



OTTAWA-CARLETON  
DISTRICT SCHOOL BOARD

# CONNAUGHT PUBLIC SCHOOL

*Home of the Connaught Colts*

## 2019-2020



**1149 GLADSTONE AVENUE  
OTTAWA, ONTARIO  
K1Y 3H7**

*Principal: Caretta Williams DeAveiro  
Vice Principal: Minou Morley  
Office Administrator: Ida Rollin  
Office Assistant: Julie Kalli  
Chief Custodian: David Prevost*

### **Contact Information**

School Office: (613) 728-4671

Attendance Line: (613) 728-8088

**School Hours:** 8:30 a.m. to 3:00 p.m.

**Office Hours:** 7:30 a.m. to 4:00 p.m.

**Extended Day Program:** 7:00 a.m. to 6:00 p.m.



## GUIDE FOR PARENTS/GUARDIANS/STUDENTS CONNAUGHT PUBLIC SCHOOL

### ***Respect, Responsibility, Relationships, Recognition***

Connaught Public School has an open door policy. Feel free to contact the office or send a note if you have questions or information pertaining to the school.

It is our goal to ensure that Connaught Public School is a peaceful, safe place for your child to learn. In order to facilitate this, we have expectations for student behaviour. Information regarding the Ministry Code of Conduct, school hours, professional development days and holidays has been provided in this agenda. Please read it over carefully, review it with your child and keep for a handy reference.

Connaught is a welcoming, caring, and supportive school where children are encouraged to reach their academic and social potential. It is a safe place where the 4 R's are practiced.

- Respect** - We, the students and staff, believe in respect for self, others and the environment.  
**Responsibility** - We are responsible for our own behaviour, our learning and our school.  
**Relationships** - We encourage positive relationships with our friends, our teachers and our families.  
**Recognition** - We recognize ourselves and others for achievement and appropriate behaviour.  
We strive for excellence.

#### **SCHOOL HOURS:**

Office Hours.....	7:30 a.m. - 4:00 p.m.
Breakfast Club.....	7:55 a.m. - 8:25 a.m.
School Hours.....	8:30 a.m. – 3:00 p.m.
School Yard Supervision begins .....	8:15 a.m.
Entrance Bell/Attendance.....	8:30 a.m.
Nutrition Break/Recess.....	10:30 a.m. – 11:15 a.m.
Recess/Nutrition Break.....	1:15 p.m. – 2:00 p.m.
Dismissal.....	3:00 p.m.
Bus/Van Departure.....	3:05 p.m.

#### **SCHOOL INFORMATION:**

Connaught Public School  
1149 Gladstone Avenue  
Ottawa, Ontario  
K1Y 3H7

School Office (613) 728-4671  
School Fax (613) 728-9761

# Attendance/Absence Line (613) 728-8088

## ATTENDANCE PROCEDURES

Attendance is taken at the beginning of morning classes. By following the steps listed below you will help to ensure that the school maintains accurate and up-to-date information on your child's attendance. Parental notes and/or a detailed message on the voice mail for daily student absences are necessary. Prolonged absences require notice in writing from parents.

**Absent:** 1) Parents/Guardians are asked to phone the school at **613-728-8088** to explain the student absence or send a note. There is a voice messaging system available at this number that is checked throughout the day.  
2) When a phone call has not been received at the school, office staff will call parents/guardians to confirm the whereabouts of the absent student.

**Late:** Report to the office to sign in prior to going to class for a welcome slip which must stay with the student and be presented to the receiving teacher.

### Leaving during School Hours:

All students must report to the office before being signed out by a parent/guardian to leave the school during instructional time.

### Returning during School Hours:

Students must be accompanied to our school office upon returning to be signed in with our office administrator.

### SCHOOL YARD:

Supervision on our school yard **begins at 8:15 a.m.** Students should arrive after this time to ensure their safety. They should be **picked up at 3:00 p.m.** when school ends. We ask for your support in keeping to these times.

### VISITORS TO OUR SCHOOL:

We welcome visitors such as parents, guardians, and volunteers. **For security, all visitors must report to the School Office to sign in and obtain an identification badge to wear while on school property.**

### PARKING AND STUDENT PICK-UP

Students should approach the school using the sidewalk, through the gates at the top of the ramp by the Kindergarten yard. Please avoid dropping students off, or walking through the school parking lot, as it is a dangerous practice. Families may park on the street behind the school bus zone to drop off and pick up children. For everyone's safety, the school parking lot is closed to parents between 8:15 and 8:30 a.m., 2:55 and 3:10 p.m.

