

MARY HONEYWELL

ELEMENTARY SCHOOL

STUDENT-PARENT HANDBOOK



We are an Anaphylaxis Smart and air-aware school.

Attendance Line: 613- 825- 4834 (24 hr.)



OTTAWA-CARLETON
DISTRICT SCHOOL BOARD

54 Kennevale Drive, Ottawa, ON K2J 3B2 Tel: (613) 835-4834 Fax: 825-5058 OCDSB website: www.ocdsb.ca

School Office Hours: 8:00 a.m. – 4 p.m.

Updated September 2015

The Student-Parent Handbook is organized in alphabetical order of subjects.

Mary Honeywell ES

54 Kennevale Dr.

Ottawa, ON K2J 3B2

Tel: 613-825-4834 Fax: 613-825-5058

Ottawa Student Transportation Authority 613-224-8800 ext. 2580

OCDSB website: www.ocdsb.ca

Attendance Line: 613-825-4834

School Hours

The School Office is open from 8:00 a.m. to 4:00 p.m.

Bell Times		
Grades 1-5		Junior and Senior Kindergarten
8:15 Arrival		8:15 Arrival
8:30 Entry		8:30 Entry
10:30-10:50 Nutrition Break 1		Nutrition breaks and recesses for kindergarten classes are scheduled at staggered times between 10:30 a.m. and 1:30 p.m.
10:50-11:15 Recess 1		
12:55-1:15 Nutrition Break 2		
1:15-1:40 Recess 2		
3:00 Dismissal		3:00 Dimissal

SCHOOL PROFILE

Mary Honeywell ES is a Junior Kindergarten to Grade 5 school offering the English program from JK-5, and the Early French Immersion program from SK-5. We are proud to be a host site for a specialized Autism program, which is an OCDSB program serving students from across our superintendency through a centralized placement process.

Our school colours include the original MHES colours green and white, as well as the updated colours red and black, to partner with our flame logo and “Honeywell Heat” team name.

Mary Honeywell ES is an environmentally friendly school. We use our resources carefully, by limiting our photocopying and recycling paper wherever possible. Our school newsletters and most publications are sent to parents electronically by email and posted to our website. We use the Boomerang Lunch program, encouraging families to use re-usable containers for student lunches and snacks, and sending home any garbage which cannot be recycled. We are proud to have 660 solar panels on our roof, contributing energy to the province. We are able to track the energy produced by our solar panels on a monitor in our school foyer and a website:

<http://www.cachelan.com/green/solarVuLive.php?ac=maryhoneywelles&dr=potentia>

Most of our extra-curricular activities are run during the two recess breaks, while a small number take place following the end of the school day. We are fortunate to have MHES staff volunteering their time to oversee a large number of activities. The MHES School Council is very active and works to support student learning and promote the MHES school community in a variety of ways.

ABSENCES AND SAFE ARRIVAL

To report a student absence, parents are asked to call 613-825-4834 where a message can be left on our 24-hour answering machine. Please speak slowly and clearly, and provide the following information: your child’s name, the classroom teacher and the reason for absence. If we have no explanation for your child's absence, we will attempt to call you to ensure that your child is safe.

Late Arrival:

Punctuality is essential for the smooth running of the school. It is also an important habit to instill in children. In the event of unavoidable lateness (anytime the student does not enter the school with his/her class by his/her regular door) students must report to the office and sign in. Primary children (JK-3) should always be accompanied by an adult or older sibling. A late slip will be given to allow entry to class. For students in kindergarten or in one of our portables, office staff will call the classroom to ensure that the class is in the room and that the teacher is aware of the child’s arrival.

Early Departure:

Students must be signed out by a parent or guardian before leaving school for any reason. Students should give a note to the class teacher explaining when they are leaving the school, and a parent (or other adult) will meet the student in the school office at the agreed time and sign the child out.

ACCIDENTS/INJURIES AND ILLNESS

If your child has a serious injury or becomes ill at school and cannot continue with the regular school day, we will make him/her comfortable, provide first aid as needed, and call you as quickly as possible. If necessary, the ambulance will be called. Please, ensure that your emergency numbers are kept up to date so

we may reach you quickly. Last year we encountered a few emergencies where parents could not be reached because of changes in telephone numbers.

If your child is returning to school following a concussion, the OCDSB requires that we follow both a “Return to Learning” and a “Return to Play” protocol. If your child is returning to school following an injury affecting his/her mobility, it is important for fire safety that the office be informed. If your child is returning to school following an illness or injury, please be aware that he/she will be expected to participate in all regularly scheduled activities – teachers are not able to provide indoor supervision during recess.

STUDENT AGENDA:

Many parents find the student agenda to be an excellent communication tool. MHES agendas were pre-ordered and pre-paid in May 2014 and will be distributed in September to those who pre-ordered. For families who chose not to order, parents may choose to provide a commercially produced agenda, or the school can provide a blank notebook. Kindergarten students do not use student agendas.

