



# Bayview Public School Parent Handbook 2016-2017

Instructional School Day 8:30 to 3:00 pm  
Office Hours: 8:15 to 3:00 pm  
Phone: 613-733-733-4726 Fax: 613-733-8509  
Web: [www.bayviewps.ocdsb.ca](http://www.bayviewps.ocdsb.ca)

Follow us on: Facebook page under “Bayview Public School.”  
“Twitter.com/Bayivew\_PS\_P”

Principal: Mrs. Vivian Bright  
Office Administrator: Mrs. Tobin Laliberté  
Office Assistant: Mrs. Kelly Beardshaw  
Chief Custodian: Mrs. Kathyne (Kathy) Presley

Parental support of their child’s education is a key factor in student achievement. Parents/Guardians are asked to help their child form good learning habits and a strong home connection by checking the communication books (Kinder to gr. 2) or agendas (grades 3 & 4) on a daily basis. Please initial all notes from staff.

<b>School Holidays &amp; Professional Activity Days (no school)</b>	
<b>Reporting Period 1</b>	<b>Reporting Period 2</b>
Monday, September 5 – Labour Day	Friday, February 17 – PA Day (District Priorities)
Tuesday, September 6 – First Day of School	Monday, February 20 – Family Day
Friday, October 7 – PA Day (Provincial Priorities)	March 13-17 Inclusive –March Break
Friday, November 18 – (PA Day Parent/Teacher Interviews	Friday, April 14 – Good Friday
Friday, December 23 – January 6 Inclusive – Christmas Holidays	Monday, April 16 – Easter Monday
Monday, January 6 – First day back	Friday, May 19 – PA Day (Provincial Priority)
Monday, January 30 – PA Day (Report Card Development)	Monday, May 22 – Victoria Day
	Friday, June 10 – PA Day (Report Card Development)
	Thursday, June 27 – Last day for students

The School Year Calendar for 2016-2017 is posted as a separate document on our webpage. A copy is also sent home with every family in the fall. In order to address lost instructional time due to School Holidays and P.A. Days occurring on Mondays and Fridays, we will be following an adjusted schedule on the following 7 dates during the school year. All other dates will follow a regular Monday-Friday schedule.

Tuesday, October 18<sup>th</sup> will follow a MONDAY schedule  
Thursday, November 10<sup>th</sup> will follow a FRIDAY schedule  
Wednesday, December 7<sup>th</sup> will follow a MONDAY schedule  
Thursday, January 26<sup>th</sup> will follow a FRIDAY Schedule

Tuesday, March 28<sup>th</sup> will follow a FRIDAY schedule  
Wednesday, April 26<sup>th</sup> will follow a MONDAY schedule  
Tuesday, May 16<sup>th</sup> will follow a FRIDAY Schedule

## Welcome

Welcome to the 2016-17 school year at Bayview Public School. We look forward to an excellent year of learning in a safe and caring environment. Our staff works with students and parents to promote excellence. To create a safe and caring environment, we focus on character development, particularly the ten attributes defined in OCDSB A *Community of Character*. They are:

- Acceptance
- Cooperation
- Fairness
- Optimism
- Respect
- Appreciation
- Empathy
- Integrity
- Perseverance
- Responsibility

We encourage students to develop as independent respectful and responsible citizens who engage in lifelong learning. We aim to engage students in their learning and in service to others. We challenge our students to accept their responsibilities and take advantage of the many learning opportunities, so that their years at Bayview are productive, enjoyable and memorable.

**Parents**, you are a **key partner** in your **child's education**. **Please do not hesitate to contact us should you have any questions or concerns.**

### BAYVIEW MISSION STATEMENT

Bayview fosters respect (for self and others), responsibility (both personal and social) and resourcefulness, cultivating not only proficiency in French and English but also a lifetime love of learning, thus developing each child's full potential as a confident, contributing member of society.

## DAILY SCHEDULE

08:15	Supervision begins <b>(Students should not be left in the yard alone before this time.)</b>
8:30	Entry & Learning Block 1 (120 Minutes)
10:30	Recess & Nutrition Break
11:15	Learning Block 2 (120 Minutes)
1:15	Recess & Nutrition Break
2:00	Learning Block 3 (60 minutes)
3:00	Dismissal
3:10	Students not picked up will be brought to the office

### MORNING ARRIVAL & ENTRY

Supervision in the yard starts at 8:15 am. Students in grades 1-4 are supervised in the school yard at the back of the school. Kindergarten students are supervised in the fenced in Kindergarten yard at the front of the school. During severe inclement weather conditions, students will be permitted to enter and remain in the hallway at 8:15 am.

Students who are not ready for entry at 8:30 am are late and parents need to ring the doorbell and sign their child in at the office. **We ask for your cooperation in ensuring your child arrives between 8:15 and 8:30 am.**

### VISITORS

Parents are welcome to visit the school. For safety, school doors are kept locked and parents enter by ringing the front door bell. **All visitors (including parents/guardians) MUST sign in at the office before going anywhere else in the building between 8:15 am to 3:15 pm.** Visitor tags will be issued when visitors sign in at the office. Parents who wish to visit a classroom should **arrange the visit ahead of time** with the classroom teacher. At the end of the day parents picking up their children should meet students in the school yard. If they have children in both kindergarten and grades 1-4, they should pick up their kinder child first and then go to the back of the school and pick up their older child(ren).

## School Routines

### ACCIDENTS/INJURIES

Students should report or be brought to the office immediately following any accident. All head injuries must be reported to office staff and we will inform parents if there are any signs of a concussion. Please ensure your emergency numbers are up to date with the school office so we may always be able to quickly contact you.

