

Metcalfe Public School

STUDENT HANDBOOK 2014-2015



Principal:
Andrew Postma

Vice-Principal:
Louise Labonté

2701 8th Line Rd
Metcalfe, ON
KOA 2P0

Telephone: (613) 821-2261
Fax: (613) 821-7801

For ALL up to date information, links, forms, events and calendar please bookmark and consult our website at:

<http://www.metcalfe.ps.ocdsb.ca>

THIS PLANNER BELONGS TO:

Name: _____

Teacher's name: _____

Bus Route # to school: _____ Bus Route # from school: _____

Bus Information

Ottawa Student Transportation Authority (OSTA):

www.ottawaschoolbus.ca or 613-224-8800

Transportation Providers for Metcalfe Public School:

- Richard Barr, 613-826-2168
- M.L. Bradley, 613-835-2488
- Direct Transportation, 613-749-0660
- Roxborough, 613-488-2337
- _____



(613) 821-2261 Ext. 436
www.mpscouncil.com

***This Student Planner has been generously supported
by you and the Metcalfe Public School Council.***

MPS Council represents you, your children and your family. Together we support student learning by fostering strong partnerships between the students, parents, teachers, and our community. Please consult our council website at www.mpscouncil.com and sign up for email notification of School Council events.

A MESSAGE TO STUDENTS, PARENTS & GUARDIANS

Welcome to a new school year. This year will offer you many academic challenges. It is crucial to your future successes that you excel in your studies and attain the highest standards you can. Metcalfe Public School will do its best to prepare you to meet those challenges, both academically and personally. You, in turn, must do your part, for it is only by working together with the school that you will achieve what you are truly capable of accomplishing.

MISSION STATEMENT

“Encouraging excellence in education and responsible citizenship”

R + R = R

Respect + Responsibility = Recognition

In order to maintain positive attitudes and achievement, it is essential that parents be informed of their child’s progress. The school issues student achievement forms several times a year: Progress Report (November), Term One Report Card (February) and Term Two Report Card (June). A parent and teacher interview day will be scheduled during the year. Parents and teachers may always request an interview whenever required.

Monthly newsletters will be published in order to inform parents and students about programs, special events and related events in the school and the community.

In an effort to reduce our footprint on our environment, we have moved to an electronic newsletter which will be posted on our school website monthly.

<http://www.metcalfeps.ocdsb.ca>. If you are unable to access our school website from work or home, kindly fill in the tear off section of our first newsletter and we will send home one paper version of our newsletter to your family.

The staff of Metcalfe Public School hopes that this planner, the newsletter and letters sent home will become the most important tools in assisting parents, staff and students to communicate effectively on a regular basis.

The planner is a tool that will help a student organize work and time. It should become an essential tool in a student’s daily life at school and in planning school work at home. It is our expectation that all students will be learning to use their planners properly with help from staff and parents. To ensure that effective communication begins immediately, **please sign to indicate that you have read the Student Planner and discussed it with your child.** Teachers will check planners on a regular basis for parent signatures.

Accessing Student Files

Students are able to access their **Server Accounts** from home. They are given a **login name** and **password** from their teacher. The server is then accessible through our school’s website.

A link to this site is also on the **Links** page of the school site. Be sure to turn off your pop up blocker when uploading and downloading. (Right mouse click on the yellow bar near the top.) The board is also now using Google Apps and your child will use the same login and password to access that account.

Account #: _____

Password: _____

2014-2015 SCHOOL YEAR CALENDAR

Mon. Sept. 1	School Holiday (<i>Labour Day</i>)
Tues. Sept. 2	First Day of School
Fri. Oct. 10	P.A. Day (Elementary)
Mon. Oct. 13	Holiday (Thanksgiving)
Fri. Nov. 21	P.A. Day (Elementary)
Dec. 22-Jan. 2	Holiday (Winter Break)
Fri. Jan. 16	P.A. Day (Elementary)
Fri. Feb. 13	P.A. Day (Elementary)
Mon. Feb. 16	Holiday (Family Day)
Mar., 16-20	Holiday (<i>March Break</i>)
Fri. Apr. 3	Holiday (<i>Good Friday</i>)
Fri. Apr. 6	Holiday (<i>Easter Monday</i>)
May 4-8	Education Week
Mon. May 18	Holiday (<i>Victoria Day</i>)
May 25 –Jun. 4	EQAO Testing
Fri., Jun. 5	P.A. Day (Elementary)
Thurs. Jun. 25	Last Day of School
Fri. Jun. 26	P.A. Day (Elementary)

VISITORS AND VOLUNTEERS

Visitors and volunteers are most welcome in our school. All guests are asked to sign in at our main office to receive a visitor pass. Please make advance arrangements with the classroom teacher to visit the classroom as disruptions during the day can be difficult. Please note that it is policy for all volunteers to have a police check, unless you are the parent of a child at Metcalfe and you are working with a teacher.

