



Vincent Massey Public School

<https://vincentmasseyps.ocdsb.ca>

Tel: 613-733-5955

Fax: 613-733-0925

Attendance email

vincentmasseyattendance@ocdsb.ca

School Hours

8:30 a.m.	Entry Bell
10:30 - 11:15 a.m.	Nutrition Break/Recess
1:15 – 2:00 p.m.	Nutrition Break/Recess
3:00 p.m.	Dismissal

School Office Hours 8:00 a.m – 3:45 p.m.

Welcome back to another great year at Vincent Massey Public School! Bienvenue à tous! The 2019-2020 school year will be filled with opportunities to work hard, to learn, to make good choices and to have fun. Our dedicated staff is proud and committed to work with students, parents/caregivers and community members.

This student agenda/planner is a way for students to keep track of assignments and information. Students must bring this agenda/planner to each class every day. It is also a communication tool between home and school. At Vincent Massey we believe that on-going communication is extremely important, one of the keys to our students' success. Should parents/caregivers have a question or concern, we need to know. Please contact us. We encourage parents/caregivers and community members to become involved at the school.

Vincent Massey Public School and its families work together to encourage and support high

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learning and behaviour expectations for all of our students. We look forward to an exciting year of enriching experiences and wonderful memories. Nous voulons passer ensemble une année scolaire remplie d'expériences enrichissantes et excitantes!

Mme Kateri Deschenes, Principal

Ms. Kelly Haslam, Vice-Principal

PROCEDURES FOR A SAFE AND CARING SCHOOL

Parking Lot Safety

Parents are advised that if you are dropping off a student in the parking lot, you must go to the far end of the lot, by the well-marked opening in the fence. For safety reasons, this is the only 'drop off' spot.

After your child is safely on the other side of the fence, proceed slowly around the lot to exit on Edgecomb St. Please come to a full stop, look both ways for students and proceed SLOWLY onto Edgecombe St. **During the hours of 8:30- 9:30 a.m. and 3:00 – 4:00 p.m. drivers may not turn left onto Smyth Road.**

Drop off and pick up occurs at the same spot. Our Kiss and Ride drop off and pick up is monitored from 8:15-8:30 a.m. and again from 3:00-3:15 p.m. by our staff. Patience and consideration at all times is required for everyone's safety. Walkers are to meet parents behind the school by the primary yard door.

These procedures have been developed over time in conjunction with our school Council and we need the co-operation of everyone to make school arrival as safe as possible.

Entry and Exit

We continue to have the security system access to our school building. All exterior doors are locked. The main door is accessed using the doorbell on the pillar for parents and visitors. The back doors off the courtyards at the back of the school are assigned to students for entry and dismissal. You are please reminded that students are not to be dropped off or to arrive at school until 8:15 a.m. as there is no supervision prior to that time. Those arriving early will be unsupervised. **Parents are asked not to bring students into the school before the 8:30 am bell.**

When weather is appropriate, children may ride bicycles to school. Students must wear a helmet if they are riding their bicycle to school. Students who ride their bicycles to school are to lock their bicycle in the bicycle racks provided and are expected to go directly into the school yard. Students who are attending Breakfast Club may enter the school using the intermediate door by the small gymnasium and proceed directly to Breakfast Club.

Visitors: Safety and Security

Parents and visitors are warmly welcomed at Vincent Massey Public School. To help ensure the security of students and also to respect the business of learning in all classes, as per OCDSB policy, **all visitors (including parents) are required to sign in at the office** where they will receive a visitor/volunteer identification badge to wear while in the school. School staff are required to approach any unidentified persons and direct them to the office. If parents are picking-up students during school hours, we ask that you meet your children in the main office and not at

their classroom. Please enter the school from the main door located at the front of the school by the school office.

Procedures for Student Absence and Late Arrival

In accordance with the OCDSB *Safe Arrival* policy, parents are required to email vincentmasseyattendance.@ocdsb.ca or call 613-733-5955 to report student absence or late arrival.

Students are expected to arrive at school on time. Regular and punctual attendance contributes greatly to a student's success at school. The first few minutes of class are important organizational times. Students who arrive late miss the opportunity to become organized for the day and to hear important announcements. Students will be considered late following the opening exercises at 08:35 and will be required to report to the office to obtain a late slip before proceeding to their classroom.

PLEASE NOTE: The mid school day mark is 11:45 a.m. Students arriving after this time will be marked absent for the morning and students leaving before will be marked absent for the afternoon.

Any student who leaves the school **must** sign-out at the office. Upon their return to school if on the same day, they must then sign-in at the office and receive a permit slip before returning to class.

Students who arrive late without a legitimate reason may be required to make up missed class time sometime during the day.

