

Greely Elementary School

2019-2020



Family Handbook

- Respect for self
- Respect for others
- Respect for the Environment
- Responsibility for our own action

Greely Elementary School

Principal's Message

It is a source of great joy and pride to continue in my role as principal. The school is very much community-based and family-oriented. I look forward to building upon the strengths which have been engendered in the school by the staff, past and present, and by parents and extended families throughout the community

You will find, within this handbook, items of information regarding our policies, procedures, and practices at "Greely E.S". Please keep this as a reference during the school year. Additional information is available through monthly school newsletters, which will be posted on the school website, as well as classroom newsletters, which will come home in your child's agenda.

There is no substitute for face-to-face communication, so do not hesitate to contact the office, your child's teacher, or me if you have a concern or question.

A successful school is one that works together in a partnership with all those who have an interest in the well-being and development of youngsters. We will be looking to the community and beyond to enhance the learning and socialization of our students.

As a staff we commit ourselves to remain current with educational initiatives and best practices. We are reflective professionals who go the extra mile in approaching each child as an individual and adapting our strategies in order to meet their learning needs. We ourselves are committed to learning for life!

We enjoy the support of a wonderful custodial and office staff, an active and dedicated School Council, and experienced and caring bus drivers.

On behalf of everyone in the Greely Elementary School family, welcome to a new year of learning, development, growth, and achievement!

Alex Vasilas
Principal



SCHOOL INFORMATION

Greely Elementary School

7066 Parkway Road
Greely, Ontario K4P 1A9
(613) 821-2291 Fax: (613) 821-3326
www.greelyes.ocdsb.ca
Twitter <https://twitter.com/GreelyES>

<i>Principal</i>	Alexandra Vasilas
<i>Principal Designate</i>	Lisa Langill Tammy O'Grady
<i>Office Administrator</i>	Rachael Bennett
<i>Office Assistant</i>	Trudy Dockstader
<i>Chief Custodian</i>	Dave Lyons

Daily Time Schedule ~ Grades JK – 6

Morning Entry	9:15
Nutrition Break	11:15 – 11:35
Recess	11:35 – 12:00
Nutrition Break	1:40 – 2:00
Recess	2:00 – 2:25
Dismissal	3:45

SAFE SCHOOLS POLICY

**N.B. Yard supervision in the morning begins at 9:00 a.m.
It is important that students do not arrive at school before this time**

OTTAWA CARLETON DISTRICT SCHOOL BOARD (613) 596-8211

Fact sheets and general information are available at: www.ocdsb.ca

Superintendent of Instruction	- Mr. Shawn Lehman
Trustee	- Mr. Mark Fisher

OTTAWA-CARLETON REGIONAL HEALTH UNIT (613) 722-2242

[www.http://ottawa.ca/residents/health/index_en.html](http://www.ottawa.ca/residents/health/index_en.html)

CURRICULUM INFORMATION - www.edu.gov.on.ca

SCHOOL ORGANIZATION ~ 2019-2020

<u>Grade</u>	<u>Teacher</u>	<u>Room</u>
JK/SK	Tammy O'Grady, M. Scrivener, J. Cleroux	110
1	Mary Jane Leguard	125
2	Gillian Duke	127
3	Nancy Branchaud	134
3/4	Kristin Saunders	130
5/6A	Lisa Langill	133
5/6B	Natasha Robb	132
Music/LRT	Lisa Frenkel	122/123
Special Education	Lisa Piers (LST & LRT)	113
Core French	Ahmed Didouche	107
Educational Assistant	Bridget O'Leary	119
Library Technician	Audrey Halsall (Tues. & Thurs.)	Library

PROCEDURES AND ROUTINES

Weekly school news are shared via e-mail from the Principal. Please ensure the office has the correct e-mail information.

We encourage all parents to visit and refer to website (greelyes.ocds.ca) for monthly school calendars, parent resources, and for up-to-date Twitter postings.

Sign In/Sign Out Procedures

Parents/guardians are asked to come into the office to sign your child in if your child arrives after the 9:15 a.m. bell. If you are picking up your child during the school day please come into the office to sign them out. Under no circumstances are parents or visitors to proceed into the school without checking in at the office.

