



Barrhaven Public School

Parent Handbook 2017-2018

Principal: Mr. Trent Taniguchi
Office Administrator: Mrs. Linda Ludlow

80 Larkin Drive, Nepean, Ontario
K2J 1B7
Phone: 825-2691
Fax: 825-9307

www.barrhavenps.ocdsb.ca

Absence Reporting:
absentbps@ocdsb.ca

WELCOME!

Welcome to Barrhaven Public School. We are anticipating another exciting year and we encourage parents and students to become involved in the many different aspects of school life.

OUR COMMITMENT TO YOU

The Principal, Vice-Principal and the entire staff are committed to working closely with parents and the community to make Barrhaven Public School a place where children like to be, and a place where learning occurs in a caring, challenging and healthy environment.



**BARRHAVEN PUBLIC SCHOOL SCHEDULE
BALANCED SCHOOL DAY**

Grades 1-6

Yard Supervision begins	8:55 a.m.
Morning Entry Bell	9:10 a.m.
Lunch Recess (outdoor)	11:10-11:35 a.m.
Lunch (eating period)	11:35 - 11:55 p.m.
Afternoon Recess (outdoor)	2:00 – 2:25 p.m.
Afternoon snack (indoor)	2:20-2:40 p.m.
Dismissal	3:40 p.m.

<p>Please note that supervision of students by staff begins at 8:55 a.m. and ends at 3:40 p.m. For your child's safety, please do not allow him/her arrive at school before 8:55 a.m. or stay past 3:40.</p>

Kindergarten

Full Day Kindergarten	9:10-3:40
	Yard supervision starts at 8:55

SCHOOL YEAR CALENDAR 2017-18

September 5	First day of school for grades 1 to 6
October 6	P.A. Day – No Classes for Students
October 9	Holiday - School Closed
November 24	P.A. Day – No Classes for Students
Dec. 24-Jan. 7	Holidays – Last day of classes is Friday, Dec. 22
January 8	First Day back after Christmas Break
January 26	P.A. Day - No Classes for Students
February 16	P.A. Day - No Classes for Students
February 19	Family Day – School Closed
March 12 - March 16	March Break
March 30	Holiday - School Closed
April 2	Holiday - School Closed
April 27	P.A. Day – No Classes for Students
May 21	Holiday - School Closed
June 8	P.A. Day – No Classes for Students
June 28	Last Day of Class for students
June 29	P.A. Day - No Classes for Students

Barrhaven Public School offers a wide range of activities for our students, led by our talented staff members. Many clubs and sports are organized at lunchtime. Students may participate in activities such as pet club, sports activities, drama clubs, train modelling and model building, checkers and chess, leadership activities such as PAL, visual arts, choir and dance. Many times a year, staff and students are involved in school spirit days. Together, we celebrate in many special ways: for example, Hat Day, Sens Day, and Beach Day. Students and staff always participate actively, having fun together. The school mascot is TORNADO, the Wolf. He leads us in many activities and events throughout the school year.

SAFETY PROCEDURES

We have a number of procedures in place to ensure the safety of all children during the school day. Your cooperation is appreciated.

Attendance Check

Regular attendance and arriving on time at school are necessary for students to obtain the full benefit of all school programs. If a student is absent from school, parents are asked to e-mail the school absentbps@ocdsb.ca or to call 825-2691 and leave the child's name, the homeroom teacher's name, the reason, as well as the length of the absence. A voice mail system will handle all absence calls 24 hours a day. If a student is absent and we have no record of an e-mail or call, office staff will be contacting you at home or at work to verify the absence. To avoid getting calls to verify, please leave a message on the machine when possible.

Morning arrival and afternoon dismissal

Children who are driven to school or who walk, are to enter the playground by the gates at the front of the school, or by the Malvern gate, never through the parking lot. The PARKING LOT is off bounds for children.