ALLERGIES: ANAPHYLAXIS-SMART and AIR-AWARE SCHOOL

Please be aware that some of our students have severe and often life-threatening allergies (anaphylaxis) to certain food products, especially peanuts and other nuts. Anaphylaxis is an emergency medical condition that can result in death. While it is impossible to create a risk-free environment, we can take important steps to minimize potentially fatal allergic reactions. In a spirit of caring and to ensure consistency at MHES, the following food practices have been implemented:

- Staff members receive yearly instruction in use of the epi-pen.
- Students and their families are informed of allergies within a student’s individual class.
- Students at risk for anaphylaxis are encouraged to wash the eating area with soap and water before eating.
- All students will be encouraged to wash their eating area with soap and water after eating.
- All students will be encouraged to wash their hands before and after eating.
- Children eat only what has been sent by their own families. No trading, or sharing of food.
- Send food for your child only. Non-food items only are welcomed for celebrations.
- Nuts/peanuts should not be brought to school.

Mary Honeywell is also an air-aware school. All visitors, including parents, students, and employees are asked to refrain from the wearing of scented products when entering the school building. This is a worker health and safety issue.

ANTIRACISM and ETHNOCULTURAL EQUITY

The OCDSB has antiracist and ethno cultural equity policies and procedures in place. Each year we welcome presentations by parents on their cultural background and observances. To promote student understanding of others’ traditions, we will be announcing major religious holy days as part of the morning announcements. With the on-going support of School Council, our students enjoy annual arts presentations and we endeavor to include a multi-cultural perspective when selecting these presentations.

BICYCLES /SCOOTERS/SKATEBOARDS/ROLLER BLADES

Non-bused students are encouraged to ride their bicycles to school. At all times bicycles should be walked on school property and locked to the bicycle racks with a sturdy lock. The school is not responsible for any loss or damage. Bike racks are located on both sides of the school, towards the back school ground area, and are easily accessed from both sides of the school. Students do not play around

the bicycles during recesses. For children riding bicycles, the use of a CSA-approved helmet is required by law. Scooters, skateboards and roller blades are not allowed in the school and therefore not recommended as a means of transportation to and from school.

BUS TRANSPORTATION

The OCDSB is responsible for the safety of students using school vehicle transportation from the point of departure to the schools, while at school and to the point where the student disembarks on the return route home. It is the responsibility of parents/guardians to ensure the safety of students to and from the school vehicle at pick-up and drop-off points, and home and to ensure that adequate access/supervision is available to the student at home or at such other destination as has been specified by the parent/guardian.

Bus services are provided by the Ottawa Student Transportation Authority (OSTA). You can access your child's bus route number, stop location, and the phone number for the appropriate bus company on the OSTA website. The OSTA phone number is 613-224-8800 extension 2382 and their website address is: www.ottawaschoolbus.ca MHES is located in the Centre West transportation zone and the zone co-ordinator's email address is centre.west@ottawaschoolbus.ca.

To qualify for busing, you may use either your home address or a child-care address within the school attendance area. Students are eligible for transportation if their designated address is beyond these distances from the school :

Junior & Senior kindergarten	0.8 kilometres
Grades 1 to 6	1.6 kilometres

Please help us:

- On the first day of school, please ensure that you have your child take the school bus and that you do not bring them to school. We need to track and make note of which bus they came to school on once they arrive.
- Buses are number coded to help children recognize which bus they must take home. Please take note of the bus company and route number so that you may communicate with the proper transporter when needed.

Empty Seat Policy

Once bus routes have been well-established and if there are any seats available on the bus, students normally not meeting the eligibility requirements to ride the bus, may make an application to their school principal for use of an empty seat on the school bus serving their residential and their school attendance area. Empty seat applications should be submitted by October 1st, when the principal will consider all such applications.

If a seat is granted, any such permission may be withdrawn at any time and should not be considered to constitute a precedent or to establish a right should it be needed by an eligible student. Preference will be given to the youngest applicants, for whom applications have been received, living furthest away from the school. Assignments of these students to available seats will be finalized at the discretion of the school principal. Students receiving approval will access the bus at an existing pick-up point after October 1.

BUS CANCELLATIONS

Note: If the bus is cancelled in the morning, it will not run at all on that day. In such cases, please be advised that there will be no busing after school. If the school remains open, and you drive

your child to school, please pick your child up from the school foyer between 2:45 and 3:00. Leave extra driving time to allow for poor or deteriorating road conditions.

CHARITY FUNDRAISING

MHES, through the work of the school and the School Council, generously supports a number of charities locally and globally, by participating in a variety of optional fundraising events each year. We typically participate in the Terry Fox Run in September. In December, the School Council and staff combine efforts to create holiday hampers for families within our community. In January, “Mitten Mondays” are an opportunity to donate new and lightly used mittens, hats, and scarves to the Snowsuit Fund. In February, we participate in Toonie Tuesday to collect funds for the Education Foundation which supports students throughout the OCDSB. Our Student Leaders have organized campaigns to raise funds for specific social-action projects, such as Adopt-a-Village. An on-going project at our school is the collection of clean, dry 4L milk bags, which are sorted and packaged by our students, then given to a local group who cuts them and weaves them into useful, plastic mats. We have also responded in times of need, to unexpected events in the community and around the world. Whenever possible, as part of our response, we endeavour to include a teaching/learning component for our students. These charitable efforts are an opportunity for us to learn about and share with the community around us. All donations are voluntary and families may choose whether or not to participate.