Release of Children During School Hours and Late Arrivals

If you wish to have your child leave the school during the day, please send a note to the teacher indicating the reason for leaving as well as the time. Parents are asked to pick up their child **from the main office and sign him/her out in our "Admission/Departure Book"**. Students who arrive late, or who return to school following an appointment, must report to the office **with their parent or caregiver** to sign in.

When it is necessary for a child to go home during the day because of illness or for any other reason, you will be contacted before the child is permitted to leave. In order to limit the number of class disruptions at the end of the day, we ask that students are only picked up early due to an emergency or appointment. Information shared by the teacher at the end of the day helps students to be prepared and ready to begin the following day.

Telephone Calls

School telephone lines are very busy and can be used by students only in emergencies or illness. **Forgotten lunches, gym wear, or field trip permission forms are NOT considered emergencies.** Phone calls of this nature do not encourage students to be responsible for their own organization. If a lunch is forgotten, many students are willing to share a little of their lunch to ensure survival. **In order to respect classroom learning time, students will not be called to the telephone to receive personal messages.**

Visitors at School

To help ensure the security of students and also to respect the business of learning in all classes, all visitors are asked to enter the school through the front door and to stop at the main office to sign in before going to a classroom or elsewhere in the school.

We want to welcome you to the school. The office staff is happy to assist with your inquiries. Please note also that our teachers are only too happy to discuss your child's progress with you. However, as a courtesy all visits to the classroom should be prearranged.

Parking and Safety

Parking is very limited. Parents dropping off students between 9:05 and 9:15 a.m. must park on Parkway Road; **the bus lane is exclusively for school busses.** Please have your child(ren) enter the schoolyard using the crosswalk at the entrance to the parking lot. Parents picking up children at 3:45 pm are expected to park on Parkway Road. **Cars parked in the school parking lot will not be able to leave until 9:15 a.m. and 4:00 p.m. to ensure the safety of our students while they are leaving on foot, with bicycles, or boarding busses. Please do not move the orange pylons that are put out for student safety.** We ask for your cooperation in ensuring that all students are safe as they arrive at or depart from school. Visitors to after-school community programs enter and exit through the front door and remain in the area allocated to the group.

Accident Insurance

Please note that the Ottawa-Carleton District School Board does not carry accident insurance for students. As it is important to have insurance, parents who wish to are encouraged to subscribe to a Student Accident Insurance program for which information is usually sent home in September.

Agendas

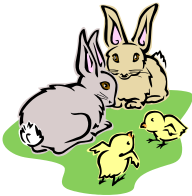
Note totes (SK and JK) and Agendas go home daily with Greely students. Hand-outs and forms are often included in the agenda. Homework information, and reports on your child's day often form a part of the agenda, ensuring clear communication between home and school. Please check these daily and initial to indicate that you have read them.

Allergies

Please do not send nuts or nut products to school. There may also be a student in your child's class who is allergic to kiwi egg, milk or latex. Thank you for doing your part to keep all our children safe. Should your child have a life-threatening allergy of any kind (bees, wasps, etc.) please inform the office.

Animals at School

Many learning opportunities are enhanced by the presence of living things. To ensure that the inclusion of living things in the classroom environment is a positive experience, the safety and protection of both the children and the animals will be our guiding factors. Please make sure you check with a teacher if you would like to bring an animal into your child's classroom as some students might be allergic to that animal. Animals will not be transported by bus. Parents who bring a dog to school when they are meeting students should ensure that the dog is on a leash and preferably muzzled.



Safe Arrival and Reporting Pupil Absence

Parents are **expected** to contact the school if a child is going to be absent or late. You may inform the teacher in writing in advance or call the school. If you fail to do so, we will attempt to reach you at home or at work. In case of an extended absence, please inform us of your child's planned return date. This will minimize concerns at the school and eliminate repeat phone calls to verify the absence of a student. For your convenience, our answering machine is available twenty-four hours a day.

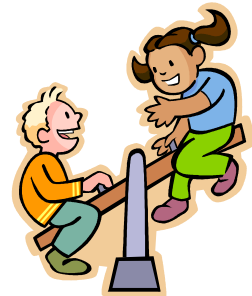
To use the **Answering Service - Telephone (613) 821-2291**

Speak clearly and leave the following information: your child's name and the name of your child's teacher, and the reason for the absence.