Teachers supervise the main entry points, as well as the main yard, from 8:55 to 9:10. Children are not permitted to go in their portables. Please do not let your children walk through the parking lot on their way to the playground. You may use the drop off area at the front of the school, if you drive your children to school. **Please note that this is a NO PARKING zone, so you are not able to leave your car.** This area is for drop off only. Your child can safely enter the playground from this area. Children who arrive by bus, are met by staff and will proceed into the supervised playground.

At dismissal time, students who take the bus will be provided with coloured tags to attach to their backpacks, indicating which bus they are on. Teachers on bus duty monitor students to ensure they get on the correct bus. If you are picking up your child at dismissal time, please arrange for a safe meeting spot. We recommend meeting your child in the yard, by the main gates or at the Malvern gate, whichever is most convenient for you. The area at the front of the school is a BUS LOADING zone at this time and is used by our special transportation vans. There is no parking or pick up available at this spot for parents. The parking lot can become very congested at 3:40 and it is not the best place to be meeting your child. As in the morning, it is unsupervised.

Student Sign-In/Sign-Out Policy

We would ask that you make every effort to have your child arrive at school on time in the morning (for 9:10) and to remain until the 3:40 dismissal bell. This helps both your child and the other children in the class, by avoiding disruptions during the day. If your child does arrive late (after the morning song has finished playing), he/she will need to sign in at the office and receive a pass to show their teacher. If your child's class is in a portable, we will buzz into the class to let the teacher know that the child is on their way out. This is for your child's safety.

If you need to pick up your child before the regular dismissal time, please sign him/her out in the office before leaving. Parents coming to the school to collect students must report to the office and the students will be asked to meet with them there.

Visitors and Volunteers

We welcome parents and other community members as volunteers to our school. For safety reasons, all parents, volunteers and visitors must enter through the main school doors, sign in at the office and wear a visitor label identifying them as visitors. Upon leaving the school, they must sign out. Staff members wear name tags and will question people in the building without proper identification.

Access to school parking lot

Please do not drop off children in the parking lot. There is no visitor access to the parking lot before school, as we need to ensure that all staff have parking spots. During the school day, visitors are welcome to park in any empty spaces, or for a short visit, to use the area in front of the school.

Yard supervision

Before school and during outdoor recess times, there are teachers, lunch monitors and other staff members on duty, to supervise the children. We have staff who help students off the bus at arrival time and monitor their play before the bell rings. During outdoor recesses, teachers on duty, as well as paid lunch-hour supervisors, as well as two to four educational assistants may be monitoring the children. All of these adults work together to keep the playground as safe as possible for our students. It is important that we know of any other guest adults on the yard, so parents are asked to sign in at the office if they arrive at school during a recess time. Parents are asked to refrain from being on the yard while our students are outside.

The far boundary of our play area is marked by cones and students know they are not to go beyond this area. We are fortunate that we are connected to the City of Ottawa field, as this allows us a great yard area!

You will also see a "walking zone" which is marked by large paw prints (made by Tornado) to indicate that everyone is to walk while in this area as it is a high traffic zone. The area will be directly in front of the main exit door to the yard. During recess times, this is an area that students can use as a quieter play area.

Supervision during nutrition breaks

Your children will eat lunch and an afternoon snack, in their classrooms. Staff is on duty, circulating through classrooms or portables, as well as one or two lunch hour supervisors and educational assistants, who assist with this supervision. Our grade 6 students are invited to be lunch monitors for younger grades. These lunch monitors are more than happy to help students open up food packages etc. and to refer any problems to the teachers and other staff on supervision duty. The student lunch monitors are not responsible for student behaviour or safety – this is the job of



the adults on duty. It is, however, a rewarding leadership opportunity for our grade 6 students who enjoy working with younger children.

It would help if you could let your child know which foods are for lunch and which are for snacks. At the beginning of the year, you may wish to include some extra snacks, that your child can eat at other times, if he/she becomes hungry while adjusting to the school schedule.

