

# Stittsville Public School

## Parent & Student Handbook

2017-2018



### STUDENT ABSENCES

Parents are asked to telephone the school **before 8:15 am** at:

**613-836-8218** to communicate any absences or lates. Messages can be left on the school answering machine, which is in service from **3:45 pm to 7:45 am**. A student who arrives late is to sign in and obtain an admit slip from the office. When leaving school during the day, students must be signed out at the office by a parent/guardian. **PLEASE HELP US WITH OUR SAFE ARRIVAL PROGRAM BY KEEPING YOUR CONTACT INFORMATION UP TO DATE** (i.e. address, e-mail, phone numbers, and emergency contacts).

**NOTE: On snow days, if your child is a 'yellow bus' student there is no need to call in your child's absence. If your child is a 'walker' student and not attending school on a snow day, you must phone in their absence. Thank you for helping to keep our students safe.**

**THE OTTAWA-CARLETON DISTRICT SCHOOL BOARD**

STITTSVILLE PUBLIC SCHOOL  
40 Granite Ridge Drive  
Stittsville, Ontario  
K2S 1Y9  
**613-836-2818**

Website: <http://stittsvilleps.ocdsb.ca/>  
Board Website: <http://www.ocdsb.ca>

Principal	Catherine Donnelly
Vice-Principal	Bruno Kondric
Office Administrator	Gisele Waters
Office Assistant	TBD
Chief Custodian	Peter Hammell

### **DAILY TIME SCHEDULE**

Morning Admission	8:30
Morning Nutrition Break	10:30 – 10:50
Morning Recess	10:50 – 11:15
Afternoon Recess	1:15 – 1:40
Afternoon Nutrition Break	1:40 - 2:00
Dismissal	3:00

**NOTE:** Yard supervision in the morning begins at 8:15 a.m. Students should not be arriving to school before 8:15.

### **WELCOME to Stittsville Public School!**

The staff of SPS welcomes you to the school year 2017-2018. We look forward to working with students, parents, and the community to help meet our students' educational goals.

We hope this handbook will help to keep everyone up to date about school routines, expectations, and information you may find helpful this school year. We welcome questions, so if you can't find the answer in the following pages, please don't hesitate to give us a call!

Stittsville Public School offers the Two Year Bilingual Kindergarten Program, where students will receive 50/50 French/English language instruction, the Early French Immersion Program from Grades 1 to 6, and the English Program from Grades 1 to 6. For the 2017-2018 school year, there are 50 staff members, composed of a Principal, half-time Vice-Principal, teachers, educational assistants, office staff, a library technician, and both day and evening custodial staff. This year we are projected to have 659 students.

Parent volunteers are welcome in the school and engage in a variety of roles. A thread of mutual support and cooperation binds students, staff and the community together. The learning environment is also enhanced by the support provided by the School Council that coordinates a number of fundraising efforts to purchase resources designed to enrich the classrooms.

In the past, the staff has offered various sports, arts, and academic programs during recesses, and both before and after school, to enrich the lives of students.

Students and staff look forward to another year of academic excellence, athletic growth, and extracurricular opportunities.

Catherine Donnelly, Principal

Bruno Kondric, Vice Principal

## School Council Chair's Report

Parents are their children's first and foremost influential teacher. They start their children's formal education process by preparing them for the first day of school and continue by supporting their children through direct and indirect involvement in the educational process.

The Stittsville Public School Council plays a significant role in supporting your child(ren)'s school and its programs. We provide input on school policies and procedures that directly affect students. We help to fundraise and subsequently manage and allocate the money for additional educational resources. We also work to build community spirit by organizing and running events like the annual Fun Fair, Cake Walk and Movie and Dance nights.

Council meetings are held on the third Tuesday of every month in the school foyer at 7 pm. Our first meeting is on Tuesday, September 19, 2017. If you would like to become a Council member, simply come to the first meeting and express your interest. Everyone is welcome at the meetings – you do not have to join Council to attend. We hope to see you there!

Sabrina Kemp and Shannon Helleman  
School Council Co-Chairs

## CALENDAR 2017- 2018

**Please refer to the OCDSB website at [www.ocdsb.ca](http://www.ocdsb.ca) to access a current school year calendar.**

### Communication between Home and School

Communication between parents and the school is a vital part of a child's progress. Staff employ several strategies to ensure that this occurs.