Playground Supervision

Staff are on duty from 9:00 to 9:15 in the morning. **Students who do not take the bus must not arrive before that for safety reasons.** Staff will also provide supervision during recess time. Supervision is also provided at lunch and while boarding busses at dismissal time. All students should leave the school by 3:55pm.



Play Structures

Students are encouraged to make good use of the play structures. Primary students may play on the large play structure during morning recesses. Junior students will have access during afternoon recesses. A smaller play structure is planned for Kindergarten students. To ensure that students play safely, games of tag are not permitted on the play structures. Play structures will be closed when weather conditions cause safety concerns.

Bicycles

When weather is appropriate children in grade 1 to 6 may ride their bicycles to school. Kindergarten students are not permitted to bring their bicycles. Bicycles are to be parked and **locked** in the allocated area. The school is not responsible for theft or damage to bicycles. For safety reasons children are required to walk their bicycles when they are on school property. **It is also compulsory that children wear a protective helmet.** Please take the time to review bicycle safety with your child.

Birthday Announcements

A component of the morning message is the announcement of the student birthdays. Each morning a "Happy Birthday" wish is extended to the special people who are celebrating birthdays, including weekend birthdays. The practice is well-received and brings an extra smile to the student's face. (If you would rather your child's birthday not be announced, please inform the office.)



Bussing Policy & Expectations

According to Board policy, transportation is provided for Kindergarten students who reside **0.8 km or more** from the school to which they have been designated to attend. Transportation is provided for elementary students (grade 1 to 6) who reside **1.6 km or more** from the school to which they have been designated to attend.

If you have any question or concerns, contact the **Ottawa Student Transportation Authority office at 613-224-8800.**

If your child's bus is late, parents can go on-line and get "up to the minute" information from the OSTA website at www.ottawschoolbus.ca

(A) Student Conduct on School Buses

Students must follow the Greely Code of Behavior while on the bus and at bus stops. For reasons of safety:

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

In the interest of security students **are not** permitted to ride on another student's bus. Sports equipment (e.g. balls) must fit into your child's backpack. Larger equipment cannot be transported on the bus.



(B) Corrective Action for Student Misbehavior on Bus

- The school bus driver will first seek the cooperation of a misbehaving student
- Should the driver be unable to secure the cooperation of a misbehaving student, he/she will immediately report to the principal or principal designate the name of the student and the reason for reporting

- The principal/principal designate shall take the corrective action:
 - 1) For the first infraction, the student will receive counselling and a “review of OCDSB expectations”. A first bus report will be sent home.
 - 2) For the second infraction, a second bus report is sent home indicating that bus privileges will be suspended if another problem arises.
 - 3) Should misbehavior continue, the student’s right to transportation is suspended for a period of time. If this is necessary, parents will be called, in addition to receiving the third bus report.

(C) Bus Transportation During the Winter

During severe winter weather, whenever there are occasions when the busses may not be running, please listen to the local radio stations in order to determine if your child’s bus is cancelled. If busses do not travel in the morning to bring your child to school they will not arrive in the afternoon to transport your child home. Children taking the bus are not counted absent on such days when the buses are cancelled.

There are two possible messages broadcast on the radio. Busses are cancelled and school is open **or** busses are cancelled and the school is closed.

CFRA 580 AM	BOB 93.9 FM	THE BEAR 106.9 FM
OLDIES 1310 AM	Y101 101 FM	KISS 105 FM
MAGIC 100.3 AM	ENERGY 1200 AM	



Cell Phones

Students should not have cell phones in the classroom for any reason. Should they have one in their backpack due to a parental arrangement, it must remain there and be turned off. The taking of images/photos is prohibited anywhere on school property. Parents or other guests should be courteous at all times with regards to cell phone use. Cell phones should not be turned on during school performances or presentations.

Dress Code

Students are expected to wear acceptable school attire, reflecting community standards and parental guidance. It is expected that students dress in a way that contributes to a positive academic learning environment and not wear t-shirts with coarse language or inappropriate slogans, depictions of violence or advertising for beer or cigarettes. Girls should not wear halter tops, narrow straps, or shirts that expose bare midriffs. Sun hats should also be worn on sunny days for outside play. We ask that children remove hats upon entry to school.