Lunch Policy

Most students at Barrhaven, stay at school for lunch. Parents will be asked in September to indicate where their children will have lunch (at home or at school). Those who indicate they will be staying at school must bring a note if they are going to be signed out for lunch on a particular day. Students who have permission to go home every day, are expected to sign-out and then sign-in upon their return to school.

STUDENT HEALTH

Student Illness or Injury

If a student feels ill or is injured during school hours, he/she will be sent to the office and the staff will assess the situation. We can treat minor injuries, but we do not have medical personnel as part of our staff. If the child needs to go home, staff will make every possible attempt to reach the parent. If unable to reach the parent, the person identified by the parent as the emergency contact will be called. If this proves unsuccessful and/or the nature of the illness or injury is serious, an ambulance will be called.

Return From Illness

Parents sometimes request that their child stay indoors at recess time when he or she returns to school after an illness. We are unfortunately unable to provide alternate supervision for children during recess times. Please kindly refrain from sending your child to school unless he or she can participate in both inside and outside school activities.

Medication



Should a child require medication while at school, an Ottawa-Carleton District School Board Consent Form must be completed. If your child requires an EPIpen, then a protocol sheet must also be completed. You can download a copy of all of these forms from our School Website, under “Info for Parents”. The office staff will retain the medication in a secure cupboard in the main office and will administer it as directed by the physician. The Medical Officer of Health has directed that **NO** internal medication be dispensed to a student without a medical doctor’s signed order. For **life-threatening allergies or medical conditions**, part of the protocol is your permission for your child’s picture and name to be posted in the office area, the staff room, the classroom(s) and on the duty clipboards for quick identification in the event of an emergency. A copy is given to the bus driver if necessary and a copy is sent to the Board’s Transportation office.

Pediculosis (Head Lice)

Pediculosis is not considered a communicable disease but rather an annoying condition which spreads rapidly. Regular whole school checks are no longer done. If “head lice” or “nits” are present we ask that you contact the school immediately so that other children in the class can be checked at home by their parents, and follow the treatment suggestions on the information sheet provided by the school office. For more detailed information please have a look at ottawa.ca/health .

Fifth's Disease

A child who has contracted Fifth's Disease will display a rash on his or her face which gives the appearance of a hand slap (a more widespread rash will appear a few days later). However, like chickenpox, the contagious period for this disease occurs before the rash appears. There are usually no adverse effects to a child with this viral disease and once the rash appears, the child is usually no longer contagious. Your child may feel unwell and should be kept home if that is the case. There is a small risk if a pregnant woman contracts fifth disease. You may wish to discuss this with your doctor, if you are concerned. It is very important that you let the school know if your child has this virus, as we may have staff or volunteers who are pregnant.

GENERAL SCHOOL PROCEDURES

Change of Personal Information

Your assistance and co-operation are required in order that our office records are kept up-to-date at all times. Should any personal information change, such as home address for the family, the parents' home or work telephone numbers, the caregiver's name, address or telephone number or the emergency contact's name or telephone number, as well as email addresses, please notify the office as soon as possible. As of September 2016, please note that our weekly Principal's memo will be sent through an automated messaging system based on our up-to date electronic information. You will receive a verification sheet with your personal info in September. Please ensure that all is correct and return to the school as soon as possible.

Emergency School Closure

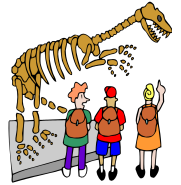
In the event of lack of heat, water or electricity, or due to severe inclement weather conditions, schools may close early in the day. In the fall, parents will be asked to provide the school with emergency shelter information. Please inform your child of an alternate plan for shelter should the regular routine not be available. If the school should close early, teachers will review the instructions provided by parents with each student to ensure he or she knows where to go and what to do in the event of an emergency dismissal. Closures will be announced on local radio and T.V. stations. Should we be required to leave the school building, the *Walter Baker Centre is our emergency site and parents would be notified to pick up their children from there.* School staff will supervise the students until parents arrive.

