

# Knoxdale Public School

## Student Handbook 2017-2018

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Nepean, ON K2H 5V2  
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Webpage: <http://www.knoxdaleps.ocdsb.ca>



### At Knoxdale:

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.

**Andrea Williams**  
Principal

**Charles Powers**  
Vice-Principal

**Susan Read**  
Office Administrator

**Colette Dewey**  
Office Assistant

**Chris Rippstein**  
Chief Custodian

## A MESSAGE FROM THE PRINCIPAL

On behalf of the staff at Knoxdale Public School, we would like to take this opportunity to say "Bienvenue!" to parents and students who are returning and to extend a warm welcome to the families of students who are new to our school. We hope that 2017/2018 will be a fantastic year for you.

It is important for us to share our beliefs with our school community. At Knoxdale PS, we have identified the following as our guiding principles and beliefs:

- ▶ We believe that all students can learn.
- ▶ We believe that well-being is of the utmost importance to set optimal conditions for learning.
- ▶ We believe that if students are struggling, we need to uncover the lagging skill and work on building that skill.
- ▶ We believe that if students can, they will.
- ▶ We believe that students who feel connected to the school are more successful.
- ▶ We believe that learning is reciprocal; we all learn from one another.
- ▶ We believe in community, all of our students, are all of our students.

We 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. We sincerely hope that all parents will feel part of our school community and become involved by volunteering and attending school activities. We value working with parents and guardians as a team to support your child(ren).

Please remember to always put your best effort forward in all aspects of school life. Never settle for anything that is not your best. Why be good, when you can be great? You all have extraordinary qualities. You all have something unique to offer. With respect to character, make sure to keep it growing- watch your words as they are very powerful, use them to be kind. At Knoxdale, we firmly believe in supporting you alongside your parents in achieving your personal best in your academics and equally in your character development.

Passez une excellente année!

Andrea Williams

### **KNOXDALE'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 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 AND BULLYING PREVENTION STEPS

The WITS Programs bring together schools, families and communities to create responsive environments that help elementary children deal with bullying and peer victimization.



#### WITS Primary Program

- Stands for **W**alk away, **I**gnore, **T**alk it out and **S**eek help
- Teaches Kindergarten to Grade 3 children to make safe and positive choices about peer conflict
- Provides a common language children and the adults in their environment can use to talk about and respond to peer victimization

#### WITS LEADS Program

- Stands for **L**ook and **L**isten, **E**xplore points of view, **A**ct, **D**id it work? and **S**eek help
- Teaches problem-solving strategies to help Grade 4-6 children deal with conflict and stay safe
- Provides developmentally appropriate strategies and resources to older elementary students so they can become WITS Leaders in their school

#### The Role of Parents

Talking about WITS at home teaches children to apply these strategies beyond the school walls. When parents help children process strategies to deal with conflicts, they:

- Empower their children to stand up for themselves
- Show they are available to help solve problems
- Teach their children the skills they need to solve problems before they escalate

## 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

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, restorative conversation, 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 Knoxdale, 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
- Parental involvement
- Natural consequences
- Complete appropriate assignments
- Withdrawal of privileges
- In-school sanction
- Restorative practices
- 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

- a) uttering a threat to inflict serious bodily harm on another person;
- b) possessing alcohol or illegal drugs;
- c) being under the influence of alcohol;
- d) swearing at a teacher or another person in a position of authority;
- e) 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;
- f) bullying;
- g) committing an act of vandalism that causes damage to Board property or to property located on the premises of the Board;
- h) persistent opposition of authority;
- i) habitual neglect of duty as a student;
- j) wilful destruction of school property or property located on school premises;
- k) profane or improper language;
- l) conduct injurious to the moral tone of the school;
- m) conduct injurious to the physical or mental well-being of others in the school;
- n) inappropriate use of information technology, as defined in Board policies and procedures;
- o) smoking on school/Board premises;
- p) possession or sale of illegal or unauthorized tobacco products, prescription drugs and alcohol;
- q) being under the influence of illegal drugs;
- r) violation of the Board dress code; or
- s) any act considered by the principal to be contrary to the Board or school code of conduct.

## SCHOOL RULES

### 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 parental 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.