Release of Students during School Hours

(a) If your child is to leave the school during the day, please send a hand written note to the teacher indicating the time the child is to be sent to the office. Please do not send an email message to the teacher or to the attendance email. As teachers may not read your message on time or they may be absent from the school on that day and the school's attendance email is not checked regularly after 9:00 a.m. until the next day.

(b) Parents are asked to pick up their child at the main office and sign them out in the book provided.

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(c) When it is necessary for a child to go home during the day because of illness or for any other reason, parents will be contacted before the child is permitted to leave.

It is a parent's responsibility to ensure that the school has up-to-date phone numbers for both home and work. For safety reasons, students will not be permitted to leave the school without parental permission. Emergency contacts cannot give permission for students to leave school property for any reason.

As teachers may be absent on any given day, **ALL** absences and late arrivals must be reported to the **office**. You may also advise your child's teacher as they do appreciate receiving this information.

Balanced School Day

The balanced school day consists of 2 breaks:

10:30 to 11:15 a.m. and 1:15 to 2:00 p.m.

If you wish your child(ren) to go home for one or both of these breaks, the note of permission must be signed and sent to the main office in September indicating the times your child is permitted to leave school property. It is understood that our students are not to loiter near private property or at the nearby church. As responsible young citizens they are expected to go directly to the places stipulated by their parents and return to the school grounds. Students must then sign out at the office before they leave and sign in again when they return from lunch.

Illness

Children who are ill should remain at home until fully recovered. Children who are sick are not able to function well at school, may infect other children in their classes and will recuperate more quickly in the comfort of their own home. Children should be fever free **without medication** for 24 hours before returning to school. All children are sent outside for recess periods as the teacher supervision takes place outdoors.

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Medication

It is primarily the **parent's responsibility** to administer medication. We encourage parents to try to arrange the timing of medication doses so that they can all be given at home. When it is necessary to give medication at school, the parent must submit a permission form complete with the **doctor** and the **parent's signature** along with clear instructions regarding the time frame and the dosage. A log is kept of medication given to students.

Inhalers

Students who use inhalers (puffers) are required to submit the required OCDSB medical forms signed by the parent and the student's physician. As per Bill 20 - Ryan's Law (an Act to protect pupils with asthma) passed on May 5, 2015 please ensure that your child will have a safe way to carry his/her inhaler on them at all times.

Epi-pens

If your child has a life threatening allergy and requires to carry an epi-pen, please advise the school immediately. OCDSB medical forms signed by the Doctor and parent are required.

All medical forms should be obtained from the school office or can be downloaded from our school website.

Communicable Diseases

Please notify the school if your child has a communicable disease as we are required to report some of these illnesses to the Public Health Department.

Allergy Smart School

Help to make Vincent Massey Public School an 'allergy smart' school by creating a peanut/nut free environment. Please do not bring nuts or nut products to school as there are many children with a life-threatening allergy. Help your child to carefully screen all lunch foods and snacks brought to school for peanut/nut content. This means reading the labels of items such as cookies, granola bars, muffins, cereals, etc. to ensure that they have not been prepared with peanuts, peanut butter or peanut oil and do not contain traces of peanuts/nuts in them. It is the 'hidden' ingredients that are of concern. If there are students with other allergies in your child's class, the

homeroom teacher will send home a letter in September identifying these items (i.e. eggs, kiwi, shellfish etc).

Nutrition Breaks

Students are supervised by older students and duty teachers in the classroom for the nutrition breaks. We encourage students to bring two healthy snacks with a variety of items from the 4 Food Groups. Children need nutritious foods to do well in school. The students are encouraged to bring their snacks in “environmentally friendly” containers and to avoid the use of throw-away packaging. Pizza is available each Thursday and orders can be prepaid for a term. Under no circumstances are students allowed to leave school property during the breaks unless a note from the parent is submitted to the school office.

Recess Play

Outdoor play is an important part of a child's school day providing opportunity for exercise, fresh air and socialization. Students are encouraged to dress appropriately for the weather to ensure their comfort during recess periods. During inclement weather, the students are supervised indoors. For cold weather days, we will be following the Canadian Standard set by Environment Canada. Students will be kept indoors if the temperature or the wind chill index is minus 25 degrees or colder. On other days, the yard duty teachers use careful judgement and will request the office to ring the bell early if it is too cold to remain outside. Children will enjoy the recess if they are dressed warmly in layered clothing with hats, mittens, and a neck-warmer or face mask.

For sunny summer days, we teach our students the ‘slip, slap, slop’ routine. Slip on a shirt, slap on a hat, and slop on some sunscreen, which allows children to enjoy warm weather in a protected fashion. Our school yard also provides some shaded areas. During inclement weather, students are supervised inside the school.