Proper footwear for school activities is required. Supportive shoes which cover the heel such as running shoes or sport sandals are acceptable. Flip flops, “wheelies”, and backless wedge shoes are not appropriate for school. Each child wears a pair of indoor shoes with non-marking soles while in the building; “sock feet” are unsafe for in-school transitions as well as emergency situations such as fire drills or evacuations.

Internet Safety

Students must follow the OCDSB Computer Policy that states that unauthorized access to files, programs or the internet may result in disciplinary action. For their own protection and safety, please monitor your child's internet use at home. Inappropriate use is becoming more and more of a concern each year, with incidences of cyber-bullying or sharing of private information increasing. Any inappropriate behavior involving other students or the school will be dealt with by the appropriate authority.

Emergency Contact

Please inform the school office of any changes in either home, business, babysitter or emergency contact telephone numbers for your child. It is essential that we have accurate, up-to-date information in case of an unexpected emergency.



Extra-Curricular Activities

There are a variety of activities offered during the year. These special activities are provided to enhance a student's overall development. Children have an opportunity to learn new skills and grow in social ways too. We ask for your encouragement of their initial participation and continuing commitment to the activity. Teachers volunteer their non-teaching time to plan, organize and supervise these programs. In regular newsletters you will be advised of the range of activities by term.

Field Trips



Throughout the year students from all grade levels will have opportunities to participate in field trips as a profitable learning experience tied to the curriculum. You will be informed in advance and sent an authorization form. Students will receive a field trip permission form for every activity off school property. **Without a parent's written consent on the appropriate OCDSB form, the child cannot participate in the activity.** In accordance with the procedures set out by the Ottawa-Carleton District School Board,

we are unable to accept handwritten /faxed notes or telephone calls. Your cooperation in returning the forms as promptly as possible is appreciated. To help fund these excursions, you may be asked to contribute a fee according to bussing/admission costs. Please let us know in any instance where this causes concern or hardship, so that funding may be made available.

Students who do not participate in field trips will be placed in another classroom and given appropriate work to complete. An authorization form will also be sent home in September for you to sign for your child to participate in neighbourhood walks at various times throughout the school year.

Fire Safety, Lockdown, & Secure School Drills

Each year the students have a minimum of six fire drills, one lockdown, secure school and shelter in place drill. These take place in the fall and in the spring. The purpose of the drills is to ensure that students know what to do and where to go in the event of a fire or other emergency at the school. Lockdown and secure school practice will also occur to ensure that students know how to remain safe in case of a medical emergency or threat. Arrangements have been made with the Greely Community Centre to accommodate our students in case of a serious emergency during which our students could not stay outside for a long period of time.

Compulsory Immunization of School Children

Immunization of School Pupils Act, 1982, states that all children attending school be immunized against diphtheria, tetanus, polio, measles, mumps, and rubella. Any child under eighteen who is not fully immunized and who has not supplied “a statement of conscience or religious belief” or a “medical exemption” signed by a physician, may be suspended from school until satisfactorily immunized.

Ottawa-Carleton Regional Health Unit Services

The Ottawa-Carleton Health Unit may be contacted at (613) 722-2242, or on their website: ottawa.ca/residents/health. Information is available on the website with regards to dental, health, nutrition, communicable diseases, parenting, immunization and publications. The Public Health nurse may be invited to the school throughout the year to make presentations to our students.

Please note that First Aid is handled by trained school personnel only and not by a nurse.

Illness of Students

If a child shows symptoms or complains of being sick, we will try to contact the parents immediately. If we are unable to reach the parents, we will then try to reach the person identified as the emergency contact and ask that person to take the child home. If this cannot be done, and if the nature of the illness or accident is considered serious, we may have to call an ambulance to take the child to CHEO.

Children coming back to school after an illness **will be expected to carry out school activities, including going outdoors for recess and at lunch time.** Please bear in mind that we do not have convalescent facilities. A medical certificate is required to exclude a child from an activity, or to keep him/her indoors at recess. In all cases where contagious diseases are suspected, we ask that you consult with your family doctor before sending the child to school.