Student Use of School Telephones

Students will be allowed to use the main office telephone for *unexpected* school situations or illness that requires communication with a parent. Requests to use the telephone for social activities will not be permitted. If an emergency arises and you must contact your child during school hours, please phone the office and we will relay the message. Students are not to use cellphones during the school day.

Field Trips

Field trips are an extension of the school curriculum. Permission forms will be sent home in advance to be signed by the parent and returned to the school. This applies as well to any extra-curricular sporting event. No student will be permitted to go on a field trip or off-site sporting event unless the school has received the required permission. Students not attending these trips will attend school and follow a revised program in another class, while their class is away. Please note that no student will be denied access to any field trip based on an inability to pay.



Internet Use Policy

A student may not attempt to log onto the Internet without obtaining a teacher's permission. Internet access will only be granted to students whose parents have accepted and signed the O.C.D.S.B. Acceptable Use Agreement Form and Guidelines. School computers may not be used for transmission of any material that is prohibited, copyrighted, defamatory or threatening.

Please note that we are not responsible for damages and theft of any electronic devices that students bring to school such as cell phones, iPods, iPads or DS.

Media Consent

You will be asked to sign a media consent form each year. This allows your child to be part of any press photos that might be taken, as well as having their picture shown during school slideshows or included in any class photos.

School Supplies

Please check our website for the lists of school supplies that parents are asked to provide for their children this year. Providing the supplies is voluntary on the part of parents. Students who do not bring in their own supplies, will be provided with school ones to use.

Special Activities

We do not charge a student fee. However, over the course of the school year, there will be a number of occasions when your child(ren) may be asked to bring money to school. As partners in the education process, parents are able to enrich their child(ren)'s school experiences by contributions to specific, special activities and functions that would not otherwise be possible.

We recognize of course that families have restricted budgets so requests for your financial involvement are kept to a reasonable amount and financial assistance is available by contacting the Principal or your child's teacher. Contributions that are requested depend to a large degree on the specific grade and program of the student.

Some examples of additional expenses would be field trips (bus and admission fees), cultural events, swimming lessons and special class events and may add up to approximately \$30 per child. Each year, some grades are involved in formal swimming lessons at the Walter Baker Centre. The cost of these

lessons would be an additional expense. No student will be denied access to any program or field trip based on an inability to pay.

In addition, there are optional activities that families may choose to participate in such as school photos, Movie Nights, and lunch days.

STUDENT RESPONSIBILITIES

CODE OF CONDUCT

Safe Schools Policy

The OCDSB believes that it is the right of each learner and staff member to work in a safe environment, free of concern about personal safety. Barrhaven Public School encourages conflict resolution, self-discipline, positive attitudes and pride in our school. Physical, verbal, written and psychological abuse, bullying and/or discrimination on the basis of race, culture, religion, gender, sexual orientation or any other attribute is unacceptable.

The underlying premise of positive student behaviour is that students are accountable for their actions. Students are expected to demonstrate honesty and integrity in all matters, including copyright and academic acknowledgement. Most incidents are of a minor nature and can be addressed on the spot with reminders of appropriate behaviour. More major problems will occur from time to time and will need to be dealt with effectively so that learning does occur. The overriding objective of our discipline protocol is not punitive, but is to help students develop self-discipline and respect for themselves and others. We assist students to be good citizens, to accept responsibility and to develop problem-solving abilities. Children who experience consistent, logical and realistic consequences learn that they themselves have positive control over their own behaviour.

- When it is necessary to take some kind of disciplinary action with a student we try to be reasonable, consistent and fair. Most of the time consultation with parents is an element of our disciplinary strategy.

For the past year, the staff has been working hard on implementing the WITS program in our daily lives. *Walk away, Ignore, Talk it out and Seek Help* are reminders and tools to help students deal with situations that arise. Please visit the WITS website at www.witsprogram.ca to find out more and to access WITS for Families.

“HowlABOUTs”

This program recognises positive behaviours demonstrated by our students and recognizes their contributions to a peaceful school climate. “HowlABOUTs” are submitted by staff members to the office to be read over the P.A. system during the lunch announcements. Recognized students are then invited to come to the office to receive their certificate from a member of the administration team.