- **Meet-the-Teacher Night**  
You will be invited to visit the classroom and meet your child's teacher. This is a meet and greet opportunity, it is not a formal interview of your child's progress.
- **Parent /Student/Teacher Interviews**  
You and your child are invited to come to the school to discuss your child's progress for a formal interview in November.

### Progress Reports/Report Cards

Progress of students will be reported to parents through many strategies that may include written reports, parent/teacher interviews, and telephone calls.

It is essential that parents be informed of their child's progress in order to assist in maintaining learning skills and achievement.

For Kindergarten, one Kindergarten Communication of Learning: Initial Observations report and two Kindergarten Communication of Learning reports will be issued.

- For grades 1- 6, staff issue one student progress report and two report cards once each year. These reports are self-explanatory, but there may be a time when either a parent or teacher will ask for an interview to discuss a child's progress.
- **School Newsletter**  
School newsletters are prepared every month, each with vital information. Please review them for news relevant to the school/students. All newsletters are emailed to parents and posted on the school web site.
  - **Classroom Communication**  
Teachers use a variety of communication strategies on a regular basis outlining classroom programming, special events, activity days, home work. For example, some teachers may use blogs, agendas, classroom newsletters, twitter or use the ocdsb calendar to communicate with parents. In September, teachers will send home a newsletter explaining how they will communicate with parents on a regular basis.
  - **Permission Forms**  
Permission forms are sent home to be signed for any class trips or sports events so that Parents will be aware, in advance, that children are leaving the regular school environment. Please return the signed portion to the school and keep the upper portion as a reminder of the upcoming field trip.
  - **Meetings with Teachers**  
Parents are very welcome to request a meeting with the teacher at any time throughout the school year. We appreciate opportunities to work together for the benefit of your child.
  - **Phone Calls**  
Please feel free to telephone the school with your questions, or concerns.  
We will have the teacher return your call. The answering service is on 24 hours a day, so leave a message at your convenience and we will get back to you as soon as possible.
  - **Discussion with the Principal or Vice-Principal**  
Principals and Vice-Principals advocate for each child in the school and always have time to meet with students or parents.  
If you have a concern within the classroom setting, please ensure that you have discussed this with the teacher before bringing the matter to the principal or vice-principal so that you are aware of the child's and the teacher's perspective.  
Your meeting with either may be more effective if you phone ahead of time so that they can arrange their schedules to give you the time and attention you deserve.

**RESPECTFUL WORKPLACE POLICY:** The OCDSB is committed to providing a safe and healthy learning and working environment in which all individuals are treated with dignity and respect.

## **STITTSVILLE PUBLIC SCHOOL CODE OF BEHAVIOUR**

### **Positive Behaviour Program**

Our staff has been trained in the WITS program. **Walk away, Ignore, Talk it out and Seek help** are the four choices to solve a conflict. Leaving takes you out of the conflict. Do it calmly and walk somewhere safe. Kids who bully often want a reaction. **Ignore** them and they won't get it from you. Stay calm and keep doing what you're doing. Hang out with kids that are kind and support you. Stand up for yourself and your friends. Say, "Please stop", tell them "That's rude". Use "I" statements, like "I feel hurt when you say that". Talk firmly, without name calling. Make a list of people you trust. Get help if you or someone could get hurt, if you are afraid, if you can't handle it alone, or if your attempts did not work. Seeking help is not tattling. When you get help, you are making your school and community safe for everyone!

Staff has established some specific rules of behaviour to be adopted by all school staff and followed by all students. This plan is designed to teach students the common behavioural skills, concepts, and knowledge necessary to become respectful, responsible, and cooperative students. It creates a positive and proactive learning environment, enhances engaged learning time, provides clear, consistent and reinforced behavioural expectations, and helps create a safe environment for all students.

Classroom rules are to:

- ▶ always try your best
- ▶ follow classroom routines
- ▶ show respect for others, the classroom, and the school
- ▶ listen when others are speaking, and raise your hand before speaking, and
- ▶ arrive to class on time, prepared to learn

Life is learning.  
Learning is life.

