

# Huntley Centennial Public School

## Parent Handbook

### Philosophy

At Huntley Centennial, we believe that the creation of a positive school climate is essential. This encourages an environment conducive to learning where every person feels valued and safe. It is our objective to promote self-control, self-respect and self-discipline in each of our students so that they may enjoy a more satisfying, safe and productive life at school and in the general community.

*At Huntley Centennial, the focus is on maintaining a positive climate by preventing inappropriate behaviour before it is exhibited.*

*A progressive discipline approach will be applied when a student engages in behaviours that contradict Huntley Centennial's Code of Conduct.*

**A positive climate both at school and in the greater community is dependent upon the 3Rs.**

- **Respect** for the rights, feelings, beliefs and property of others and for the environment we share
- **Responsibility** to exercise self control
- **Recognition** that learning is our primary task

**Partnership between Home and School is essential to achieve success.**

### Expected Behaviour

Students are expected to show **Respect/Responsibility** for:

#### Self

- be accountable for your actions
- care for yourself
- dress appropriately, based on modesty, weather and the type of activity
- feel that you are important and safe
- be prepared for class and participate in the learning process

#### Others

- respect all members of the school and greater community regardless of race, colour, creed, sex, or ability
- show consideration for other people
- comply with the rules of the school

#### Property

- show respect for the property belonging to: the school, the staff, the bus, peers, and the community
- show respect for intellectual property

## **Progressive Discipline**

Progressive discipline includes a range of corrective and supportive measures including but not only the following:

- Peer/teacher mediation
- Reprimand from a teacher
- Discussions with teachers
- Parental involvement
- Detention
- Complete appropriate assignments
- Withdrawal of privileges

## **Office hours**

The school office is open between 7:30 a.m. - 3:30 p.m.

## **Arrival**

Students are encouraged to arrive at school on time. The first few minutes of class are important! Students who arrive late miss the opportunity to become organized for the day, to hear important announcements and their late arrival disrupts the learning of others.

## **Absence and late procedure**

If your child is going to be absent or late, please call 613-839-2020 to leave a message on our answering machine. This will assist the office staff with our Safe Arrival Program. In cases where no phone call has been received, someone from school will contact the parents/guardians of absent students.

Students who arrive late must report to the office to sign in before going to class. Students who are habitually late may be asked to serve a lunchtime detention.

## **Early Leaving**

For safety reasons, students are not permitted to leave the school before regular dismissal time unless they have a note from home and are signed out at the office by a parent/guardian. If you are picking up your child early, please come to the office and we will call your child from class. We ask all parents waiting to pick up a student during/ after school hours to wait outside the main office and not go to the child's class.

## **Change of Information**

Please inform the school office of any changes in home, business, caregiver or emergency contact telephone numbers for your child. Let us know of any other changes in pertinent information, e.g. custody, health. It is essential that we have accurate, up to date information in case of an unexpected emergency.

## **Supervision of Students**

The school assumes responsibility for the supervision of students on the school premises, school buses and on educational field trips and excursions. Adult supervision begins at 8:00 a.m. and ends at 2:45 p.m. For safety reasons we ask that students arrive at school after 8:00 a.m.

## **Transportation**

Children who are eligible for transportation will be transported by school bus beginning on the first day of school except for Junior and Senior Kindergarten students who have received specific information. Students who fall within the walking zone, but who would like to apply for a bus seat under the “Empty Seat” Policy, may submit an application to the school office and will be considered for bussing beginning after Oct 1<sup>st</sup>. No new stops can be added under this policy. Please note that these seats may be revoked if students who qualify for transportation need them. Taking the bus is a privilege: students are expected to behave properly and to respect the bus safety rules and the authority of the driver. Discipline concerns are directed from the driver to the Vice-Principal, who will counsel the student and contact the parents as necessary. A consequence may be the loss of bus privileges. Appropriate bus behavior is expected at all times. The school bus is an extension of the school, and we have the same expectations for pupil behavior as we have at the school.

Students must:

- Speak in a quiet, polite voice
- Remain seated at all times while the bus is in motion
- Obey the driver’s instructions immediately and completely
- Keep their hands, feet and property to themselves
- Refrain from throwing things
- Respect people and property (no obscene language/ gestures)
- Keep their body and other objects inside the bus
- Keep balls and toys safely in their bags
- Refrain from eating and drinking on the bus

***Parents are responsible for supervision of their children at the bus stop and to and from the bus stop.***

## **Bus Changes**

Bussing is set by the Transportation Department. We are not able to accommodate requests for students to take a different bus to go home with a friend.

*NB. Kindergarten parents, guardians, or caregivers must be at the bus stop to meet their child or the driver will return your child to the school.*

We appreciate your cooperation to ensure student safety.