Bicycles, skateboards, scooters and roller blades are not to be ridden on school premises during school hours. Students are to walk their bicycles to the racks provided. **All bicycles should be locked while not in use.** Connaught Public School cannot be responsible for the security of bicycles left at school. **Appropriate helmets must be worn by all cyclists (bikes and scooters) under the age of 18 years old.**

### LOST AND FOUND

The Lost and Found is located on the main level just across from the office. Parents are asked to label their children's belongings and to check the box from time to time for lost articles. Unclaimed articles will be donated to Big Brother Big Sister Ottawa.

# SCHOOL CALENDAR AT A GLANCE: 2018-2019

(\*denotes students do not attend, \*\* school closed)

First Day of School	September 3, 2019
PA Day	October 11, 2019*
Thanksgiving	October 14, 2019**
PA Day	November 15, 2019*
Holiday Break	December 23, 2019 - January 3, 2020**
PA Day	January 24, 2020*
PA Day	February 14, 2020*
Family Day	February 17, 2020**
March Break	March 16, 2020 - March 20, 2020**
PA Day	April 10, 2020*
Good Friday	April 13, 2020**
Easter Monday	April 24, 2020**
Victoria Day	May 18, 2020**
PA Day	June 5, 2020*
Last Day for Students	June 25, 2020
PA Day	June 26, 2020*

## CODE OF CONDUCT

Parents/Guardians and schools are partners in preparing our young people for a fulfilling and responsible adult life. In order to develop and mature into productive citizens, students require: access to education; opportunities to develop a strong sense of self-worth; self-discipline; respect for themselves, others and property; assumption of responsibility for their own learning and behaviour.

In order to learn effectively, students need a welcoming, challenging and non-threatening atmosphere. Connaught P.S. strives to offer the widest possible base for learning experiences. The School Board Code of Conduct is founded on respect for self, others, and property. The entire OCDSB policy (P.125.SCO) can be found at [www.ocdsb.ca](http://www.ocdsb.ca), if you follow the links, public, policies, school operations, page 2.

## EXPECTATIONS

As a Connaught Public School student you are expected to:

- Show respect for yourself, other students, staff, and property.
- Be punctual to start your day and prepare for the various activities of learning with appropriate learning materials.
- Have assigned homework completed on time and work kept up to date.
- Take responsibility for any actions which may endanger the health, safety, and well-being of yourself and others.

The OCDSB believes it is the right of each student and each staff member to have a safe and orderly learning environment, free of concern about personal safety and, therefore, the board shall:

1. Reduce and try to eliminate the incidence of violence in the schools;
2. Provide opportunities for students to develop the skills necessary to handle and avert violent and potentially violent situations;
3. Promote the prevention of violence by preparing students to manage their lives and relationships in non-violent ways;
4. Work co-operatively and in shared responsibility with students, parents, school councils, staff, the wider community and the police to foster a safe school environment and to fulfill the guiding principles and objectives of the Board.

**School-based definition of bullying:** Bullying is a repetitive act, by one or more students, which causes undue stress not only at the time of the incident but also by threat of future occurrence.

It may be: physical, verbal, relational, reactive or cyber-based. It is always:

- one-sided or power-based
- intended to harm
- repetitive regardless of objections

In accordance with *Keeping our Kids Safe at School* (2009) Connaught P.S. follows a progressive discipline model. Progressive discipline is a whole-school approach that utilizes a continuum of prevention and interventions approaches, 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. Schools utilize a range of interventions, supports, and consequences that include learning opportunities for reinforcing positive behaviour while helping students to make good choices.

There is a continuum of interventions, in some circumstances short-term suspension may be implemented. In the case of a serious incident, long-term suspension or expulsion, which is further along the continuum of progressive discipline, may be the response that is required.