### ATTENDANCE: ABSENCES & LATES

Research concerning student success in school clearly points to regular attendance as being crucial.

Students are expected to attend school every day- **on time**- and to participate in all organized activities unless they are ill. Students are expected to attend school on special activity days. If an appointment requires that a student miss part or all of a school day, parents are asked to send a note to your child's teacher, if possible in advance.

If you need to make any changes to your child's normal pickup routine it is imperative that you write a note in your child's communication book/agenda. **Please avoid last minute calls to the office in the afternoon, we respectfully ask that you not call after 2:30 pm. We would regret putting your child on the bus when in fact you were intending to pick them up.**

Parents/Guardians must phone the school to communicate any absences or lates **and state the reason.** (The Education Act requires either a written note or verbal communication from parents explaining the reason for absence.)

Messages can be left on the school answering machine which is in service 24 hours a day. **A student who arrives late needs to be signed in by a parent.** When leaving school during the day, the parent/guardian must sign out their child at the office.

Regular attendance is important; we ask that parents avoid taking holidays during the school

year. **Some** work can be provided during an unavoidable absence, but it is **no replacement** for being present at school. It will be the family's responsibility to help their child catch up.

### APPROPRIATE USE OF TECHNOLOGY

The District recognizes the benefits that technology can bring to support student learning. The District supports and encourages responsible use of technology through the nine principles of digital citizenship (see section on Digital Citizenship). Users who are given access to the District's technology, its electronic devices, or who use their own technology or personal electronic devices in the District's learning or work environment are required to know and abide by the District's policy (P.100.IT Appropriate Use of Technology) and procedure (PR.622.IT Appropriate Use of Technology) is being used in a safe, legal and responsible manner.

### BICYCLES

Students who ride their bikes to school are welcome to use the bike racks. **Each rider must wear a helmet, as it is the law.** Bicycles are not to be ridden on school property; they are to be dismounted at the edge of the property and walked to the **bike racks** where they are to be immediately locked with a **good quality lock.** The school cannot accept liability for lost, stolen or damaged bicycles. Students are not to lock bicycles to the kindergarten fence. Students are asked to stay away from the bike racks during school hours.

### BUS CANCELLATIONS

School bus cancellations will be announced on local radio stations usually between 6:30 am and 8:00 am. You can also [sign up for email notifications at ottawaschoolbus.ca](mailto:ottawaschoolbus.ca)>Delays & Cancellations>Subscribe Now! The website is often down on bad weather days because everyone is trying to log on at the same time. The emails make it simple & require no effort once you've signed up. Though buses are sometimes cancelled due to inclement weather, school is not cancelled. When buses are cancelled in the morning they are also cancelled in the afternoon. Therefore, children

driven to school will also need to be picked up punctually at 3:00 pm. (see End of Day Dismissal when buses are not running)

### **BUS LOADING ZONE**

The laneway at the front of the school **must** be kept clear of cars between 8:00-8:45 am and from 2:00-3:15 am for the safe and timely arrival of the buses loading and unloading of students.

### **CODE OF CONDUCT**

Refer to the section at end of School Routines

### **COMMUNICATION**

We believe in open communication between the home and school. Methods of communication include:

- Bayview Weekly New (email from Principal)
- Notes in the student agenda (grades 3 & 4) or note tote sac de communication, (Kinder to grade 2) (usually the best way to contact the teacher)
- Telephone calls/e-mails
- School Webpage [www.bayviewps.ocdsb.ca](http://www.bayviewps.ocdsb.ca)
- School Facebook page
- School Twitter
- School Council Meetings
- Progress Report (November) (all students)
- Parent-Teacher Interviews
- Report Cards (February & June all students)

Parents can usually expect an initial contact from their child's teacher by the following school day. If for some reason you don't hear from the teacher, please advise the office so we can facilitate contact. The quickest way to reach the Principal is to call the office.

### **COMPUTER USAGE/INTERNET SAFETY**

In September, each student will be assigned a user name and password.

- Only students who have returned a signed Internet permission form ("**Appropriate Use of Computer and Internet**")

**Technology")** will be allowed access to the internet.

- Students are to check with the supervising staff member before sending work to the printer.

Parents/Guardians are asked to monitor their child's Internet access at home.

### **CROSSING GUARD**

An Adult Crossing Guard has been provided to us from the Ottawa Safety Council. The Crossing Guard will be at the corner of Owl and McCarthy from 8:00 to 8:40 and 2:50-3:30 pm every day. Should you have any questions or concerns, please contact 613-238-1513 x225.

### **CURRICULUM**

We follow the Ontario Ministry of Education curriculum which can be accessed on the Ministry of Education webpage. Should you have any questions or concerns, do not hesitate to contact your child's teacher(s) and then the Principal.

### **DAILY PHYSICAL ACTIVITY (DPA)**

Physical activity is fun and healthy. At Bayview we encourage students to be active and maintain a nutritious diet. Students are given 200 minutes of Physical Education and Health weekly. Generally each class (grades 1-4) uses the gym for 30 minutes daily. The Kinders have physical activity each day and generally also go to the gym daily (20-30 minutes). During this time they are given ample opportunity to exert energy and are expected to raise their heart rate. On days that students do not have a scheduled Physical Education period, they are allocated 20 minutes of DPA (Daily Physical Activity) in the classroom or outside for moderate to vigorous activity to raise their heart rate.