We request that parents picking up and dropping off children do so at the main office using the front entrance, and you must sign your child in or out. Please wait at in the lobby for your child.

Please do not park your car in the bus lane in front of the school’s main door, nor in the parking lot adjacent to the school between 2:15PM and 3:00PM.

Please help us model safety around school buses, by not walking between parked buses and by walking to the cross walk to cross 8th Line Road.

SCHOOL PROCEDURES

ATTENDANCE

Good attendance is the basis for academic achievement and success in school. Regular attendance is an important factor in a student’s achievement at school and helps prepare them for the world of work. Students not in school have fewer opportunities to learn the material that enables them to succeed in their classes.

ABSENCES

A safe arrival system accounts for students who are absent from school. **If your child will be absent (or late), parents are asked to call the school at (821-2261) ext. 500 and leave a message before 8:30 a.m.** The answering machine is on 24 hours a day. When the classroom teacher reports absent students 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 at the school are to sign in at the office. All students receive a late admit slip before proceeding to class.

Students who leave the school early are to be picked up by their parent(s) and signed out at the office. If the child is being picked up, it is necessary to identify who will be picking them up. We will not release a child to an unidentified person without a written note.

Unfortunately, we cannot accept fax or a phone call in place of a written note.

YARD SUPERVISION

As no supervision is provided before 8:00 a.m., students should not arrive before that time, unless taking part in a supervised activity.

FIELD TRIP PROCEDURES

Students will receive a field trip permission form for every activity off school property. Without the parent's written consent on the appropriate Board form, the child **cannot** participate in the activity. In accordance with the procedures established by the Ottawa-Carleton District School Board, we are unable to accept hand-written notes or telephone calls. Your co-operation in returning the forms as promptly as possible is appreciated. In order to ensure student safety, it is prohibited to take pictures of students on field trips. Supervising staff will have the school cell phone in the case of emergency.

TRANSPORTATION/BUS BEHAVIOUR

Students must travel to and from school on their designated school bus and will not be permitted to ride on any other bus. In the interest of student safety, only certain equipment is allowed on buses. Skates should have the blades covered, or be carried in a sports bag. They must be kept on the floor at the student's feet. Students traveling to school by bus shall not bring skateboards to school. Students are to behave appropriately at all times on the bus while boarding and exiting the bus. Bus Drivers will issue *Bus Behaviour Referral Forms* for behaviour or safety infractions on the bus (disobedience, disrespect, sticking head/hand out of window, fighting, creating a disturbance, throwing objects in/out of bus, standing or failing to remain seated, abusive/obscene language or other behaviour that the bus driver deems inappropriate) or stop safety infractions (improper loading/unloading, improper behaviour at the stop). Students are expected to follow the directions of the bus driver to ensure the safety of all passengers. Bus drivers will complete a *Bus Behaviour Referral Form* to report infractions of bus rules and unsafe behaviour. The first and second bus reports will result in a discussion on bus safety with administration. Subsequent bus reports

will result in the withdrawal of transportation privileges for a specified time. **Please note that serious violations will result in immediate withdrawal of transportation privileges.**

Students riding bicycles to school should be prepared to secure them while at school and must wear helmets. Bicycles, skateboards, heelines and rollerblades are not to be ridden on school property.

For any questions regarding bus routes please contact OSTA.

SECURITY OF PERSONAL PROPERTY

For Intermediate Students lockers, it is recommended that students use Dudley locks which have proved most reliable and secure. **Keep your locker combination to yourself.**

STUDENT SAFETY

The use of laser pointers has arisen as a safety issue and is not permitted at school. It has been determined that laser pointers may cause damage when shone into the eye. Laser pointers used to threaten or injure come under the OCDSB's definition of a weapon as per the Safe Schools Policy and Code of Behaviour. Use or threat will result in the completion of a critical incident form.

ALLERGIES (NUTS, LATEX and SCENTS)

In an effort to minimize and control allergens, we are asking that parents refrain from sending nut products for lunches or snacks to school and send only latex-free school supplies with your child. Latex products, aerosol sprays including body sprays and **perfumes** are also prohibited.

EMERGENCY CLOSING PROCEDURES

In the event of school cancellations, the following radio / television stations are alerted to broadcast information: CFRA News, Majic 100, BOB-FM, The Team, CBC Radio, CHIN Radio, CHRI-FM, Jewel 98.5, 1310 News Radio, KISS 105, CHEZ 106, Country 101.1, BOOM, JUMP, CTV – Ottawa and CTV Two. 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.