Flu

If a child has flu-like symptoms (fever, headache, etc.) please inform the office when you call regarding the absence. Children who begin to display flu symptoms during the school day must be picked up immediately to reduce the spread of infection. Please make contingency arrangements ahead of time for such an emergency. Children who are feeling better can return to school once they have been fever-free for 24 hours without medication.

Medication for Students

If medication must be given during school hours, please request one of two forms from the school office. One form gives permission for the medication to be self-administered by the child. A second form authorizes school personnel to administer the medication. **Medication of any kind cannot be administered to your child without this signed form. Your cooperation in this matter is crucial. With our very young population, self-medication is not recommended.** We have provision for non-teaching staff to administer prescribed drugs at noon. Teachers cannot, by OCDSB policy, administer medication. Students who use inhalers (puffers) must also submit a completed medication form. Inhalers may be kept in the office, in classrooms with the teacher, or in the student's possession.

Please note that both forms require the signatures of parents/guardians and supervising doctor. A new form must be signed each school year.

Nutrition Break

Students are to remain seated and talk quietly during nutrition breaks. Students will remain in their classrooms. All students are to tidy up the area before leaving; "boomerang lunches" means that all leftovers, packaging, and recyclables are sent home in the lunch kit. Greely Elementary School Council provides hot lunches weekly for a fee. Greely is peanut free due to students with anaphylactic reactions. If children bring peanut products in their lunch, they will be asked to report to the office with a friend. A list of alternate lunch solutions is available on request, or on the school website. Please encourage students to wash their hands with soap before eating! We encourage healthy food items to benefit student learning. Foods high in sugar, sodium, and fats are discouraged.



Homework

It is important for children in the Primary and Junior divisions to begin to develop effective work habits. As part of "Homework", we encourage our students to read at home on a daily basis for a minimum of ten to fifteen minutes. In addition, students are sometimes asked:

- to complete class work not finished during the day;
- to review words for spelling dictation;
- to practise Math facts;
- to complete some aspects of special projects

The agenda will help students record their work and assist parents in tracking their child's progress by reading and signing daily. At this level, we believe that, under normal circumstances, children should not spend more than 30 minutes (primary) or 60 minutes (junior) a day, doing homework. A good rule of thumb is 10 minutes of homework per grade level.

Students will not be expected to work at home on assignments that have not been carefully explained or for which they have demonstrated lack of understanding. It is expected that work assigned will be completed and returned to class for checking or marking. If there are extenuating reasons why assigned homework cannot be completed, please write a note in the agenda.

Parents are encouraged to support their child in such things as:

- reading daily to or with the child
- providing a quiet, organized place to work
- showing interest in what the child is doing by asking what he/she has for homework
- providing occasional help such as clarification, editing, and listening
- checking work (in the work assigned in French, teachers take into consideration that parents may not be able to help)
- helping locate resources for research
- reinforcing the idea that homework is a part of a student's life and that it teaches self-discipline

Please direct any concerns or questions regarding homework to the teacher delivering the program.

Kindergarten Open House

Each Spring an Open House for the parents of the future Kindergarten students is held in May. During this meeting an overview of the Kindergarten program is given and an opportunity is provided for parents to ask questions about the program. Be sure to advise friends and neighbours with this information when we send it home.



Lost and Found

Lost and found boxes are kept in the school. Children should check these first for lost clothing, footwear or other articles. Lost valuables such as watches, wallets, rings will be kept in the office. Toward the end of each term, all items in the lost and found box will be put on display for students to claim. Articles still unclaimed will be sent to a charity at the end of each term. In order to make recovery of lost items more certain, parents are asked to see that all of a student's belongings are clearly labelled.

School Communication

In order to maintain excellent communication between home and school, all parents are encouraged to visit our school website (www.greelyes.ocdsb.ca) on a regular basis and to follow us on Twitter (<https://twitter.com/GreelyES>). To reduce waste, the monthly calendar is posted on the school website. Weekly Greely News updates are e-mailed by the Principal to all families. Please ensure that the office has an updated e-mail address.

Publication of Students' Names and Photographs

When special events or occasions occur, local newspapers often send photographers to the school. If you do not wish your child(ren)'s name or photograph to appear in the local newspapers or in the school newsletter, please indicate on the media release form that you receive.