## **Bus Cancellation/Early Dismissal**

In the event of bus cancellations or early dismissal due to poor weather conditions, parents are asked to listen to any local radio station for information. These situations are also listed on the Board’s Transportation Cancellation Line at 613-596-8201. When buses are cancelled and the school is open, transportation is the parents’ responsibility. Students must be picked up by 2:45 p.m. When buses are cancelled in the morning they are cancelled for the day.

## **Illness or Injury at School**

Students who are injured or ill will report to the office. If needed, parents will be contacted. Please make sure that you inform the office of all changes of address, telephone, caregiver or emergency contacts. We rely on the student data in our computer system to reach you.

## **Nutrition Break Routines**

Huntley works on a balanced day and there is no safe arrivals check after the morning attendance is taken. In order to ensure the safety of all children, please commit to having your child always going home or always eating at school. Parents must pick up, sign out, and sign back in any students leaving during this period of time. We highly recommend that students not sign out during the nutrition breaks. This helps ensure that students are on time for all classes and removes the potential for problems to arise in the community over nutrition breaks.

All students who regularly stay for lunch at school must be signed out at the office by a parent/guardian if they are going to leave during nutrition break.

Students will:

- Eat their lunch in their classrooms.
- Leave the classroom when dismissed to go to the washroom, coat area / lockers and then directly outside unless participating in a teacher-supervised activity.
- Remain on the school grounds at all times
- Remain in designated areas in the school during inclement weather
- Students are expected to bring an appropriate activity (e.g. cards/colouring) and to respect the Huntley Code of Conduct during indoor recess
- Students are encouraged to bring appropriate snacks and meals for nutrition breaks. Eating times are 10:40 a.m. – 11:00 a.m. and 1:10 p.m. – 1:25 p.m.
- Students have outdoor play from 10:15 a.m. – 10:40 a.m. and again from 12:40 p.m.– 1:10 p.m. There is no lunch hour
- Kindergarten eating times and outdoor play times are slightly different

## **Homework**

At Huntley Centennial, we believe it is very important for families to maintain balance in their busy lives. Students are encouraged to read at home, participate in after school activities and organized sports, watch and discuss interesting movies with family, and to play board games and educational computer games with family. Students may be given homework to help consolidate concepts addressed at school, to complete unfinished work, and to provide additional opportunities to learn things like times tables and sight words. Older students may be given assignments to encourage organization and responsibility.

Our goal is that homework is part of an authentic learning process, enriched by the dialog within the family's daily life and current events in our society. Homework can only be worthwhile, if it is meaningful and relevant to the student. Homework should always be at the students' level. We also believe that homework should never become a source of frustration, pressure or struggle. Students who understand the task at hand and who are well prepared by the classroom teacher to take on a home assignment should be able to do so with ease, feeling that they will be successful with the task.

All students at Huntley Centennial must read each day. This is key to our overall success as a school. Kindergarten and primary students will have classroom-leveled books to read each night. We encourage all parents to take time to read to their primary child above and beyond the daily required 10 to 15 minutes of practice leveled book reading. Junior and intermediate students may refer to their own novels, magazines and home resources in conjunction with the classroom resources that teachers have at the student's disposal. Reading out loud to your junior and intermediate children (i.e. newspaper, magazines or the same book they are reading can be extremely valuable to their learning. Please speak to your child's teacher about homework expectations and routines.

### **Going on Vacation**

Although we appreciate the learning opportunities offered by family trips, it is not possible for staff to prepare detailed learning activities for students to take with them. Instead, we suggest the compilation of an illustrated “Travel Diary” that reinforces language skills and provides a valuable souvenir. Many websites (e.g. funbrain.com) offer supplementary learning for students outside of school hours.

### **Visitors/Volunteers**

We greatly value involvement of visitors and volunteers in our school. Due to safe schools policy, all visitors to Huntley Centennial Public School are requested to report directly to the office. Volunteers are asked to sign in and out at the office and to wear a Volunteer badge. Staff has been instructed to enforce this to keep students safe.

### **Bicycles/Skateboards/Rollerblades**

Students who ride their bicycle to school must use the bicycle racks and should use a lock to prevent theft. The school does not accept responsibility for loss or damage to bicycles. Bicycles, scooters, skateboards, rollerblades and “Heelys” should not be ridden on school property.

### **Medication at School**

All medicine that is brought to school must be in the original container, with the student’s name clearly on the label. Medicine must be accompanied by a completed Board form, “Authorization for Administration of Medication”, which can be obtained from the office. This form requires a parent and physician signature. We are not able to administer any medication without this form. For safety reasons, medication must be kept in the office and administered under staff supervision. Consultation with the office is required for all epi-pen users. All students requiring an epi-pen are asked to wear one at all times and keep a second one in the main office.

### **Cameras**

Students may NOT take pictures of other students at school, on field trips, or on the school bus.