If you notice that the bus is late, please consult the OSTA website at www.ottawaschoolbus.ca or contact your child's transportation provider, as to the reason. It may be the result of an emergency closure of the school due to unexpected circumstances.

Occasionally, it may be necessary to close the school during the day. All students from Kindergarten to Grade 8 will be contacted by the school should we need to close the school.

SCHOOL DRESS

The fundamental premise is that students require outdoor time during the day, in order to help them stay focused and productive in class. Consequently, students are expected to dress appropriately for the various outdoor and indoor activities. Caps are to be left in lockers during classes. Dress is based on concerns related to health, social acceptance, modesty, good taste, weather conditions and type of activity. Students are also expected to be clean in person and habits.

Rain – Rain is inevitable during the school year. When leaving the house on a day when it is raining or that the probability of rain during the school day is high, the expectation is that children come to school dressed with appropriate rain gear. Unless the downpour is torrential, or totally unexpected, the expectation is that students go outside for recess. We recommend, rain boots and a rain coat in order to stay dry and enjoy the outdoors.

Winter – Please ensure that your child leaves home with clothing that will be comfortable and warm during outdoor recess and physical education classes. This means that winter boots are expected from Junior Kindergarten through to grade 8. Furthermore, for the Kindergarten, Primary and Junior students, snow pants and warm coats, mitts, toques and neck warmer are indispensable for their winter day enjoyment.

Spring/Summer – We all look forward to warm weather and sunny days. On such days, students should have sun screen and a head cover to protect them from the UVs that are becoming exceedingly higher. Students will wear shorts and skirts that are a respectable length, i.e., the hem will be no shorter than the tip of their middle finger when standing erect, and their tops will have sleeves or wide straps (i.e., at least three adult fingers wide). Material should not be see-through. It is considered inappropriate to expose a person's midriff, bosom or undergarments. Furthermore, sport tops with sleeves and pants or shorts should fit properly. Sleeveless basketball tops with large, low armholes are unacceptable, as are pants which hang well below the waist showing underwear. Clothing that exhibits drugs, alcohol, violence, or has sexual connotations is prohibited. If, in the opinion of the teacher, a student is wearing inappropriate clothing, the student will be asked to change into suitable clothing or asked to call their parent to provide a change of clothes. Sunscreen is for personal use only.

Footwear – In order for students to participate actively and safely in all school activities, appropriate footwear is expected. For all Physical Education and Daily Physical Activities, students shall use securely fastened gym shoes. That means that loose skater sneakers and slip on clogs are not acceptable. With regards to other times of the day, students must be cognizant that their footwear determines the recess activities in which they can participate, i.e., flip flops and untied shoes are not safe for running after or kicking a ball. Furthermore, in order to maintain a clean school, students are expected to have indoor and outdoor shoes. Thank you for helping us keep your child safe and our school clean.

CODE OF LEARNING

At Metcalfe Public School we encourage excellence and responsible citizenship.

Our students are encouraged to work together to maintain a safe and welcoming school environment. Leadership training opportunities as well as conflict resolution and anti bullying activities encourage positive behaviours. Programs are in place to develop organizational skills and build healthy relationships.

As well, the social development of our students is incorporated into our curriculum through field trips, musical and theatre presentation, intramural sports, team sports, various interest clubs, activity days and dances. Our staff works cooperatively to provide students with

assistance needed to maximize their success through diligent use of planners, organization skills and homework room support.

A number of assemblies will be held throughout the year to recognize not only our students' achievements but also their positive example for others. We encourage cooperation and teamwork, respect for others, responsible behaviour, manners, and contributions to the school community.

Inappropriate behaviours will be addressed in a fair and equitable manner. In order to ensure this process of consistency, students are monitored in all aspects of their performance. In some circumstances a supportive system of behaviour or homework tracking may be implemented. Progressive discipline assigned by the administration may include community service, written work assignments, withdrawal of privileges, withdrawal from class, detention, restitution for damages (volunteer services), referral to counseling, suspension or expulsion.

Metcalfe students are expected to:

- Behave in a courteous and co-operative manner
- Be responsible citizens
- Demonstrate consistent effort in all aspects of school life
- Be punctual and prepared for every class
- Arrive and leave school dressed appropriately
- Keep the school clean

The Ottawa Carleton District School Board believes in positive, constructive discipline intended to create and maintain an orderly, co-operative learning atmosphere in all schools. Disciplinary practices shall be fair and consistent with the basic assumptions underlying a democratic society.

It is also the Board's objective to teach:

- * self-control
- * self-respect
- * self-discipline, and
- * respect for others and for property

in order to help prepare every young person for a satisfying and productive adult life.