Sharing Assemblies

Throughout the year there will be regular sharing assemblies led by a different class each month. All are welcome to attend.

Ontario Student Record (OSR)

The school has, for each child, an OSR which contains documents such as report cards and test results. Parents may have access to their child's record whenever they wish to consult it by first contacting the school to set a time. The principal or the Learning Support teacher will be present during that time to answer any questions you might have about the documents in the record. A more detailed pamphlet prepared by the Ministry of Education provides an overview of this access under the Freedom of Information and Protection of Privacy Act.



Report Cards

The Elementary Progress Report for Grades 1-6 (assessment *for* learning) will come home in November, emphasizing learning skills and general progress. Parents will be given the opportunity to discuss progress with the teacher. The Elementary Provincial Report Card (assessment *of* learning) will be sent home in February and June. A meeting with the teacher can be arranged by mutual agreement when needed. There is a final report in June for Junior Kindergarten, and two reports, mid-year and end-of-year, for Senior Kindergarten. Please remember you are welcome to contact your child's teacher if you have any questions or concerns.

Parent/Teacher Interview Suggestions:

1. Parents should bring a copy of their child's report card to the interview.
2. The three major areas for discussion at an interview are:
 - a) achievement,
 - b) effort in relation to achievement, and
 - c) personal development as it relates to achievement.
3. To avoid missing important questions, write them down and bring the list to the interview.
4. Share additional information which might be a factor in achievement or that would give teachers greater insight, for example, hobbies, study habits, amount of homework, friends, personal problems.
5. Remember that interviews are limited in length. If additional time is needed, another interview or telephone call may be necessary.

Daily Physical Education

Students will have three Physical Education classes each week and 20 minutes of physical activity on all other days. Some of these classes will be outdoors. For safety reasons, supportive, soft-soled running shoes are required for gym (e.g., indoor shoes).

Physical Education is an integral part of the school program. Students will be excused from Physical Education class only for reasons of health and only with a note from parents. Children who have been away ill should be well enough to resume physical activity before they return to school.

Washrooms

Students may go to the washrooms any time during the day when they need to do so. Teachers have set up a system in each classroom to ensure that the flow of traffic is not excessive. During recess, students who need to use the washroom must request permission from one of the staff on yard duty and are given a washroom pass.

Grade Six Leaving Ceremony

A grade six “Celebration of Learning” is planned each year in June to recognize the contribution these students have made to the school, to reminisce about the years they have spent at Greely Elementary School, and to wish them the best for the future.

Race and Ethnocultural Equity

The Ottawa-Carleton District School Board is committed to promoting race and ethnocultural equity among its students, staff, and community consistent with the Multiculturalism Policy of Canada (1988). Our staff works to ensure that the learning materials and activities reflect the reality of Canada’s racial, religious and cultural diversity such that a balance of similarities and differences is presented. Respect for each and every student is emphasized and racially and ethnically derogatory terms are not accepted under any circumstances. If any incidents of this nature occur, parents will be contacted to review the situation.

School Library



With classroom teachers and our librarian technician working together, we hope to encourage an enjoyment of reading books. During regular library periods each week, students may borrow one or two books. They are asked to borrow no more than one book by one author or on one subject. If children forget to return books they may not take new ones until they are returned. Overdue notices will be sent home and students will be expected to replace or pay for lost or damaged books. Our library also houses a small Parent Resource section available for your use. If you would like to assist in the Library please contact Mrs. Halsall, the Library Technician.

Weather Policy

When weather conditions are extreme, the temperature (hot or cold) and conditions will be closely monitored. The children will be brought into the school if necessary. Light rain, snow, and cool temperatures are not considered inclement weather, and children are encouraged to dress for the weather.



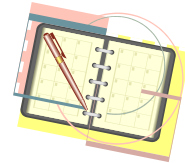
Winter Clothing

During this season children often wear jackets and sweaters with drawstrings at the neck opening, scarves, and mittens attached by strings. This type of clothing can be dangerous, especially around the play structure. Please be alert to this danger and remind your children of the danger. It is recommended that these strings be removed from children's clothing.

It is vital that students dress appropriately in cold weather. Snow pants/splash pants, boots, hats, mittens and scarves help keep children warm and dry during outside play. Boots are removed on entry to school, and indoor shoes are worn in classrooms and gym.