Please send in a deck of cards, colouring book, story book, etc. that has been clearly labelled with your child's name. The teacher will keep these items on hand for use during inclement weather.

Change of Information

Please inform the school office of any changes in home, business, caregiver or emergency contact telephone number 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 emergency.

Change in Routine

Whenever you wish to alter your child's regular school routine or regular dismissal routine, (e.g. a child who normally takes the bus is to be picked up by a parent after school), please send a note to your child's teacher informing him/her of the change.

Transportation

Children who are eligible for transportation will be transported by school bus beginning on the first day of school. For safety reasons, kindergarten students however, are not transported until their first day of school (staggered entry). Students who fall within the walking zone, but would like to apply for a bus seat under the “Empty Seat” Policy, may submit an application and will be considered for bussing after 1st of October.

Please see www.ottawaschoolbus.ca for more information.

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. A consequence may be the loss of bus privileges.

Kindergarten students will not be dropped off at their stop unless there is an adult to meet them at the bus stop. Route arrangements must be pre-planned and be consistent. Students are not permitted to take a different bus home with a classmate for any reason.

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Student Safety Conduct on School Busses

- Students must remain seated until ready to leave the bus.
- Students may not leave their seats while the bus is in motion.
- Eating and drinking are not allowed on the bus.
- Books and parcels must be kept on the pupil's lap of under the seat.
- Aisles must be kept clear at all times.
- Pupils may not talk to the driver while the bus is in motion, except in the case of an emergency.
- Any actions, which would distract or disturb the driver, must be avoided. Therefore, there must be no loud talking or yelling on the bus.
- Nothing may be thrown inside the bus or out of the bus windows.
- Windows may be opened with the permission of the driver. Hands, feet, arms and head must be kept inside the bus at all times.
- Directions and instructions of the school bus driver must be obeyed promptly; **drivers are authorized to direct a student to sit in a specific seat.**

On stormy winter days busses may be cancelled, however, the school will remain open. Please be advised that the busses are cancelled for the entire day. If they do not run in the morning, they do not run at the end of the day either. Therefore, if you choose to drive your child to school, it will also be necessary for you to come to pick your child up at 3:00 p.m. Early in the morning, bus cancellations are announced on many radio stations, www.ocdsb.ca and www.ottawaschoolbus.ca. If conditions are very severe, please keep in mind that some staff that live in outlying areas are also not able to make it in to the school in the morning. Students will be grouped to ensure proper supervision.

School Council

The Council, made up of interested parents, staff and community representatives discuss and offer proposals on a variety of matters relating to our school. Meetings are held approximately once a month on the second Wednesday in the Library from 6:00-8:00 p.m. Thank you for your anticipated participation. All parents are invited to attend School Council meetings.

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School Volunteers

We encourage volunteers at the school. The experience benefits both the school and the volunteer. A volunteer needs no special training, just a liking for children, a desire to be involved in the school, and a willingness to devote some time (e.g. a half day a week) on a regular basis. Volunteer assignments range from cutting letters and decorations for bulletin boards, to personal involvement with individual children for extra practice. Where a non-parent volunteer wishes to assist by working directly with students, a police check must be completed and the volunteer must register with ONFE (Ottawa Network for Education). Also accessible from www.ocdsb.ca - parents – volunteering.

CODE OF CONDUCT

The following are relevant excerpts from OCDSB Policy P.125.SCO which applies to all individuals (students, parents, volunteers, teachers and other staff members) in the Vincent Massey School Community.

The OCDSB Code of Conduct states that all members of the school community shall:

- respect differences in people, their ideas, their opinions, their rights.
- respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability.
- show proper care and regard for school property and the property of others.
- take appropriate measures for those in need.
- seek assistance to solve conflict peacefully.
- respect the need of others to work in an environment that is conducive to learning and teaching.

The OCDSB Code of Conduct states that the school community shall not:

- engage in bullying behaviour.
- break the law including committing sexual assault, traffic weapons or illegal drugs, give alcohol to a minor, commit robbery, or be in possession of a weapon.

- use an object to threaten or intimidate another person.
- cause injury to any person with an object.
- be in possession of, or 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 a teacher or at another person of authority.
- 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.
- engage in plagiarism.