### **DIGITAL CITIZENSHIP**

The District recognizes the benefits that technology can bring to support student learning, staff development, communication with stakeholders, and other administrative and operational activities aligned with the core business functions of the District. The District supports and encourages responsible use of

technology through the following nine principles of digital citizenship:

- **Digital Access:** Equity of access is essential to the effective use of technology in both the learning and working environment.
- **Digital Commerce:** Technology users must be competent consumers when engaging in the purchase of goods and services online by ensuring transactions are made on appropriate and secure sites, and that all transactions involve the legal exchange of goods, services and information.
- **Digital Communication:** Technology users must recognize the wide variety of communication mediums available to them, and must consider the most appropriate time, place and method, when collaborating and communicating with others.
- **Digital Literacy:** Technology Users must be accepting of new and changing technologies and willing to learn and use them in the workplace and in the learning environment.
- **Digital Etiquette:** Technology users must recognize that certain activities that are acceptable for personal use may not be appropriate in other settings, users must inform themselves of the standards of conduct or procedure or organizations when using their technology.
- **Digital Law:** Technology users must be aware that their online actions are subject to real world consequences if they are considered illegal downloading, plagiarizing, or stealing someone's identity.
- **Digital Rights and Responsibilities:** Technology users must recognize the basic digital rights and responsibilities extended to all users.
- **Digital Health and Wellness:** Technology users must recognize the importance of protecting themselves in an environment where technology use can have, for example, eye strain, repetitive stress syndrome, the impact of reduced physical activity, or internet addiction.
- **Digital Security (self-protection):** Technology users must recognize the importance of protecting themselves in an environment where technology is shared by diligently backing up data, keeping computers password protected, and not sharing passwords or personal information with others.

## **DRESS CODE**

Students are expected to dress appropriately, using conventions of modesty and good taste, and dress according to weather conditions. Clothing should reflect the requirement for the school to be a safe and respectful learning environment, where respect for learning, decency, cleanliness, respect for the rights and dignity of others, regard for the safety of persons and property and a drug and alcohol free environment, are demonstrated. The Board and School Dress Codes will be reviewed in 2016-17.

Inappropriate dress at school includes:

- Sexually explicit or revealing clothing (i.e. please no bare midriff, or tube tops).
- Dress with wording or graphics that advocates violence, the consumption of alcohol, tobacco or illicit drugs, is racist, sexist, profane or demeaning to another person or that is perceived to be associated with gang affiliation (this includes bandanas).
- Visible undergarments;
- Wearing caps, hats, hoods or outdoor clothing inside; and
- not dressing for weather

## **DRESSING FOR THE WEATHER**

Students go outside on a daily basis for fresh air and exercise, except for extreme weather conditions (pouring rain/extreme cold or heat). They are expected to be dressed appropriately. Adults generally try to avoid stepping and falling into mud puddles; however, many students are strongly attracted to them. Being mindful of this difference in perspective, parents are asked to ensure that their child(ren) come to school dressed properly for the weather. Waterproof boots are recommended in wet weather. In the very cold weather snow pants are recommended and must be worn if a student wants to slide on a snow hill. In the hot weather, liquid sunscreen (please no spray-on sunscreen) and a hat are recommended. Please consider assisting your child to apply sunscreen at home and before coming to school. Sunscreen can be sent to school for reapplication by your child. **Please do not send aerosol sunscreen products.**

### **EARLY CLOSING**

On rare occasions it is necessary to close the school early because of some emergency. Forms are sent home during the first week of school asking parents to indicate where a child will go should an early closing become necessary. Parents should not expect to receive a phone call from the school or their child as there are over 300 students in the building. On days of severe weather, parents should listen to the local radio stations regarding bus cancellations. If buses are cancelled in the morning, they do not run in the afternoon.

### **END OF DAY DISMISSAL WHEN BUSES ARE NOT RUNNING**

If buses are cancelled in the morning and you bring your child to school you will need to pick up your child punctually at 3:00 pm. Please remember to drive slowly to stop at the stop sign at the bottom of the hill.

Parents of Kinder children may either park or walk to the front door, drive to the bus lane (as buses are not running) and Kinder staff will bring your child to you. If you have older students to pick up, please park in the parking lot and meet your grade 1-4 children in the back. Alternately, if it is very slippery park on Owl Drive and walk to the back of the school.

### **FIELD TRIPS**

Teachers organize field trips to enrich the school program. In order to participate on school field trips, students are expected to follow our school Code of Conduct. A field trip permission form will be sent home for parental signature. Without a completed and signed **permission form (it cannot be faxed)** students will not be able to participate in the field trip. The school usually asks for a contribution to help with costs. If the child cannot go on the trip after payment has been made, we can refund the cost of the activity, but not the cost for the bus transportation. We ask for your support in making sure that **FORMS AND MONEY** are returned to the teacher by the **deadline indicated** and **definitely at least one day before the scheduled field trip** as a photocopy of the completed paperwork has to be made prior to trip

departure. Should a subsidy be required, please contact the school.

### **FIRE DRILL & LOCKDOWN PRACTICES**

In accordance with the Board policy, six fire drills are held and in addition we practice two lockdowns. During practices parents and students will not be able to enter the school. The signal for a fire drill is the **continuous ringing of the alarm**. At first sound, all students stand; walk quietly and at a normal pace to the proper exit. Students line up in the designated area outside in alphabetical order and await further directions from the staff member in charge. Lockdown practices consist of students and teachers remaining silently in the class away from windows normally sitting against the wall closest to the hallway. Doors are locked and curtains pulled.

### **HEALTHY EATING**

Healthy foods are encouraged and expected at Bayview. Research has shown that children who eat a healthy diet are more ready to learn and more likely to be successful in school. Fruit, vegetables, grains, protein and dairy products are encouraged rather than (prepackaged) sugary items. We encourage children to drink water or milk at school. Candy, fruit drinks, pop or chocolate bars should not be sent to school, but rather be enjoyed as a treat at home. That being said, the day after Halloween children may bring candies to school!