### **Academic Fraud**

If a student participates in academic fraud (e.g. cheating on a test, copying from another student, plagiarism on an assignment), he/she is deemed not to have met the expectations, no grade will be assigned for that particular evaluation, and parents will be notified. At the teacher’s discretion, the student may be required to redo the assignment or complete an alternate assignment.

### **Valuables**

The school staff cannot be held responsible for money, cell phones, pagers, i-pods, mp3 players, cameras, DS players or other items of value. Electronic devices may not be used on school property. They must be safely stored in backpacks or lockers from entry time until dismissal at day’s end. If a student uses any electronic devices in an inappropriate manner or at a time that is not permitted the item will be removed from the student and held in the office for safekeeping. Once an item has been placed in the office for safekeeping the parent will be called and must pick up the item from the office at their convenience.

The school recognizes that some parents wish their child to have a cell phone. These must be stored in backpacks or lockers and turned off during the school day. If necessary, students may use school telephones during the day with teacher permission.

### **Internet Use by Students**

Parents must sign the “Acceptable Use Policy” form at the beginning of the year in order to enable their child to access the Internet for educational purposes. The use of any form of electronic communication such as e-mail, chats or newsgroups without an educational focus constitutes inappropriate behavior as outlined in Board Policy and Procedures.

### **Entry, Halls, Assemblies, and Lockers**

Students will be respectful to other students and property when at their lockers or in the hallways. Students are expected to conduct themselves in a quiet, orderly manner in the halls. All Intermediate students must purchase a combination lock and keep their lockers locked at all times. Combination numbers will be recorded and a copy kept in the office in case of emergency. Inappropriate physical contact and/or foul language and inappropriate volume will not be tolerated. Students may go to lockers at morning entry, recreation break bells and dismissal time.

### **Dress**

At Huntley Centennial School we consider school to be a place of business where the “business” is learning. As a result all are expected to dress accordingly. Clothing that is deemed by staff to be inappropriate for the learning environment or does not respect the rights of others to be comfortable in the school setting, will not be permitted. Student dress code must be consistent with existing OCDSB principles and standards.

Students at Huntley Centennial are expected to adhere to the following:

- Wear neat and clean clothing.
- Halter tops, bare midriffs, muscle shirts, spaghetti straps or straps less than 3 centimeters in width and deeply cut necklines are not permitted.
- Shorts and skirts are to be at least mid-thigh in length.
- All hats and hoodies are to be removed upon entering the building.
- Safe and appropriate footwear, with non-marking soles must be worn at all times.
- Underwear should not be visible.

Appropriate student dress will exclude dress with wording or graphic design that:

- Is racist, sexist, profane or demeaning to another person.
- Advocates violence.
- Suggests the consumption of alcohol or illicit drugs.
- Is associated with gang membership according to the OCDSB safe schools committee.
- Is sexually explicit or revealing.

Students may be provided with alternate clothing, or sent home to change if they are dressed inappropriately at school.

### **School Council**

School council meets on the first Wednesday of each month. The meetings are open to all parents, staff, and local citizens. You are strongly encouraged to participate in your child’s education through the work of the Council. New members are always welcome!

## **Safe School Guidelines**

### **Entry/Exit:**

- Enter and exit the school through the designated doors
- 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 lunch time:**

- Remain seated and talk quietly
- Keep eating area clean and use good manners
- Dispose of garbage at the end of the lunch period in the proper containers

### **During indoor recess:**

- Remain in your designated classroom
- Play safely and talk quietly
- Electronic devices are not permitted

## **Bully Prevention Program**

Huntley Centennial is committed to prevent bullying. We will continue our working relationship with the Western Ottawa Resource Centre and School Resource Officer in the Implementation of our Bully Prevention Program.

There are 3 key elements to bullying:

- A real or perceived imbalance of physical or social power
- Repetition (verbal, physical, electronic, environmental, or social actions continued over time)
- An intent to harm

At Huntley, students will be taught to take a stand, build connections, stay safe and to report to an adult if they are being bullied, or if they witness someone being bullied. Any parent with concerns that his/her child is being bullied should report their concerns in writing to the Principal or Vice-Principal. Bullying is a very serious offence. Accusing someone of bullying is a very serious accusation.

## **Incident/Good News Award**

In order to develop greater consistency among staff, provide better documentation of incidents, and ensure more consistent follow through when incidents occur, staff will fill in a “tear off” report when an incident occurs in violation of Huntley’s Code of Conduct. Teachers will be encouraged to deal with incidents on a case by case basis and use professional judgement. When a report is filed that student will be required to have the report signed by his/her parent. A copy will be given to the classroom teacher. A Good News Award will be used to report jobs well done, and hopefully encourage positive student behaviour. Incident reports and Good News Awards will be available to all staff and supply teachers in classrooms, in the office and on the school yard.