The Stittsville Public School Community is made up of students, staff, parents, and community members. In partnership, we will promote a positive, safe, and challenging learning environment that fosters excellence, growth, self-esteem, and wise decision-making. At Stittsville Public School, we nurture the whole child.

**Respect**

- for self
- for others
- for authority
- for property
- for the environment

**Responsibility**

- to attend school unless prevented from doing so because of illness
- to be punctual
- to learn the material you are responsible for to the best of your ability
- to complete homework and assignments diligently
- to model appropriate behaviour to peers and younger students
- to show pride in your school and be a worthy ambassador wherever you go

**Recognition**

- of their own accomplishments and those of others
- of the school's role within the larger community
- of accountability of one's actions and that all actions have consequences

**SCHOOL GUIDELINES**

**Play Fighting or Bullying**

- Is not allowed
- When playing, keep hands and feet to yourself

<b>Entry/Exit</b>	<ul style="list-style-type: none"> <li>• Enter/exit the school through the designated door</li> <li>• Walk quietly and safely in the hallways</li> <li>• Leave school promptly at dismissal</li> </ul>
<b>During Indoor Recess</b>	<ul style="list-style-type: none"> <li>• Remain in classroom</li> <li>• Play/talk quietly</li> </ul>
<b>Inside Pass</b>	<ul style="list-style-type: none"> <li>• Get a pass from the duty teacher to enter the school during recesses or lunch</li> </ul>
<b>Food/Garbage</b>	<ul style="list-style-type: none"> <li>• Keep eating area clean</li> <li>• Try to bring litterless lunches; recycle refuse at home</li> </ul>
<b>Bicycles</b>	<ul style="list-style-type: none"> <li>• Walk bicycles on school property</li> <li>• Lock bicycle to bicycle racks</li> </ul>
<b>Snow/Sticks/Stones</b>	<ul style="list-style-type: none"> <li>• Leave all snow, sticks, and stones on the ground – these can cause serious injury</li> </ul>
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>• Report any injuries, problems or dangerous behavior to a yard duty teacher or the office</li> <li>• Play safely on structures and use play equipment wisely</li> <li>• Stay away from parking areas</li> <li>• Remain on school property</li> </ul>

## CONSEQUENCES

The Code of Behavior establishes a link between unacceptable behavior and clear, fair, and consistent consequences for students. Consequences for not following the code will involve strategies such as:

- Advise student(s) of inappropriate behavior
- Counsel student(s), which may include:
  - a warning and/or reprimand
  - an apology to the person or persons affected by the misbehavior
  - practising correction of the offence
  - loss of certain privileges
  - exclusion from class or activity
  - restitution, repair or replacement
  - classroom teacher involvement
  - administrative involvement
  - parental involvement
  - involvement of the Ottawa-Carleton Regional Police Force
- Inform parents of serious or repeated offences
- Referral to Special Services or other agency
- Suspension or expulsion as per the policies and procedures of the Ottawa-Carleton District School Board.

The rewards for conducting oneself within the Code of Behavior are many. Students and all members of the Stittsville Public School community will enjoy working, learning, and growing in an environment of mutual respect and consideration.

### **Character Education**

Stittsville Public School promotes character through its Character Committee and ‘Character Kids’ program and is imbedded in all of our subject areas. In 2017 – 2018, Character Education

will continue to follow the Ottawa-Carleton District School Board's model, focusing on educating students about acceptance, appreciation, cooperation, empathy, fairness, integrity, optimism, perseverance, respect and responsibility.

## **Procedures for a Safe and Caring School**

### **Attendance/Arriving Late**

Regular attendance at school is necessary for students to obtain the full benefit of all school programs. It also promotes a sense of responsibility, and should be the number one priority of each student.

Occasionally, students may be late for school because of such occasions as medical appointments. Arriving to school on time is important as it shows respect for the teacher and fellow students as there is no disruption to the class upon entering; no part of the homework discussion and/or new instruction is missed. If your child arrives late at school, he/she must be signed in at the office.

### **Attendance Check/Safe Schools Arrival**

If a student is going to be absent (or late) from school, parents are asked to call the school, and leave the child's name, the homeroom teacher's name, and the reason for, as well as the length of, the absence. A recording system will handle all calls on a 24 hour basis. If a student is absent and we have no record of your call, a call to you at home, or at work, will be attempted to verify the absence. If a student will be away, and you know beforehand, please notify the office in advance of the absence.