### **HOMEWORK**

All students at Bayview are expected to do regular "homework". A substantial body of research indicates that a reasonable amount of homework can improve student's organizational skills as a child progresses through to higher grades and even academic achievement. It is also essential if students are to acquire certain kinds of study skills. The following study skills are reinforced through homework: managing school materials, maintaining a home study area, following directions, time management, and self-management.

**Homework links home and school both practically and symbolically. It lets parents become involved in the school lives of their children. They become more aware of the level their children are working at, the progress being made and their work habits. It provides an opportunity for students to make the connections between schoolwork and everyday life.**

Teachers evaluate work that has been completed by the student. Thus, it is important that we teach students to do their own work, so that they do not rely on parents to complete, for example, projects at home.

We believe that the expectations of teachers and parents need to be positive and supportive if homework is to lead to good work habits. Homework should be meaningful and the best homework encourages critical thinking. It is good to allow students to be involved in decisions about where and when they will work. Some work best in their room, in a quiet place, free from distractions while others work best at the kitchen table where someone is close by and ready to assist. Some students are more focussed when listening to music, others are distracted by it.

Good homework practices help cement the homeschool bond that contribute to children's academic achievement. **An average of about 10-30 minutes in the primary grades (grades 1-3) and 40 minutes in grade 4 from Monday to Thursday** a night is considered reasonable to work on school work, ideally with supervision appropriate to the needs of the child. Students should be encouraged to read for pleasure on a daily basis, even on the weekends.

We do not assign homework/projects over the holidays. Students are expected to work hard during the school week, and families benefit from family time without formal homework on the weekends and during holidays. That being said, students who do not complete class work or have been absent from school can expect to have to do some work over the weekend.

**In summary, there may not be formally assigned homework each night. This does not mean there is 'no' homework. Students should still spend the allotted homework time on activities such as:**

- talking with an adult about what they are learning
- reading
- project work (e.g. oral presentations, research)
- organizing work and materials (e.g. notebooks, school bag)
- reviewing class work, keyboarding skills
- practicing math facts for speed and accuracy

We ask that parents/guardians monitor the amount of time being spent on homework and let teachers know if there are any concerns **too much** or **too little** homework. Homework should not be an onerous time for families, and if it is we urge you to contact your child's teacher(s).

#### **ILLNESS AT SCHOOL**

Students can be assured that if they become ill during the day, we will make them as comfortable as possible until their parent/guardian can make the necessary arrangements for them to go home or to a caregiver. Please make sure the office has up-to-date phone numbers and the name of an emergency contact.

If your child is ill and unable to participate in the regular program, including recess, please keep your child home for the day. We thank you for caring about the health and well-being of all our students.

#### **LIBRARY**

The library is staffed by a part-time library technician. Students visit the library throughout the week. In order to ensure that our library books are maintained, lost or damaged books must be replaced each term. Should a book be subsequently found, the cost will be refunded.

#### **LOST AND FOUND**

The lost and found is located in the hallway between rooms 107 and 108. To easily identify lost items, all personal belongings should be marked. Parents are encouraged to visit the lost and found on a regular basis. At the end of each term,

unclaimed items will be displayed on long tables for students and parents to reclaim. All unclaimed articles will then be donated to a local charity. Small valuables such as jewelry are kept in the office.

### **NUTRITION BREAK ROUTINES**

All students eat in designated classrooms. Grade 4s serve as lunch monitors in classrooms. There are generally 2 teachers on duty that walks from room to room (gr. 1-4) to provide supervision.

- Students are to talk quietly.
- Students are to remain seated.
- Students remain seated until they are dismissed to go outside.
- We encourage all students to bring **litter less** lunches.
- We participate in the “**boomerang lunches,**” which means that packaging and uneaten food is sent home each day for composting and recycling. Not only is this environmentally friendly, but it allows you to know what your child has or has not eaten. Please make sure to send a container for such things as banana peels and apple cores so these items can be composted at home and do not leave a mess in your child’s lunch bag. If your child participates in the milk program, milk containers can be rinsed and recycled at school.

### **OUTDOOR RECESS**

All students must go outside unless in an adult supervised inside activity. Students in an activity must remain in that activity for the duration of the recess and may not leave the classroom and wander the halls. Students wishing to re-enter the school during recess must get permission and a hall pass from a staff member on outdoor duty.

### **INCLEMENT WEATHER**

During inclement weather (pouring rain or extreme cold), students remain in their classroom for recess and may read or play games. Grade 4 monitors will remain in the rooms in which they monitor.

### **MEDICATION (including epipens)**

Forms available from the office must be completed for students required to take medication at school. All such medication must be kept at the office. A

log sheet is kept and a record made each time medication is administered. Inhalers should be kept at the office and may, if needed on a daily basis. No medication can be given to a student unless it has been left at the office by a parent/guardian and an authorization form has been signed by a doctor for the current school year.

**Parents of students with anaphylaxis (life threatening allergies)** or any other serious medical condition must **fill out the appropriate medication prior to the beginning of EACH school year**. The office opens one week before classes begin for parents to bring in the required paperwork and medication. Students must bring their medication (includes asthma inhalers) and their second epipen with them on field trips.

### **PEANUT/NUT SMART SCHOOL**

Please be aware that we have students with life-threatening allergies (anaphylaxis) to certain products, especially peanuts and other nuts. This is a medical condition that causes a severe reaction to specific foods and can result in death within a few minutes. While it is impossible to create a completely risk-free environment, together we can take important steps to minimize potentially fatal allergic reactions.