### At recess time:

#### Playground

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



- (a) Students are not permitted to throw ice, snow, snowballs, rocks, sand or any projectile that has the potential to injure another student.
- (b) 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 are not to be brought to school.

### 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.

### 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-ies, 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, and muscle shirts are not permitted
- Pyjama pants are not permitted
- Shorts should be a length that is appropriate for a school setting

- 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 are asked to call the school on the absentee line (613-828-0010 ext.: 500) before 7:45 a.m. The answering machine is on 24 hours. Parents also have the option of emailing the absence: [knoxstudentabsence@ocdsb.ca](mailto:knoxstudentabsence@ocdsb.ca). Please copy this address in to the email to teachers if you are sending it to them directly. When students are reported absent by the classroom teacher and no reason for the absence has been received, parents 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 parent(s) and signed out at the office. Children cannot be sent home as the result of a telephone call. 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 Internet permission form sent home in September and that you have returned it 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. 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. In the summer, please ensure students have adequate sun protection. In the winter, neck warmers are recommended.



### 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 JUMP RADIO. Updates can also be found via Twitter @KnoxdalePS

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 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.

### 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 at the end of every month.

### Lunch Time Procedures

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

At Knoxdale, we want to create an environment where the healthiest choices are the easiest choices for students to make. All food and beverages sold at Knoxdale 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 aware school, we request that students do not bring food containing nuts. Specific communication is sent home when students are in classrooms with children having other life-threatening allergies (for example: sesame, dairy, etc.).



### Birthdays

Birthdays are special days for young children! Your child will be acknowledged in a special way in the classroom and in the office. They will receive Happy Birthday greetings during the morning announcements as well. Please do not send food birthday treats for the class. We are unable to give out food to the students. Receiving an invitation to a birthday party is very exciting for children, but can be difficult for those who do not get one. We ask that you use the class phone/contact list we will be sending home to arrange birthday parties rather than send invitations to school.

### 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 or Knoxdale 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.

### School Hours

7:45 - 8:00 am	- Recess
8:00 - 10:00 am	- Instructional block
10:00 - 10:45 am	- Recess/ Nutrition break
10:45 - 12:25 pm	- Instructional block
12:25 - 1:10 pm	- Nutrition break/ Recess
1:10 - 2:30 pm	- Instructional block
2:30 pm	- Dismissal

### School Year Calendar 2017/2018

Labour Day	September 4, 2017
First day of school	September 5, 2017
PA Day	October 6, 2017
Thanksgiving	October 9, 2017
PA Day	November 24, 2017
Holiday Break	Dec. 25, 2017 - Jan. 5, 2018
PA Day	January 26, 2018
PA Day	February 16, 2018

<b>Family Day</b>	<b>February 19, 2018</b>
<b>March Break</b>	<b>March 12-16, 2018</b>
<b>Good Friday</b>	<b>March 30, 2018</b>
<b>Easter Monday</b>	<b>April 2, 2018</b>
<b>PA Day</b>	<b>April 27, 2018</b>
<b>Victoria Day</b>	<b>May 21, 2018</b>
<b>PA Day</b>	<b>June 8, 2018</b>
<b>Last Day of Classes</b>	<b>June 28, 2018</b>
<b>PD Day</b>	<b>June 29, 2018</b>

### Student Illness

When a student becomes ill at school, the office will try to contact the parents immediately. If parents 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, cellular or work telephone numbers.

### Student Drop-off/Pick-up

If you are picking up or dropping off your child (ren), please do so on Bellman Drive near the Trend Arlington Community Centre. 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 Greenbank Road. You may also choose to pick up or drop off your child (ren) from the parking lot. Following are guidelines which will help keep Knoxdale students safe.



- The direction of traffic flow in the parking lot is one-way only.
- The drop-off and pick-up area for students is located directly adjacent to the parking lot (beginning immediately past the stop sign and ending prior to the start of the bus lane).
- Cars are to remain parallel to the side of building 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.

- There are marked spots for visitor parking. All other spots are for staff.
- 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) and enter the car lane. Cars are not permitted to enter the bus lane as this is exclusively for buses and emergency vehicles. At no time should vehicles be parked in the bus lane, this is for safety 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 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 Knoxdale Public School

Character building has become an integral part of our school day. Knoxdale 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."