up. I will care enough and I will not give up.

Sounds like

- "Keep trying!"
- "Don't give up!"
- "Stick with it!"
- "Nobody succeeds without trying."
- "Try, try again!"
- "Practise, practise, practise!"

RESPECT: I honour myself and others through my words and actions. I support our diversity of beliefs. I treat our world and everything in it with dignity.

Sounds like

- "Pardon me"
- "Excuse me"
- "May I please..."
- "Thank you"

RESPONSIBILITY: I am accountable for the decisions I make. I realize that my decisions impact my community. I honour my commitments.

Sounds like

- "I can do this."
- "I can do it on my own!"
- "I can do it by myself!"
- "Here is my completed homework."