Out of respect for students with life-threatening allergies to peanuts and peanut products, we respectfully ask that students eat something besides peanut butter and nuts (i.e. peanuts, almonds, cashew & hazelnuts) at school. This request does not apply to items which list the disclaimer. “May contain traces of nuts/peanuts”.

We thank you for your cooperation.

**For student safety, and in accordance with OCDSB policy, students with anaphylaxis must always carry an epipen with them (preferably in an e-belt). A second epipen must be provided and is kept in the office.**

### **PUNCTUALITY**

Punctuality is a very important habit for students to develop. In the early years, students are dependent on their parents for arriving to school on time. Thus, **your cooperation in having students arrive 8:15-8:30 am is requested. It is**



very disruptive to staff who are trying to teach, to have continuous interruptions as students enter the classroom once lessons have begun. It also takes the office staff from other important tasks in the office if they have to continually interrupt what they are doing to help parents sign in their students and then enter the lates into the attendance system. We request your assistance in helping students learn from example the importance of punctuality. Thank you so much!

### SAFE PLAY

It is essential that students understand the importance of playing safely while in the school yard. During recess students are expected to:

- Listen to and respect, at all times, the staff on supervision.
- Stay in their designated yard.
- Stay off the wooden garden borders
- Refrain from climbing trees
- Refrain from breaking branches or pulling leaves off trees.
- Refrain from playing in the hedges
- Keep their hands and feet to themselves (NO touching, NO pushing).
- During the winter: snow remains on the ground (NO throwing snow, kicking snow, or face washing).
- Students are encouraged to build with snow, when they no longer wish to play with their creation; they leave it for other students to enjoy.
- Follow the play structure rules for safe use posted in each classroom.

### REPORT CARDS/INTERVIEWS

In accordance with Ministry of Education direction, a **progress report** will be sent home in November for all students in grades 1- 4. It emphasizes students' learning skills and overall performance. In Kindergarten it is called "Kindergarten Communication of Learning Initial Observations". Parent **Interviews** are scheduled in November.

Two **report cards** will be sent home for all students one in February and the second at the end of June. Teachers report informally to parents during the year and **parents are encouraged to maintain**

**regular contact with the teachers.** Please to do not hesitate to contact us or your child's teacher.

### SUN SAFETY

**Increased sun awareness indicates the need** to SLIP on a shirt; SLAP on a hat with a wide brim; and SLOP on some sunscreen-to prevent over-exposure and sun damage to our skin, especially when playing outside in the heat of the day. **Please consider having your child apply sunscreen before coming to school. Please do not send aerosol spray**

### TRANSPORTATION TO AND FROM SCHOOL

#### Driving and Walking

If you drive or walk your child to school, you may park either in the school parking lot or on Owl Drive. Please come to a full stop at the stop sign as you enter the parking lot. There is no stopping or parking directly in front of the school as it is a bus lane. Yard supervision begins at 8:15.

#### Busing

Students who are bused to school are always met by a staff member at the bus. Kinder students are walked to the Kinder yard. Students in grades 1-4 walk on the sidewalk to the back of the school.

Bus routes will be posted to Ottawa Student Transportation Authority (OSTA) during the last week of August. Please expect that buses may be late or early during the first two weeks of school. For last minute updates you might like to download the locator app found at OCDSB. For further information about bus routes, please call OSTA at (613) 224-8800 or visit the website at [www.ottawaschoolbus.ca](http://www.ottawaschoolbus.ca). We are in the **EAST** zone.

#### Bus Safety

The safety of our students is of paramount concern to our staff and drivers, and we need the help of every student, parent/guardian to ensure safety. The driver needs to be able to focus on safely driving your child rather than be distracted by poor behaviour.

While there are no adult bus monitors on school buses, some of our grade 4 students act as

informal monitors to model positive and safe behaviour.

Please remind your child to report instances of misbehaviour to the driver. Likewise, parents should bring concerns to the attention of the driver and/or the school. When the driver is aware of misbehaviour, bus incident forms are filed out and given to the Principal for follow-up. Riding the school bus is a privilege and this privilege can be withdrawn by the Principal (i.e. bus suspension).

#### School Bus Safety Rules

- At your bus stop be properly dressed for the weather, be on time and wait in a safe place.
- Stay out of the “danger zone”. If you drop something under or near the bus, tell the driver.
- Don’t push or shove and make sure to use the handrail when getting on or off the bus.
- Take your seat right away and after boarding, stay seated until you leave the bus.
- There is no eating or drinking allowed on the bus.
- Don’t open the window without the bus driver’s permission.
- Always speak softly and listen to the bus driver.
- Walk straight to the shoulder of the road or sidewalk. If you must cross the street, count out 8 to 10 steps along the curb and wait for the driver’s signal. Look both ways before you cross the street.

#### Bus Stop Locations

Please be aware that **your child’s bus stop will not be at your door.**

- Kindergarten students can be expected to walk up to 800 meters to their bus stop and must be accompanied by a responsible adult on their walk.
- Students in grades 1-4 are expected to walk up to 1.6 km.
- Arrive at the bus stop 5-10 minutes before the scheduled pick-up time.
- Students should dress properly for the weather.

#### Responsibilities of Parents/Guardians

- Ensuring a parent or guardian is available to receive the kindergarten student at drop off;
- Accompanying student(s) on their way to the stop location;
- Ensuring the safety and security of student(s) while waiting at the stop location;

- Assisting student(s) when getting on and off of a school bus into or out of a small vehicle, including restraints if applicable;
- Ensuring the safety and security of student(s) after getting off the bus at the drop off location when returning from school; and
- Providing adequate access/supervision to the student(s) at home and /or caregiver as specified by the parent/guardian.