Student Leadership Opportunities

Students in grades 4,5 and 6's who are responsible and display good leadership skills and initiative are invited to become involved in a variety of leadership opportunities such as:

- Peer Mediators
- Being trained as a PAL (Playground Activity Leader)
- Door and/or lunch monitors
- Helping teachers and office staff with various tasks
- Recycling



Homework

Students in the primary and junior grades will receive a minimal amount of assigned homework. The normal school day should provide sufficient time for students to complete the required lesson assignments. A good rule of thumb is that students do approximately 10 minutes of directed study or review for each grade they are in (e.g. grade 1 - 10 minutes; grade 4 - 40 minutes per night). Setting a short period aside three or four nights a week during which you encourage your child to read is beneficial.

Bicycles, Roller Blades, Skateboards, Wheelies and Scooters

During the fall and the spring, parents may choose to allow their children to ride their bicycles to school. It is mandatory that all students who ride their bicycle to school wear a helmet and lock their bicycles to the racks. Bicycles must be walked on school property. Please note that roller blades, skateboards, wheelies and scooters are not allowed to be used on school property as they jeopardize the safety of students.

School Dress

We are proud of our students at Barrhaven PS, both while they are at school and while they are out in the community. An appropriate dress code reinforces the pride we feel in our school and students. Students should dress in a neat, clean manner. Appropriate dress is based on concerns related to health, good taste, weather conditions and type of activity. Clothing must not distract from the positive learning environment enjoyed by students and staff. Parents will be notified if their children are wearing inappropriate clothing. Indoor shoes must be worn at all times for safety reasons.

Recess Attire

Students can spend up to a total of 55 minutes outside for recesses during the day. They also have outdoor Physical Education classes on a weekly basis. It is essential that they come properly dressed for all weather conditions. Hats, mitts, scarves and snow pants are a necessity for winter weather. Hats and sunscreen are a must for sunny spring and summer days. Students are expected to wear rain gear on rainy days.



Physical Education

Our school places a strong emphasis on physical education. Students are expected to have appropriate running shoes and clothing in order to participate in regularly scheduled physical education and extracurricular activities, both inside and outside. Flip flops and crocs are not acceptable.

All classes participate in Daily Physical Activity for at least 20 minutes per day. This can be in the classrooms, in the gymnasium, outside or in the hallways. ***Please note that throughout the year your child may be using adjacent City of Ottawa property during supervised physical education times for soccer, the walking club, Terry Fox and Track and Field.*** A consent form (OCDSB 122) was sent home in the first week to give permission for this purpose.

Textbook/Library Book Replacement

Textbooks are provided free for use by students. However, the cost of replacing textbooks and/or library books places a severe strain on the operating budget of the school. Students are therefore asked to treat all school books with respect and accept responsibility for their care. Payment will be required for any textbook or library book that is lost or unduly damaged.

Care of Personal Property

It is difficult to ensure the safety of personally owned property that is brought to school. Although we will do everything possible to safeguard belongings, please be advised that neither the school nor the Board can accept responsibility for loss or damage to any personal property. We remind students to make sure that their names are on all valuable clothing or sports equipment. Students should not bring expensive electronic or other valuables to school. (e.g.: electronic games, MP3 players, etc.).

Lost and Found

A Lost and Found box is provided by the school for misplaced items. Students and parents are encouraged to look for lost items in the box on a regular basis. To avoid unnecessary loss of articles, we encourage parents to label items, particularly those of young children. At times throughout the year, unclaimed articles will be displayed for students and parents to reclaim. Please visit the **Friends of Barrhaven** Facebook page to see all of the lost and found articles. All unclaimed items will be donated to a local charity. Small valuables, are kept in the school office.