Care of School Supplies

The Ottawa-Carleton District School Board supplies a limited number of items used by pupils for their regular class assignments. Students are encouraged to label their belongings. Individual supply lists may be sent home by your child's teacher to request the voluntary provision of materials which will assist with classroom activities, in compliance with direction from the Ministry of Education and the OCDSB.



For the 2019--2020 school year parents will be asked for a voluntary \$20.00 contribution which will be used for fieldtrips, presentations and activities.

Students should have a school bag to use for the purpose of carrying materials between school and home. Pupils losing or damaging books through carelessness will be asked to pay for them. Please contact the office if you have any concerns with our requests.

Our Special Education Team

Our Special Education Team helps classroom teachers design programs for all students, especially those with identified learning exceptionalities. With the classroom teacher, they identify appropriate teaching techniques that will address the individual needs. Parents will be consulted with regards to programming and when further referrals for assistance are needed.

Standardized Testing

Our students participate in provincial testing (EQAO - Education Quality and Accountability Office) in grades 3 and 6. A letter outlining the testing and dates will be sent home prior to the testing. Results are filed in the child's OSR. Parents will be consulted should other testing be recommended.

Vacationing During School Days

If your family goes on vacation during regular school days, your child will be missing valuable formal instruction time. **Teachers cannot provide you with the exact material to be covered during your child's absence.** However, a list of suggestions may be given to you if you so wish. Please provide as much advance notice as possible. It is hoped that your child's experience while on vacation will be a pleasant and an educationally rewarding one. Upon return, although the teacher will be as helpful as possible, the responsibility will rest with the child to catch up on missed work.

Community News

Our community notice board is located in the front foyer. Notices regarding activities in the community are posted on the bulletin board. There are always a number of advertisements regarding winter and summer camps, and activities organized by the City of Ottawa and the Osgoode and Rideau Townships. Please peruse at your leisure. Information items are not included in our monthly newsletters as they remain strictly school related.

School Photographs

Individual student photos and class pictures will be taken in the Fall. Students are not required to purchase pictures. A "retake" date will be announced in October to accommodate absent students and requests for a second sitting. Special requests can be made for individual and/or sibling poses.

Calendar 2019 - 2020

First Day of School for Elementary Students: Tuesday, September 3, 2019

Last Day of School for Elementary Students: Thursday, June 25, 2020

Holidays (students do not attend school):

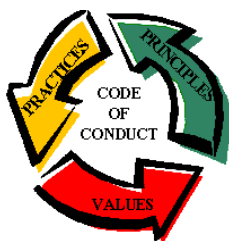
- Thanksgiving – Monday, October 14, 2019
- Winter Break – December 23, 2019 - January 3, 2020
- Family Day – Monday, February 17, 2020
- March Break – March 16 - 20, 2020
- Good Friday – Friday, April 10, 2020
- Easter Monday – Monday, April 13, 2020
- Victoria Day – Monday, May 18, 2020

Elementary PA Days (students do not attend school):

- Friday, October 11, 2019
- Friday, November 15, 2019
- Friday, January 24, 2020
- Friday, February 14, 2020
- Friday, April 24, 2020
- Friday, June 5, 2020
- Friday, June 26, 2020

Elementary EQAO Assessments: Primary Division and Junior Division
Assessments of Reading, Writing and Mathematics: May 19 to June 1, 2020





The Ottawa-Carleton District School Board Code of Conduct, on which the Greely Code of Conduct is based, sets clear standards of behaviour that apply to all individuals (trustees, students, parents, volunteers, teachers 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 that could have an impact on the school climate.

Greely Code of Conduct

Our approach to discipline at Greely is a positive and proactive one in which we strive to develop a sense of responsibility and self-esteem in our students. We wish to create a feeling of belonging and pride in our school and community. We are committed to developing a positive school climate both in the classroom and on the playground. We encourage students to use their WITS (**W**alk away, **I**gnore, **T**alk it out, **S**eek help) both at school and home. More information may be found on our school website.

The following behaviours are unacceptable and will be dealt with in accordance with a progressive discipline approach.

Bullying

Bullying is typically a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.