In addition to and in alignment with the OCDSB Code of Conduct, the Vincent Massey Code of Conduct also includes requirements that students shall:

- be on time and prepared to learn in all classes - with necessary materials, equipment, completed homework etc.
- exemplify our VM Mission through showing mutual respect in all interactions and taking responsibility for their work and behaviour.
- exhibit honesty and integrity at all times.
- wear appropriate clothing, reflecting community standards and parental guidance. Appropriate attire includes, but is not restricted to: underwear will not be showing; skin in the abdominal and chest area is to be covered; clothes must not have coarse language or inappropriate slogans, depictions of violence or advertising for alcohol or cigarettes, written on them: heads must not be covered except for religious reasons; no hats and bandanas; pants will be worn in a manner which allows them to stay in place and cover the body appropriately; no spaghetti straps; and, gang-related clothing will not be worn. Indoor shoes will be worn at all times.
- maintain a violence-free school. Students should not hit each other and 'birthday beats' are not allowed at VM.
- maintain a bully-free school by neither engaging in bullying behaviour nor being a bystander in a bullying situation.

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- use electronic devices only when permitted as part of a teacher-directed activity. Such devices are to be left in lockers and not taken into the yard at break. The school is not responsible for loss or theft.
- **leave cell phones turned off in their locker.** Cell phones are not to be used on school property during school hours to call or text. The office phone is available for any necessary calls.
- remain on school grounds over the lunch hour unless they have submitted a signed permission form (or note) to leave to the office. Students must sign-out before leaving the building.
- not use skateboards, roller blades, bicycles or scooters on school property. Roller bladers must find the nearest place to sit to remove their equipment when they enter school property. Use of these items may be restricted due to lack of storage space at school.

The Code of Conduct is in effect for all students:

- during regular school hours
- on school property and school busses
- while before and after-school events are in progress
- during excursions, field trips, athletic events, exchanges and all other events during which students are under the school's care
- in circumstances that could have an impact on school climate

Consequences will be based on a model of **progressive discipline**, a school-wide approach which uses a continuum of interventions, supports and consequences to address inappropriate student behaviour. Progressive discipline includes consequences which are both corrective and supportive.

Consequences may also include **restorative justice** practices. By requiring wrongdoers to face their victims, consider the impact of their behaviour and come up with a way to make amends, it holds them accountable for their actions and gives victims a voice.

Intermediates Students Locks and Lockers

All intermediate students will be offered the opportunity to use a locker as a personal storage area for books, coats, gym equipment and boots. Students

will be assigned a locker by their homeroom teacher. Students are responsible to provide, on the first day of school, their own combination locks.

Having a locker is a privilege and with this privilege goes several responsibilities. Unless you are willing to fulfil these responsibilities, the privilege will be withdrawn. Locker inspection will be carried out periodically during the school year.

As lockers are Board property, they are subject to search at any time.

Responsibilities for Lockers:

- DO**
1. Keep the combination to yourself.
 2. Lock your locker at all times.
 3. Post one copy of your timetable on the inside of the door.

4. Organize your books to allow the selection of only the items you will need for one half the school day; large back packs are not allowed in class due to safety reasons.

5. Visit your locker only at the beginning and the end of the day and the beginning and end of each break.

If you stay after school for any reason, you should visit your locker at 3:00, pick up your clothes and books for that evening and then leave for home directly from your activity.

DO NOT: Store valuable items in your locker.

DO NOT: Attempt to get into anyone else's locker.

NOTE: Lost or stolen locks must be replaced by the student

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Appropriate Use of Technology

PR.622.IT

Digital Citizenship

Students will use technology for education purposes only. By accessing the Internet while on District property or by logging in with a District login, students accept all terms and conditions of the appropriate use of technology policy and procedure. Students will demonstrate appropriate online conduct and manners. Students must follow security procedures and use District virus scanning software. Although the District uses a content filter, students may encounter inappropriate material. Students are required to report any inappropriate use of email, data or unauthorized technology or data to a teacher or administrator immediately. Information created on the District's network may be accessed and is subject to review. Users will refrain from improper/unethical use of technology, including computer hacking, cyber-bullying, and sending or receiving offensive pictures or materials. The Internet must not be used for any purpose that violates the school's Code of Conduct or the Municipal Freedom of Information and Protection of Privacy Act.

Personal Device Use

The District encourages the use of personally owned devices such as laptops, handheld devices or peripheral devices, in the District's learning or work environment under the terms and conditions of use outlined in the District's procedure. Personal devices may not be used to record audio or video of people unless the user has been given express written permission to do so. The school's Code of Conduct will apply to all electronic use as will the consequences. Personally owned devices used inappropriately to access/produce or share unlawful materials will result in full investigation and necessary action will be taken.

Consequences of Misuse

If a user violates or fails to adhere to this procedure, one or more of the following consequences may occur:

- suspension or cancellation of use of access privileges;
- payment for damages and repairs;
- discipline under other appropriate Board policies, including suspension, expulsion, exclusion or
- civil or criminal liability under other applicable laws.

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