## **CONSEQUENCES OF INAPPROPRIATE BEHAVIOUR**

The responsibility lies in the hands of the student to ensure that s/he complies with established procedures and routines. When expected behaviour does not meet the required standards, appropriate action will be taken. Strategies may include some or all of the following:

- verbal cue, interview, discussion with staff, restorative conversation
- interview with staff member(s)
- removal of school privilege(s)
- restorative mediation/detention
- parent involvement
- office referrals
- individual student-teacher-parent behaviour contract
- involvement of student services personnel
- classroom, office learning opportunity
- daily tracking
- in-school sanction
- restitution
- mediation and/or reconciliation agreements
- suspension

Collaborative communication is essential to the development and sustainability of a positive school-wide climate. All stakeholders including staff, students, administration, parents and the wider community are valued contributors in the development of a system of communication. This lends consistency and common language in establishing a positive school-wide climate. Communication with parents/guardians regarding office referrals, or other consequences will be timely and done by the school's administration (or designates).

## **ATTIRE**

At Connaught Public School we encourage students to dress appropriately, as would be expected in a learning environment. Attire should be appropriate based on concerns for health, weather conditions, and type of activity.

- Students should be dressed appropriately for outdoor recess whether the weather is wet, cold or hot.
- As a matter of courtesy, hats or non-religious head wear should not be worn inside the school building.

- For safety and health reasons, students are required to wear appropriate footwear at school. To help keep our teaching areas clean, students need to have an extra pair of shoes for indoor use. Gym shoes that are only worn indoors can serve this double purpose. If wearing sandals outdoors, students must still change into indoor shoes inside the school. As a matter of safety, shoes with wheels and flip flops should not be worn to school.
- Students are asked not to wear clothing that has inappropriate language or graphics.

Staff will use their professional judgment in determining whether a child's dress is appropriate for school and suitable for the scheduled day's activities. Students will be advised by the teacher or administration not to wear the inappropriate item to school again. This Dress Code applies to all school activities, including field trips and ceremonies. Our dress code coincides with Policy P.104.SCO.

## **APPROPRIATE USE OF TECHNOLOGY**

Connaught P.S. and the OCDSB recognize the benefits that technology can bring to support student learning. Our policy (P.100.IT) sets the expectation that the computers at the school are used for educational purposes only. Students are given an Appropriate Use of Technology Agreement at the beginning of the year to review with parents/guardians, sign and return to the school. These agreements support your child becoming a digital citizen, understanding the etiquette of responsible use, and also help to support the learning environment. Any unacceptable use of computers at school may result in the removal of computer privileges. Students are expected to use school computers with the direct supervision of an educator. Together we can ensure the safe use of technology.

Students are advised not to bring valuable items to school nor to leave items unattended in washrooms, classrooms, or change rooms. **The school is not responsible for any lost or damaged items.** Personal electronic devices such as: cell phones, MP3 players, cameras, etc., are not to be used on school property, and if brought to school, **should be either dropped off at the office for safe keeping or "Off and Away" in a backpack.** Personal pictures/videos are always prohibited. Digital media (pictures, videos, etc.) is not to be used with personal devices unless under the expressed permission from, and supervision of, a teacher. We are working with students to develop their understanding of proper use of these technologies. School is their place of work; they need to focus on their learning activities. If they need access to a phone or camera, we can provide them.

## **CARE OF SCHOOL PROPERTY**

1. Textbooks, library books, and laptops are the property of the school; students will be responsible for the condition of these items and replace any lost or damaged items at full value.
2. Students are expected to use this student planner (in most classes) to help promote better communication between home and school, as well as organization of the homework and upcoming school events.

## **SCHOOL TRANSPORTATION**

A very important part of our school environment is our bus/van transportation. For everyone's protection, students must observe safe rules of conduct on school buses and vans. In the interest of student safety, only certain equipment is allowed on buses/vans. Musical instruments may be transported in cases only, and should be kept on the student's lap whenever possible. Skates should have the blades covered or be carried in a sports bag and must be kept on the floor at the student's feet. In cases of dispute, the final decision as to what may or may not be transported remains with the driver. Very strict guidelines are in place to ensure the safety of our students, staff, parents and bus drivers. Students are expected to follow the procedures closely and inappropriate behaviour will be reported to the office.

FIRST REPORT - warning to student;

SECOND REPORT - written warning to parent;

THIRD REPORT – bus privileges may be removed.

In the case of a very serious infraction, other steps may be implemented.