#### Stop Locator

The OSTA website has a feature called “**Stop Locator**”

<https://ostabusplanner.ottawaschoolbus.ca/StudentLogin.aspx>. This feature allows parents to access bus stop information for their children starting in mid-August when it will be updated with the upcoming school year’s bus route schedules. The “**Stop Locator**” feature shows pick up and/or drop off time(s), bus stop and route information for eligible students who are assigned to regular “yellow school bus” service.

A reminder that students who are in a **joint custody arrangement and require transportation to two homes** may apply for transportation to an alternate home/daycare location based on the parties’ access schedule. All eligibility rules apply to the second address.

The deadline for September 2016 seating was June 1, 2016. All documents are available at:

<http://www.ottawaschoolbus.ca/policies-procedures/variable-transportation-for-students-in-a-joint-custody-arrangement-and-having-two-homes-copy/>.

#### **Meeting of Kindergarten Students by an adult at the Bus Stop:**

To ensure the safety of Kinder students transported, school bus drivers shall not drop off these students unless the parent/guardian or a responsible individual identified by the parent/guardian is present at the stop location to accompany the student home.

**If there is no one at the stop to receive your child, s/he will be transported back to the school or to a**

local police station to be picked up by the parent/guardian.

Repeated failure to be at the bus stop on time can result in suspension of bus privileges.

## CODE OF CONDUCT

The Ottawa-Carleton District School Board Code of Conduct sets clear standards of behaviour that apply to all individuals (students, parents, volunteers, teachers, trustees and all other Board staff members) involved in the system when they are on **District or school property, on school buses, at school related events or activities, or in other circumstances which could impact on school climate and/or safety.**

The Bayview Public School Community, a partnership of students, staff, parents and members of our neighbourhood, promotes a positive and supportive school environment, focusing on the development and well-being of all. Each member of the school community is expected to follow the Bayview Code of Conduct which is based on **respect for all.**

In working with students, we aim to use a positive and, when possible, preventive approach. We help students to develop the necessary skills to follow the Code of Conduct and resolve problems through collaborative problem-solving. We **ask for parents' assistance in effectively modelling shared values of respect, responsibility, safety and perseverance. Parents are instrumental in facilitating and fostering a culture of cooperation, inclusion, kindness and tolerance.** We ask that parents encourage their child in following the Code of Conduct and assist school staff in resolving disciplinary issues involving their child.

### **Conflict Resolution: How to use your WITS in a conflict:**

The WITS program brings together school, families and the communities to create responsive environments that help children deal with bullying and peer conflict. At Bayview, we teach students to

use their "WITS" to resolve conflicts. WITS stands for:

**W**alk away

**I**gnore

**T**alk it out

**S**eek help

Teachers reinforce the WITS skills by reading books, which emphasize WITS messages to their students. We hope you will consider using the WITS skills at home as well to help resolve problems. Parents can find resources on the WITS website. In grade 4 students may apply to become "WITS leaders". They then receive training and assist younger students to resolve conflicts in the yard.

As part of 'talk it out', we help students use I messages such as: "I don't like it when....please stop".

### **Progressive Discipline**

Progressive discipline promotes positive school climate. Each situation is considered along with each student. This enables staff members to choose the appropriate consequences to address inappropriate behaviour and offers students multiple supports to promote positive behaviour.

In following through with discipline issues, we follow a **progressive** (appropriate consequences based upon first or repeated incidents) and **restorative** (restoring good relationships when there has been conflict or harm) approach. Individual circumstances are considered.

### **Problem Resolution**

The following options may be considered as we encourage students to take ownership for their behaviour and develop appropriate solutions:

- Speak with the student and take the time to listen to them (in private if possible)
- State the expected behaviour
- Give the student an opportunity to demonstrate the correct behaviour
- Separate the student from his or her peer group or class
- Hold a student-teacher-administration meeting

- Contact the parent by phone and/or arrange a possible meeting with the parent(s) at school
- Exclusion from school wide special activities, events, field trips and/or extra-curricular activities with intervention by the principal in communication with parents/guardians
- Counselling
- Suspension or Expulsion: For more information, visit the Board web site to access policy, P. 125.SCO or “Safe School” Fact Sheet.

#### Safe Schools Strategy-Anti-Bullying

Students and staff need to feel safe in order for learning to occur.

Anti-bullying education is an important focus at Bayview. ***Bullying is typically in the form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known), fear, and distress and/or harm to another person’s body, feelings, self-esteem, or reputation (Ministry of Education Policy/Program Memorandum 144).***

Bullying can take many forms. It can be physical, verbal, social or electronic.

Current research shows us that bystanders can play a key role in either encouraging or discouraging bullying and we challenge our students not to be silent bystanders to bullying and or unkindness and/or aggression.

Everyone suffers when bullying occurs. And everyone can help to prevent it! We want to help members of our school community speak up when they witness it. See also *Bullying-We can All help Stop it- A Guide for Parents*.

Find out more at: [www.ontario.ca/safeschools](http://www.ontario.ca/safeschools).

Check out the OCDSB “Anti-Bullying Awareness” Pamphlet on school or board webpage.

**Kids Help Phone 1-800-668-6868**

#### **Suspension**

The text below represents a summary of the OCDSB policies suspension (and expulsion). For the

full policy (i.e. P.020.SCO and P.026.SCO), and other reference documents, please visit the OCDSB website:

[www.ocdsb.ca/](http://www.ocdsb.ca/) Or refer to 306 (1) of the Education Act.