### **Care of Personal Property**

It is difficult to ensure the safety of personally owned property which is brought to school. Everything possible to safeguard goods is done, but please be advised that neither the school nor the Board can accept responsibility for loss, or damage to, any personal property. Although we try to protect personal property to the best of our abilities, students are ultimately responsible for personal possessions/valuables.

For the same reason, students should avoid bringing large sums of money to school. The names of students should be placed on all sports equipment, outdoor clothing, and valuable articles of clothing for easy identification – several students often wear the same brand name and size of clothing, making it hard to claim ownership without proper identification.

### **Change of Personal Information**

Your assistance and co-operation are required in order that the office records are kept up-to-date at all times. Should any personal information change, such as home address for the family, or either of the parent's home or work telephone number; baby-sitter's name, address and telephone number; or the emergency contact's name or telephone number, we need notification as soon as possible. Please also keep office staff informed of any health concerns regarding your child/children. In the event your child is involved in an accident at school, this information is essential so you can be contacted immediately.

### **Recycling**

The Board has an initiative to decrease recycling costs while at the same time teaching students and staff to care for the environment and create a safer environment for students. The *Recycling at Home* program includes every student in the school.

**Everything remaining from nutrition breaks goes into lunch bags to permit recycling at home.** Liquids can be drained in the classrooms and messy items (i.e. - drink boxes, fruit cups,

banana peels) put into the student's sandwich box or a plastic bag brought from home. During routine recesses, food and drinks do not go out onto the school yard. All items are eaten in the classrooms as this discourages the gathering of wasps, bees and birds outside. Your cooperation in this endeavour is truly appreciated.

### **Emergency School Closings**

At any time, the District may close a school for a number of reasons (e.g. - broken water mains, no hydro, inclement weather). When the school is closed, there will be no teaching staff at the school, and all students must remain at home.

### **Inclement Weather Procedures**

During the winter months, when weather and road conditions make transportation unsafe, please listen to local radio stations for transportation cancellations or school closures. Information is also posted to the:

- OCDSB website [www.ocdsb.ca]
- Ottawa Student Transportation Authority's website [www.ottawaschoolbus.ca]
- OCDSB Facebook page
- OCDSB Twitter page

You may also choose to subscribe to the OCDSB RSS feed if you have an RSS FeedReader or News Aggregator or download the iPhone app [search "OCDSB" in the App store to download].

If parents drive their child to the school in the morning, parents must also return at 3:00 p.m. to pick them up as buses will not be running in the afternoon.

Should the school need to close during the day, the school's emergency phone network and e-mail network will attempt to contact you to ensure that there is someone at home to receive your child off the bus. An announcement will also be made on the radio stations. If you, the caregiver, or emergency contact, cannot be reached, the child will be kept at school until you can pick him/her up. Please recognize that timelines might be tight in these situations, and we must have current telephone numbers and email addresses where you can be reached. A phone call will be made to ensure that there is someone at home to receive those students who walk to school.

Should there be an EMERGENCY occurring during the day that would require an EVACUATION, students will be walked to Jean-Paul II Separate School on Abbott Street or to the Goulbourn Recreation Centre until transportation can be arranged and parents notified.

### **Extracurricular Activities**

School is more than attending classes or preparing for tests. In addition to a strong academic program, staff provide as many enriching 'out-of-class' activities as possible. Traditionally this has meant activities such as a variety of music programs, drama presentations, track and field, cross country running, among others. Students are encouraged to participate as much as possible, developing skills beyond what the regular program can offer.

### **Field Trips**

Field trips are an extension of the school curriculum and are voluntarily organized by teachers. The school tries to balance the number and cost of field trips to ensure all students have the opportunity to participate. In all cases, forms will be sent home in advance, to be signed by a parent and returned to the school. No student will be permitted to go on a field trip unless the required permission slip has been returned to the school. We cannot accept permission from a parent/guardian through a phone call, or by a note other than the official Permission Form. For those experiencing financial stress, a phone call to the principal will ensure that your child has the opportunity to participate in the field trip; funding is available.