TRANSPORTATION

Students who live the following distance from school are entitled to bussing:

Kindergarten – 800 meters or more from school

Grades 1-6 – 1.6 km or more from school

The school bus is an extension of the school, and as such we have the same expectations for student behaviour as we have at the school. The school bus driver is an agent for the school, and is in charge of the students when they are on the bus. The bus driver communicates regularly with the school administration team and shares any incidences that must be addressed on the bus. A bus report is filled by the driver and shared with the Principal and/or Vice Principal. The Vice Principal meets with each student and discusses the report and a consequence may be given depending on the circumstance. Copies of these reports will be shared with parents if such an event occurs. If there are continuous warnings or severe behaviour incidents on the bus, the Vice Principal may choose to suspend the

student from riding the bus. Please remember the riding the bus is a privilege and all schools rules apply to bus behaviour to ensure safety of all children riding the bus.

Policy and Procedure for Transportation for Students in Joint Custody Arrangement with Two Homes

Students who divide their time between two parents are permitted to ride on two different school buses. Both homes must be within the attendance boundary and eligible for transportation. A formal application process requires that both parents and/or guardians sign the application and schedule. Access schedules must be consistent, weekly or bi-weekly, and may be limited to ensure student safety. Other safety and operational risks will be assessed prior to approval or denial of each application.

Please note that any time a student travels to and from school on one school bus, there is a risk they will get on the wrong bus, get off at the wrong stop, miss their bus, a parent may not be at the stop to meet their kindergarten student, and so on. An alternating schedule, which may occur on different vehicles, and stopping at different locations, is more challenging for a child to manage. It is very important that parents/guardians have a good grasp of their child's ability to understand their schedule and to self-advocate when transportation does not go as planned.

All documents relating to bussing (applications, transportation schedule calendar, FAQs, policies and procedures) are posted online at:

<http://ottawaschoolbus.ca/>

If you require a paper copy of these forms and documents, please contact the school office.
For more information please contact the Ottawa Student Transportation Authority.

Please note: *Students will not be permitted to switch buses, or to get off at other stops on the same run. Parents wishing to take their child off the bus at dismissal must first report to the office to sign out their child.*

Unfortunately we cannot accommodate any students on a school bus other than those who are entitled to bus transportation. Any empty seats can be applied for through the office and are decided upon in early October. Access to an empty seat is subject to change throughout the year and is not guaranteed.

School Bus Cancellations



School bus cancellations (usually for inclement weather) will be announced on local radio and T.V. stations, between 6:30 a.m. and 8:00 a.m. An email to parents will be sent automatically indicating bus cancellations. When buses are cancelled in the morning, they will **not** deliver children home in the afternoon. Children driven to school by their parents when the buses are cancelled must be picked up at the 3:40 p.m. dismissal.

Bus Company Info: Yellow school buses: Voyageur Transportation 613-567-1000 or 613-836-0502. Vans – Sommer Transportation 613-723-9677. Please call these companies directly if your child is ever late being picked up or dropped off. For other transportation inquiries, please contact OSTA at 613-224-8800 extension 3 Centre West Zone.

SCHOOL COUNCIL

School Council is a valuable home/school link that supports the learning environment of our students and your children. The Council acts in an advisory capacity providing ideas and input to assist the principal and where appropriate, school board trustees in their decision-making on educational issues. School Council membership includes parents (elected by parents), the principal, one member of the teaching staff, one non-teaching staff representative and an appointed community member. The School Council will be established upon the first meeting when monthly meetings will take place.

In addition, our School Council organizes many activities throughout the year, some of which are fundraising activities to enrich the learning environment for all children. Examples of these are: Walk-a-thon in the fall, movie nights throughout the year, weekly school lunches and a picnic/BBQ in June. Please consult the Friends of Barrhaven Public School Facebook pages as well for reminders.

VOLUNTEERS

PLEASE CONSIDER BECOMING ONE OF OUR VOLUNTEERS. We are always looking for parent to help with activities, such as Reader Leader, clubs and general help in the classrooms.

WE'RE LOOKING FORWARD TO A GREAT YEAR TOGETHER!