#### Purposes of Suspensions:

The OCDSB recognizes that suspensions are one of the options available to the Principal. The purposes of suspensions are to:

- Caution students and deter them from continuing with or repeating unacceptable behaviour
- Prevent other students from being exposed to or involved in dangerous and damaging activities
- Discipline students who have failed to respect the school code of conduct.
- Alert parents or guardians to serious discipline problems with their children

#### Duty and Authority to Suspend

The authority to suspend is **not limited to conduct on school property** but also includes: conduct at school related activities off premises, conduct on the way to/from school and in other circumstances where engaging in the conduct will have an impact on school climate.

The Principal may suspend a student for the duration of one to twenty school days if he or she believes that the student has engaged in any of the following activities:

- uttering a threat to inflict serious bodily harm on another person;
- possessing alcohol or illegal drugs;
- being under the influence of alcohol or illegal drugs;
- swearing at a teacher or another person in a position of authority;
- committing an act of vandalism or willful destruction that causes damage to school property or to property located on the premises of the student’s school;
- or to Board property located on the premises of the Board; **bullying**; persistent opposition to authority;
- habitual neglect of duty as a student (e.g. not doing work on a consistent basis);

- profane or improper language; conduct injurious to the moral tone of the school;
- inappropriate use of information technology, as defined in Board policies and procedures;
- smoking on school/board premises;
- possession or sale of illegal or unauthorized tobacco products, prescription drugs and alcohol;
- violation of the board/school dress code;
- or any considered to be contrary to the Board or school code of conduct.

In considering whether to suspend a student, a principal shall take into account mitigating factors. There are no mandatory suspensions. A Principal may recommend to the Board that a student be expelled.

### Suspension Appeals

The OCDSB policy on appeals is detailed in P.022.SCO on the board website. Its objective is to provide a process for appeal to the Board by parents or guardians on behalf of their child who has been suspended.

### Academic Fraud/Dishonesty

Academic fraud/dishonesty is not acceptable. It includes cheating on a test, helping someone else to cheat on a test or plagiarism. Examples of plagiarism include copying someone else's work from the internet and passing it off as one's own sharing one's own work with a classmate. Academic dishonesty/fraud will be dealt with as a behavioural issue for which discipline will be applied in accordance with the School Code of Conduct.

Students who plagiarize will receive a mark of "incomplete" and be expected to complete the assignment or similar assignment appropriately. Parents will be contacted and a learning assignment will be assigned so that students comprehend the repercussions of plagiarism.

## **SCHOOL COUNCIL**

### **What is School Council?**

The Bayview School Council is an advisory body made up of parent volunteers who work together

with the principal and a teacher representative to improve student achievement and enhance the accountability of the education system to parents.

### The Council:

- is open to all, free and a great way to support your child's education;
- allows you to participate in open discussions
- allows you to help support and fund programs that enhance our students' learning and that are not funded through the OCDSB.
- is a way to keep informed about what is happening at the school and the Board, and at the provincial level of education;
- gives you an opportunity to provide input and advice to the Principal and the OCDSB on how to improve school performance and student achievement;
- is a chance to meet other parents/guardians and create a community.

### **Why Become Involved?**

Parental involvement with School Council is essential for ensuring that Bayview remains a vibrant and enriching environment for our children. Involvement in Council may mean simply attending the monthly meetings, joining one of the Council committees, or helping with one of the many Council-sponsored events or fundraising activities.

### **Why Become a Member of School Council?**

You do not have to be a member to attend meetings or to help with events. However, membership allows you to vote on how funds raised by School Council are spent.

### **What Happens at School Council?**

The principal and teachers report on issues such as school improvement and special events. Members share updates on Council's events and initiatives; members and staff engage in discussion to jointly determine priorities for Bayview School Council and to decide how Council will distribute money raised, and what programs are given funding priority. Members exchange views with other parents and the principal (although not about specific individuals) on a variety of issues such as

new curriculum initiatives. Check out the School webpage for more information.

### **When does School Council Meet?**

The School Council meets once a month. Meetings are held in the library, usually on the third Thursday of each month from 6:30-8:30 pm in the school library. Check the school webpage for a listing of dates for the coming year.

### **How to Become Involved?**

You can become more involved in Bayview by:

- attending monthly School Council meetings
- volunteering for special events

- joining the Executive (positions include Chair, Vice-Chair, and Treasurer with elections held each fall)

- joining a Committee such as the greening committee

Students and staff love to see parents, grandparents, caregivers volunteer at their school! It is one great way to show students that you value education, them and the school. Volunteering can be done in so many small and large ways.

Volunteers help with field trips, special events, in the classroom, office, library, and (for the highly motivated) by running a special interest club.

**Bayview Code of Conduct at a Glance**  
**For students, Staff, Parents/Guardians, and Visitors**  
**Expected Behaviours, Rationale, and Examples**