**PLEASE NOTE:** Students who are not entitled to regular bus service are not permitted to ride a school bus - even with a note from home.

## **SCHOOL PROGRAMS/ROUTINES**

**EMERGENCY DISMISSALS** - Occasionally it may be necessary to dismiss students early. For their safety, please ensure that alternate arrangements are made and rehearsed with them, taking care to update school records. Severe weather is most common in school closures and will be announced on our district's website ([www.ocdsb.ca](http://www.ocdsb.ca)) and all local radio stations.

**BREAKFAST CLUB** – A balanced breakfast is offered from 7:55 a.m. to 8:25 a.m. Students are asked to put their backpacks and coats neatly along the wall outside the small gym. They are expected to stay seated during eating time, and when finished clean up their area. They are not permitted to go to the yard until it is supervised at 8:15. Before 8:15, students should be supervised by a parent if attending breakfast club.

**LIBRARY** - There are many opportunities to use the library. When borrowing from the library, students are responsible for returning, in good condition, any book(s) they have signed out. Borrowing privileges may be suspended until overdue books are returned. To reduce book loss, the Board and the school request "cost recovery" payment for lost books.

**EXTENDED DAY PROGRAM** - At Connaught Public School, we offer an Extended Day Program for students in Kindergarten to grade six. If you are interested in learning more about the program please contact the EDP office at (613) 596-8760 or by visiting the OCDSB website at [www.ocdsb.ca/programs/extendeddayprogram](http://www.ocdsb.ca/programs/extendeddayprogram).

**CONNAUGHT PUBLIC SCHOOL COUNCIL** - We are fortunate to have a wonderful group of parents who are committed to making sure that our children have the best experience possible while attending our school. School Council is open to all parents/guardians of children attending Connaught P.S. and we encourage everyone to get involved. School Council is your opportunity to shape your child's education, and participate in the many events we organize. Council usually meets one Tuesday every month at 7:00 p.m. in our library. Free babysitting is provided. Please feel free to join us and get involved!

**TELEPHONE CALLS** - School telephone lines are often in use 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.

**ILLNESS OR ACCIDENT** - If your child is sick before going to school, please keep your child home for the day. We do not have the facilities or a nurse to attend to a sick child. If a child becomes ill or is injured while at school we will try to contact their parents/guardians or designated contact person immediately. If we cannot contact a parent and if the illness or injury is considered serious, we will arrange to transport the child to the hospital by ambulance. The cost of the ambulance will be charged to the parents. We will continue to try to contact parents/guardians.

**MEDICATION AT SCHOOL**- Students requiring prescription medication at school must inform the office and obtain a consent form to be completed and signed by the parent/guardian and a medical doctor. Medications will be administered in the office and a written record of the dosage given will be maintained.

**HEALTHY EATING/NUT-FREE SCHOOL** – Parents/guardians and students are responsible for packing a healthy lunch which will provide students with enough energy to make it through the school day. Owing to nut allergies in our school community, we request that you refrain from sending nut products to school. We also encourage waste-free lunches, so we are asking students to limit waste and have reusable containers and water bottles.

## COMMITMENT TO THIS AGENDA

### TO STUDENTS:

This Agenda has been designed to help you become a better student through the use and development of organizational skills. Your planner should be carried with you and go home and back to school daily. Properly used, this book is a very useful tool.

### TO PARENTS/GUARDIANS:

We have a strong belief that this Agenda will prove beneficial to each student in many ways. It will give each student a concrete understanding of what they can expect from the school and what the school expects from them. It provides organizer pages and a positive structure to teach students responsibility for their learning and completion of assignments.

We also hope that all parents/guardians will find this planner beneficial. Parents/Guardians need feedback from the school in order to help their child succeed in all educational endeavors. Checking this agenda daily will help you understand what your child is expected to work on at home.

Please note that parents will be asked to sign a series of forms at the beginning of September, or whenever they register at the school. These forms include: Emergency Closures Procedures, Media permission form (online), Appropriate Use of Technology Agreement (online), Permission Form for community field trips and Google Apps. Please sign and return these forms to your child's homeroom teacher by **the end of September**.

To begin effective communication, please sign below after you have gone over the planner and discussed its contents with your child.

---

Signature of Parent/Guardian

---

Signature of Student