Students not attending these trips are expected to attend school and will follow a revised program. If parents choose to keep their child at home, a call must be made to the attendance line reporting the absence in the usual manner.

### **Food Program**

Each year, parent volunteers, as a sub-committee of the School Council, operate a Food Program for students. In mid-September, an order form will be sent home with students indicating the cost and timing of each program. The Food Program starts the first full week in October. All of the food programs are dependent on many parent volunteers in order to run them. A request form, asking for parent volunteers, will be sent home the first week of September.

### **Lunch Routines**

Students, who remain for lunch, eat in their homerooms and will be supervised. Following a 20 minute eating period, students will wait to be dismissed by the teacher on duty and then enjoy either an outdoor recess, or report to a staff supervised activity.

As responsible students, it is hoped that refuse from lunch will be taken home or deposited in the containers provided. Students will ensure that the desk tops and floor areas are cleaned before being dismissed for recesses.

### **Medication**

Should a child require medication while at school, the Ottawa-Carleton District School Board Consent Form **MUST BE COMPLETED**. Once the consent form is received, office staff will retain the medication in a locked cupboard, and will administer it as directed by the physician. If you will be making a trip to the doctor's office and anticipate having a prescription, print a consent form from the SPS website and bring it with you.

For ***LIFE-THREATENING ALLERGIES***, parents are asked to sign a release form granting permission for their child's picture and name to be posted in the Health Room, staff room, and classroom for quick identification in the event of an emergency. If the child is a bus student, a copy is given to the bus driver, and a copy is sent to the Board Transportation office.

Sometimes students will carry their own medications (inhaler). The **Consent Form for Self-Administration** **MUST** be completed, and must indicate that students have been trained in the proper administration. The Medical Officer of Health has directed that **NO** internal medication, including aspirin, is to be dispensed to a student without a medical doctor's signed order.

PLEASE NOTE: School Office staff will administer medication **ONLY** to a student from whom the **completed** medical form, signed by the parent/guardian **AND** the physician, is received in the school office. Your co-operation will ensure that we meet your child's needs. These forms must be completed at the **BEGINNING of EVERY SCHOOL YEAR.** The forms may also be found on the school website ([www.stittsvilleps.ocdsb.ca](http://www.stittsvilleps.ocdsb.ca))

### **Recesses**

Outdoor play is an important part of a child's school day providing opportunities for exercise, fresh air and socialization. As students can spend up to a total of 105 minutes outside for recesses/physical education, it is essential that they come properly dressed for the weather. During colder months, students must come to school warmly dressed to enjoy outdoor activity – jackets, snow pants, boots, hats, mitts or gloves and neck warmers. For light, rainy days in spring and fall, hooded waterproof jackets, splash pants and rain boots should be worn as students will be going outside to enjoy some fresh air and exercise.

### **School Programs**

Stittsville Public School offers a Full-Day Two Year Bilingual Kindergarten Program, an English program in Grade 1 and an Early French Immersion program starting in Grade 1. The Ontario curriculum is implemented. Guidelines for each subject area are available; you can find them by logging on to the Ministry of Education's website (<http://www.edu.gov.on.ca>). The expectations apply to all Ontario schools and are consistent from one school District to the next.

There is one province-wide report card for primary and junior students. Grading is done using an alphabetical letter and there is a separate section to provide information on the student's learning skills. A key element is the provision allowing parents to respond to the report card by providing a space to comment on their child's achievement, goals, and home support.

Student assessment and evaluation play essential roles in the classroom to record student progress and development. Student assessment and evaluation could be by teachers, groups, peers, and/or by the students themselves. There are many different strategies to gather information on assessment and a final evaluation is based on a combination of them.

### **Special Education**

The Ottawa-Carleton District School Board recognizes that some children show divergence in their physical, intellectual, communicative, social, and/or emotional state. Consequently, curriculum modifications or accommodations become necessary to respond to their individual needs. Special education teachers work closely with classroom teachers to ensure that these needs are met. Students remain in the classroom for most subjects, receiving support in the regular classroom setting. School staff can call upon the Learning Support Services staff of the District to broaden the program delivery to exceptional students. This team is composed of psychologists, social workers, speech therapists, and teachers for the hearing and visually impaired.