The Board will not tolerate:

- * physical abuse
- * psychological abuse
- * verbal (oral or written)
- * sexual abuse
- * possession of a weapon
- * vandalism or theft
- * bullying (including cyber-bullying)
- * discrimination on the basis of race, culture, religion, gender, language, disability, sexual orientation or other attribute.

Metcalf PS students, staff and parents have rights and responsibilities.

It is a student's right to receive an education to enhance individual abilities and aptitudes. It is a student's responsibility to attend school regularly, be punctual, and arrive ready to learn.

Staff members and parents have the right to be treated with respect. Staff and parents have the responsibility to maintain open communication on matters which may affect a student's academic, social and emotional development.

ACADEMIC FRAUD

Since authentic assessment is based on performance that is original to the student, work that is plagiarized will not be included among the assessment evidence that is considered for evaluation purposes. At the beginning of each school year, students will be advised of the consequences of submitting plagiarized work. Students whose actions are deemed to be academic fraud will be required to redo the task/assignment or complete one of similar scope. Parents will be notified. This behaviour will also be reflected when reporting levels of learning skills at the end of each term.

USE OF ELECTRONIC DEVICES

"Electronic device" refers to items such as cell phones, digital cameras, MP3 players, Gameboys, iPods, or any other personal electronic device.

While we recognize that students may carry a cell phone as a safety device during their travel to and from school, and that students may use MP3 players or iPods while traveling to and from school, once a student is on school grounds, all such electronic devices must be secured in their backpack or locker. They should not be taken out unless the teacher has given them permission to use them in class for school work. Students who need to call a parent must get the approval of a staff person and use the office phone.

Any student not complying with this policy will have their electronic device removed from them by the office where it will either be returned at the end of the day, the next day, or it will have to be picked up by a parent. Further consequences, including the loss of the electronic device for an extended period of time may result. The school is not responsible for the theft, damage or loss of any electronic device.

I have read and reviewed the planner and understand that I should acknowledge the receipt of any communication in this planner.

Signature of Parent/Guardian

Signature of Student

Date

AWARDS

Awards are presented to students at the end of year school leaving ceremony for the grade eights for achievement and progress in different aspects of their school life. *Note: Not all awards are given each year.

Certificate for Outstanding Academic Achievement is presented to one student from each homeroom who has consistently attained high academic achievements in their studies.

Certificate for Greatest Academic Improvement is presented to one student from each homeroom who has displayed the greatest improvement this school year.

R.A. Alton Award for General Proficiency is presented to a student who has exhibited excellent work and study habits and has maintained an excellent level of academic achievement.

The J.H. Dow Memorial Award for Special Education is presented to a special education student who best exhibits good work and study habits and who maintained a high level of academic success.

Award for Outstanding Performance in Core French is presented to a student who has exhibited an interest in learning a second language and has demonstrated proficiency in French.

Metcalf Public School Award for Valedictorian is presented to the grade 8 student selected to deliver the valedictorian address at the school leaving ceremony.

The Bishop-Crerar Memorial Award for Citizenship is presented to a student who has attended Metcalf Public School for his or her full educational career and has demonstrated a high level of citizenship, positive attitude and school leadership.

Award for Outstanding Performance in Music is presented to the student who demonstrates proficiency in instrumental music and dedication to the music program.

Metcalf Public School Home and School Association Award for Creativity is presented to the student who best displays creativity in fine arts.

Harold Woods Memorial Award for Citizenship is presented to a respected student who has demonstrated above average achievement in academics, athletics and leadership abilities.

Sportsmanship Award is presented to a male and female student who has demonstrated a high level of achievement in athletic skills, personal fitness, sportsmanship and leadership.

The Principal's Award for School Leadership is presented to a student who has demonstrated excellent leadership skills in the intermediate division at Metcalf Public School.

Exceptional Effort Award is awarded to the student who puts forth an exceptional effort in their Grade 8 year.

Award for Outstanding Performance in Science and Technology is presented to the student who demonstrates excellence in the Science and Technology Program.

Award for Character Development is awarded to the student who best exemplifies the Character traits set out in the OCDSB Community of Character statement.

Certificate for Outstanding Academic Effort - Presented to one student from each homeroom who has consistently demonstrated high academic effort in his or her studies.

**Metcalf Public School
Balanced School Day Timetable 2011-2012**

	Day 1	Day 2	Day 3	Day 4	Day 5
First Instructional Block 8:15-10:15					
10:15-11:05	Recess / Nutrition Break				
Second Instructional Block 11:05-12:45					
12:45-1:25	Recess / Nutrition Break				
Third Instructional Block 1:25-2:45					

Please ensure your child brings 2 nutritional lunch packs each day.