Cyber Bullying

Cyber Bullying can generally be defined as sending or posting harmful or malicious messages or images through e-mail, instant messages, cell phones, websites and other technology.

Inappropriate Physical Behaviour

Excessive rough play, body contact, or fighting.

Inappropriate Verbal Behaviour

Teasing, put-downs, using foul or profane language, racist remarks, name-calling, or insults.

Any misbehaviours that are addressed by the teacher on duty outdoors, in the classrooms, and within the school will be reported to the office. Students may be put on a behaviour referral sheet or referred in person to the office. Students and parents can report an incident of bullying or inappropriate behaviour if they have any such concerns.

What is Progressive Discipline?

Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports, and consequences to address inappropriate student behaviour and to build upon strategies that promote positive behaviours. When inappropriate behaviour occurs, disciplinary measures should be applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive. Schools should utilize a range of interventions, supports, and consequences that include learning opportunities for reinforcing positive behaviour while helping students to make good choices.

Parents will be contacted and consulted. The consequences, at the discretion of the Principal, may include:

- warning, discussion, time out, walking with teacher on duty
- STOP AND THINK sheet completed by the student and signed by the parent
- phone call or interview with parents
- an in-school consequence or loss of privileges (recess, participation in school events such as sports, clubs, field trips, school and community service)
- social skills or conflict resolution groups
- referral to Special Services or Ottawa Police Student Resource Officer for appropriate assistance
- suspension

The standards of behaviour in the OCDSB Code of Conduct fall into two categories:

(a) In category one, all members of the school community shall:

- i) respect and comply with all applicable federal, provincial and municipal laws;
- ii) demonstrate honesty and integrity in all matters including copyright and academic acknowledgement;
- iii) respect differences in people, their ideas, and their opinions;
- iv) treat one another with dignity and respect at all times, and especially when there is disagreement;
- v) respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, gender identity, sexual orientation, age, or disability;
- vi) respect the rights of others;
- vii) show proper care and regard for school property and the property of others;
- viii) take appropriate measures to help those in need;
- ix) seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- x) respect all members of the school community, especially persons in positions of authority; and
- xi) respect the need of others to work in an environment that is conducive to learning and teaching.

(b) In category two, all members of the school community shall not:

- i) engage in bullying behaviours;
- ii) commit sexual assault;
- iii) traffic weapons or illegal drugs
- iv) give alcohol to a minor;
- v) commit robbery;
- vi) be in possession of any weapon, including firearms;
- vii) use any object to threaten or intimidate another person;
- viii) cause injury to any person with an object;
- ix) be in possession of, or be under the influence of, or provide others with alcohol or illegal drugs;
- x) inflict or encourage others to inflict bodily harm on another person;
- xi) swear at any member of the school community;
- xii) engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- xiii) commit an act of vandalism that causes damage to school property or to property located on the premises of the school; nor
- xiv) engage in plagiarism or other means of academic dishonesty.

A Community Of Character

ACCEPTANCE: I reach out to include others. I accept others for who they are. I am gentle with myself and others when mistakes are made.

APPRECIATION: I am grateful for all that I have. I am thankful for the support that others give me. I am generous in recognizing the contributions of others.

COOPERATION: I work with others to make a peaceful community. I am willing to listen to others' ideas and suggestions. I compromise and negotiate to solve problems and differences of opinion.

EMPATHY: I am compassionate, caring and kind. I am a true friend. I will walk in your shoes in order to understand you. I am slow to judge and quick to forgive.

FAIRNESS: I make decisions based upon the whole picture. I treat others the way I would like to be treated. I am just.

INTEGRITY: I behave ethically and honourably. I am honest, loyal and trustworthy. I am truthful and courageous. I stand up for what is right even when it is hard. I am a person of my word and people who know me understand that.

OPTIMISM: I believe that challenges are opportunities. I choose to see goodness. I have hope for our future.

PERSEVERANCE: I will work hard and I will not give up. I will finish what I begin and I will not give up. I will care enough and I will not give up.

RESPECT: I honour myself and others through my words and actions. I support our diversity of beliefs. I treat our world and everything on it with dignity.

RESPONSIBILITY: I am accountable for the decisions I make. I realize that my decisions impact my community. I honour my commitments.



Educating for Success —
Inspiring Learning and Building Citizenship