### **Student Illness**

Parents are asked to call the School Office number (613-836-2818) to inform staff of student absences prior to the beginning of classes at 8:30 a.m.

If at school, a student feels ill, the student will be sent to the Main Office. If necessary, a telephone call will be made by office staff to contact parents. If unable to reach the parent, the person identified by the parent as the Emergency Contact will be called. Should the situation warrant it, and/or should the nature of the illness or injury become serious, an ambulance will be called.

### **Return from Illness**

When a child's return from illness is accompanied by a day of severe weather, parents often request that a child stay indoors at recess time. While this seems perfectly sensible, it does create problems with teachers' assigned supervisory duties. Children who have not fully recovered are often sent to sit in the office during recesses. The optimum scenario would be to refrain from sending your child to school unless they can participate in all activities, inside and out. Students who return to school without being fully recovered may also threaten the health of their peers.

### **Student Sign-In/Sign-Out Policy**

Students leaving school before the regular dismissal time, or those not following their usual dismissal routine, must be signed out in the office by a parent before leaving. Students will not be released on the basis of a phone call. Parents coming to the school to pick up students MUST report to the office where staff will then quickly locate the student. Students returning from appointments, as well as those who are late, must be signed in by a parent at the office.

### **Student Use of School Telephones**

Students will be allowed to use the main office telephone for unexpected school situations, or illness that requires communication with a parent.

### **Visitors to the School**

Parents and visitors are welcome at Stittsville Public School. In order to minimize risk to students by having unauthorized strangers in the school, help to ensure the security of students, and respect the business of learning in classrooms, **all visitors must stop at the school office**. There, they are asked to sign the visitor's book and obtain a visitor's identification tag to wear while in the school. Office staff is happy to help with enquiries. When leaving the school, please remember to sign out and return the badge. Our staff wears name tags of a different colour and will question people in the school without proper I.D.

When bringing your child(ren) to school before school starts, please leave the child at the drop-off entry to the school yard. When picking them up, wait in the same area for his/her dismissal. Students are not to be dropped off at the school before 8:15 a.m. as there is no supervision for them. Vehicles are not to enter the bus loop between 8:00 – 9:00 a.m. and 2:30 – 3:30 p.m. as buses are using it to drop off/pick up students.

### **Volunteers**

Volunteers are most welcome to the school. Parents help with classroom activities, reading programs, class trips, the library, attending sports outings, doing head checks, delivering lunches, to name a few.

According to Ottawa-Carleton District School Board policy, community members who are **not** parents require a criminal reference check before working with children. Please visit the Ottawa Network for Education website for more information ([www.onfe-rope.ca](http://www.onfe-rope.ca)).

## **STUDENT RESPONSIBILITIES**

### **Bicycles**

When the weather is appropriate, parents may choose to allow their children to ride bicycles to school. Upon entering the school grounds, students must walk their bicycles to the storage racks. Bicycles should then be locked to the racks. Please note that roller blades, skateboards, wheelies, and snowboards are not allowed on school property as they jeopardize the safety of students.

### **Electronic Devices**

While student cell phones are utilized for safety purposes before and after school as a way of communicating with your child, it is staff expectation that students' cell phones should be left in their backpacks for the school day. If a call home needs to be made, it must be made from the school office. No child should be texting parents from school. As well, students will use computers or other technology at school for teacher-directed learning. When not in use, personal devices must be stored in a secure place.

### **Computer Use**

All computer use must support the student's education. Uses which might be acceptable on a user's private personal computer/account on another system may not be acceptable on a dedicated network.

The District supports efficient, ethical, and legal utilization of Technology and Internet resources. The operation of the network is dependent upon user adherence to the guidelines outlined in the District's procedure PR.622.IT – *Acceptable Use of Computers and Internet/Intranet Technology*. Inappropriate use of the computer may result in loss of computer privileges, discipline under other appropriate District policies, and/or repair to damages.

## **Lost and Found**

A Lost and Found box is provided by the school for misplaced items. Students and parents are encouraged to look for lost items in the box on a regular basis. To avoid unnecessary loss of articles, we encourage parents to label items. Periodically, unclaimed articles will be displayed for students and parents to reclaim. All unclaimed items will be donated to a local charity.