<b>RESPECT</b>		
<b>Respect</b>	<p><b>Expected Behaviour:</b> Student, staff, parents and any other visitors will be <u>respectful of themselves and of others</u>.</p>	<p><b>Examples</b> — Students, Parents/Guardians, staff and visitors:</p> <ul style="list-style-type: none"> <li>● Treat each other with consideration and thoughtfulness in a courteous manner.</li> <li>● Speak and act in a quiet &amp; respectful manner.</li> <li>● Resolve conflict in a positive, peaceful manner, believing the best in people.</li> <li>● Respect all members of the school community, especially persons in positions of authority.</li> <li>● do not make put-downs about another person or his or her family.</li> <li>● Post only respectful messages electronically (i.e. text, phone, internet).</li> <li>● Refrain from disrespectful comments including racist, sexist, and/or homophobic comments.</li> </ul>
	<p><b>Why?</b> To Show <b>respect</b> for others is a cornerstone of our society regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, gender identity, sexual orientation, age or academic social or physical ability or disability.</p>	
	<p><b>Expected Behaviour:</b> Students will show <u>respect</u> for their surroundings.</p>	<p><b>Examples</b> — Students:</p> <ul style="list-style-type: none"> <li>● Help keep the school and its grounds clean.</li> <li>● Reduce, Reuse, Recycle.</li> <li>● Follow the “Boomerang” lunch routines.</li> <li>● Pick up a piece of paper in the hallway.</li> <li>● Clean up after having finished eating (desks and table tops).</li> <li>● Handle all equipment and material in a careful, responsible way.</li> <li>● Return borrowed materials on time.</li> <li>● Replace lost or damaged property.</li> <li>● Dispose of litter properly.</li> <li>● Treat all library books and textbooks carefully so that they are returned in good condition.</li> </ul>
	<p><b>Why?</b> Students contribute to the reputation of our school. The way we take care of our school and respect the community properly reflects us.</p>	
	<p><b>Expected Behaviour:</b> Students will be <u>good listeners</u>.</p>	<p><b>Examples</b> — Students:</p> <ul style="list-style-type: none"> <li>● Listen carefully to the announcements.</li> <li>● Use active listening skills (i.e. look at the speaker)</li> <li>● Wait for a turn to speak.</li> <li>● Seek clarification if needed.</li> <li>● Take notes if needed to help remember (i.e. in the agenda).</li> </ul>
	<p><b>Why?</b> Listening (with understanding) is an important part of communication. Knowledge is shared, conflicts are resolved, and agreements are made using oral language.</p>	
<p><b>Expected Behaviour:</b> Students will <u>dress appropriately</u> using conventions of modesty, weather conditions, and type of activity.</p>	<p><b>Examples</b> — <i>Students</i></p> <ul style="list-style-type: none"> <li>● Follow the school Dress Code (see section in School Routines).</li> <li>● Wear appropriate winter clothes during the winter months.</li> </ul>	
<p><b>Why?</b> Bayview Public School is a place of work where we take pride in our accomplishments.</p>		

RESPONSIBILITY		
R E S P O N S I B I L I T Y	<p><b>Expected Behaviour:</b> Students will show <b>responsibility</b>.</p> <ul style="list-style-type: none"> <li>• Students will follow school rules, and conduct themselves in accordance with the Provincial Code of Conduct, the OCDSB Code of Conduct, and the Bayview Code of Conduct, take responsibility for their own actions and encourage/assist peers to follow the rules of behaviour.</li> <li>• Students will come to class prepared and on time.</li> </ul>	<p><b>Examples – Students</b></p> <ul style="list-style-type: none"> <li>• <u>Arrive on time for class</u> (no disruptions to the learning environment), ready to work (with the required materials &amp; homework complete).</li> <li>• Bring a positive attitude toward learning and being successful.</li> <li>• Complete class work and homework.</li> <li>• Ask for help when needed.</li> <li>• Bring and eat healthy snacks (see section on Healthy Eating).</li> <li>• Follow school-wide routines (i.e. go outside promptly at breaks, enter and exit by correct doors).</li> <li>• Label all belongings.</li> <li>• Keep desk and notebook tidy. Students do not doodle on notebooks/binder covers.</li> </ul>
	<p><b>Why?</b> Coming to class prepared allows students to participate actively in the learning process to minimize disruption, to develop effective work habits and feel confident and successful in their abilities.</p>	
SAFETY		
S A F E T Y	<p><b>Expected Behaviour:</b> Students act in a <b>safe</b> manner and will demonstrate a willingness to help others.</p>	<p><b>Examples – Students</b></p> <ul style="list-style-type: none"> <li>• Will not participate in and will not be a bystander, but rather will <b>discourage unsafe, unkind and/or bullying behaviour</b>.</li> <li>• Will use their “WITS” to solve conflicts.</li> <li>• Make themselves aware of specific needs of others and take positive action where possible (i.e. perfume allergies, anaphylaxis).</li> <li>• Act in a safe manner (walk in hallway, no play fighting or snowball throwing, use equipment safely, discourage any unsafe behaviours in their peers and seek immediate staff assistance if it persists).</li> <li>• Be knowledgeable of, and follow safety routines.</li> <li>• Wash their hands before eating.</li> <li>• Not chew gum when engaged in sports.</li> <li>• Refrain from bringing anything to school that may compromise the safety of others such as: <b>peanut and nut products</b>, or any other potentially unsafe items (such as aerosol sunscreen products, and laser pointers).</li> <li>• Keep to the right side when moving in the halls and stairways.</li> <li>• Be a positive example to younger students.</li> </ul>
	<p><b>Why?</b> The actions involved in helping others promote an atmosphere of cooperation and understanding throughout the school and community. Student achievement is higher in a safe and caring school environment.</p>	
PERSEVERENCE		
P E R S E V E R E N C E	<p><b>Expected Behaviour:</b> Students will aim for <b>excellence</b> and <b>persevere</b> in their studies.</p> <p><b>Why?</b> Students accept significant responsibility for their education by setting reasonable and attainable goals. Taking into account their individual abilities, students will work towards achieving their best school work, recreation and relationships with peers and teachers.</p>	<p><b>Examples – Students</b></p> <ul style="list-style-type: none"> <li>• Are encouraged and helped to strive for excellence in their daily work and extra-curricular activities.</li> <li>• Persevere when the work is hard and ask for help as needed.</li> <li>• Learn from their mistakes.</li> </ul> <p>Students don’t ask, “Does this count?” *****<b>Everything counts!</b>*****</p>