## **School Dress Code**

The student dress policy is based on the expectation that schools shall be safe and respectful learning environments. Further to this expectation and in support of appropriate conduct within schools, the following principles shall govern standards of student dress in the schools of the Ottawa-Carleton District School Board: respect for learning, respect for the rights and dignity of others, decency, safety of persons and property, cleanliness, and promotion of a drug and alcohol-free environment.

Students are expected to wear appropriate school attire. Students should dress in a neat, clean manner appropriate to a daytime school/business setting. Attire should reflect personal pride and respect for others. Clothing must not distract from the positive learning environment enjoyed by students and staff. Indoor shoes must be worn at all times for safety reasons.

Inappropriate dress includes:

1. Sexually explicit or revealing dress;
2. Dress with wording or graphics that is racist, sexist, profane or demeaning to another person;
3. Dress with wording or graphics that advocates violence;
4. Dress with wording or graphics that advocates the consumption of alcohol or illicit drugs; and
5. Dress that is recognized by the OCDSB Safe Schools Committee to be associated with gang membership.

Additionally, students are encouraged to wear clothing that is respectful of the learning environment and others, for example:

6. Midriff-baring tops, halters, open back shirts, tube tops, and tops or pants/shorts/skirts that show undergarments are not appropriate.
7. Hats are to be removed upon entry to school and stored in school bags or on the hallway clothing hooks. All students are encouraged to wear hats to protect themselves from the sun when outdoors.
8. All students are expected to have clothing and footwear appropriate for Physical Education classes (including outdoor Phys Ed classes).

Students are asked to wear outdoor attire that is appropriate for the weather conditions as students are outside for 30 to 40 minutes at a time daily for recess/gym. For example, on days where rain is predicted, children are expected to come to school appropriately dressed for light rain (rain coat and hood, appropriate footwear).

Students whose clothing is considered to be inappropriate will be individually counseled by staff, asked to cover up or to change. Persistent or blatant non-compliance by a

student will result in disciplinary consequences that may include suspension from school as per OCDSB PR.628.SCO.

Hats may be worn for outdoor gym classes or recesses only, but must otherwise be removed upon entering the school, and stored in school bags or on the clothing hooks.

Like hats, bandanas worn as a head covering, should also be removed. Head coverings, worn for religious or medical purposes, are permitted.

Clean indoor running shoes are expected for all gym classes and classroom use in the winter and wet weather. Plastic shoes, elevated heels, or shoes without backs on them are not recommended as they create safety issues.

The use of hats and sunscreens are strongly recommended for sunny days. Unscented sunscreen is preferred, as some students and staff may have sensitivities to scents (especially coconut oil). Covered shoulders are recommended. Sunscreens should be applied before leaving home.

Please note that some students and staff members experience severe reactions to perfumed scents. Students are not to bring scented sprays to school at any time and are asked to refrain from wearing highly scented body sprays.

Proper attire is required for *Physical Education* classes (shorts or sweat pants, t-shirt, running shoes). Failure to have proper dress may result in alternate activities being provided by the teacher.

On days where rain is predicted, children are expected to come to school appropriately dressed for light rain (rain coat and hood, appropriate footwear).

*Drawstrings* on jackets, sweatshirts and other clothing pose a danger to children. They can become snagged on school bus railings, doors, and even playground equipment. Incidents of snagged drawstrings or toggles have resulted in injuries and even death. We urge you to inspect your child's clothing and eliminate these hazards wherever possible by cutting or removing them. If students do not comply with the dress code, a telephone call will be made and parents will be asked to bring more appropriate clothing. Clean clothing, available at school, may also be issued.

### **Textbook/Library Book Replacement**

Textbooks are provided free for use by students. The cost of replacing textbooks and/or library books, places a severe strain on the budget of any school. Students are therefore required to put covers on their textbooks to protect them, and accept the responsibility for the care of them. A record is kept of the books issued to each student and payment will be required for any lost or unduly damaged text or library book.

### **Transportation**

The Stittsville Public School Code of Behaviour applies to school buses and students must follow the directions of the bus driver. Consequences will result for inappropriate behaviours. Bus routes are set by the Ottawa Student Transportation Authority; drop-off and pick-up points for students must be consistent from day-to-day. Students are not allowed to travel on a bus other than their designated one.