CLASS ORGANIZATION/ COMBINED CLASSES

The creation of each new class is carefully planned and the needs of all students are taken carefully into consideration. We take into account students’ academic and social needs, achievement levels, learning styles, friendships, gender and child/teacher personality. We strive to create balanced classes where each child has the opportunity to flourish and meet their full potential. Placement decisions are made by teachers in consultation with the Principal. If you have information to share about your child’s academic and/or social needs, please share it in writing with the Principal by March 30th. Please, watch the newsletter for more information. We kindly ask that you do not make requests for particular teachers. Our goal is to work with parents, but it is not always possible to meet all requests when dealing with the complex nature of class building. We thank you for your understanding and cooperation.

Combined Classes: In both regular and combined classes, teachers adapt their program to meet the students’ needs. Straight grade classes and combined or split grade classes both work in the same manner since they both focus on students performing at different levels. In a combined class, the teacher delivers the curricula for each grade independently, integrating the two where possible. Information regarding the instruction and the advantages of working in a combined class is provided several times throughout the year in the monthly school newsletters.

CODE OF CONDUCT

The Mary Honeywell Elementary School Code of Conduct is anchored in the philosophy that students have the right to learn in a school environment, which is positive, safe, and free from disruptions that interfere with teaching and learning activities. It works towards achieving the OCDSB mission, *Educating for Success – Inspiring Learning and Building Citizenship* and is in keeping with the 10 characteristics of the OCDSB Community of Character wheel. This Code applies to everyone at MHES: students, staff, bus drivers, co-op students, volunteers, parents, guardians and all other visitors to the school.

The Code of Conduct is based in accordance with the Code of Conduct for Ontario Schools and the Ottawa-Carleton District School Board Policies and Procedures; specifically, but not exclusively, Policy

P.032.SCO Safe Schools.

The MHES Code of Conduct is in effect:

- on school property during regular school hours (including recess and nutrition break, and fifteen minutes before and after school)
- on school buses
- at bus stops and when travelling to and from school
- at school-sponsored events and field trips (before, during and after school hours)

The MHES Code of Conduct includes the following expectations:

- Be kind.
- Respect people and property.
- Co-operate with those around you to create a positive learning environment; encourage and help others to succeed
- Follow class and school rules.
- Come to school on time with your materials ready and your work complete so that you are ready to learn.
- Listen when the teacher or another student is speaking.
- Raise your hand when you wish to speak or ask a question.
- When doing an individual assignment, work quietly so that everyone will be able to concentrate. When working in a group, contribute positively and cooperatively.
- Complete work as assigned. You have to practice some things a lot to learn them. When you find out which parts are more difficult for you, your teacher can tell when you need help.
- Avoid rough play on the yard (e.g., no pushing, shoving, throwing)
- Follow the bus rules. Your bus driver is working hard to keep you safe on the roads and your good behaviour can help everyone around you.
- During arrival time, between 8:15 and 8:30, students chat with their friends and stay with their backpacks as they remain on the paved areas of the school yard. Toys or balls should be kept in backpacks until the recess time.
- Solve conflicts in a peaceful way. Use one or more of the WITS strategies, when needed.
- Where a specific item is not addressed through this Code of Conduct, students will follow the direction of staff.

At Mary Honeywell, we have established a tradition of excellence. This Code of Conduct is an important component in our striving to provide our students with the best education possible. It is intended to ensure that everyone involved in the educational process in our classrooms will be able to achieve to their highest potential in a safe, caring, and inclusive environment.

CONSEQUENCES

Mary Honeywell ES students maintain high behavioural standards. Students who do not follow the MHES Code of Conduct will be dealt with in a firm, consistent and fair manner that respects the dignity of the students. Consequences will be reasonable and involve logical steps designed to help the students acknowledge and learn from mistakes and amend them, if possible.

As a consequence of his/her behaviour, any student:

- will be reminded of one's responsibility to one's self and others

- may be given a time-out
- may be asked to complete an office intervention form and/or a reflection sheet
- may be asked to make a plan for improved behaviour
- may be asked to write out the MHES Code of Conduct
- may be given a detention (see section on detentions)
- may lose bus privileges
- may lose privileges for extra-curricular activities, such as sports

For serious infractions, such as behaviour that endangers self or others, a suspension or expulsion from school may take place. If there are persistent difficulties in adhering to the Mary Honeywell Code of Conduct, parents will be contacted so that appropriate corrective action may be taken at home and at school. We believe that discipline is a shared responsibility between home and school. We encourage you to contact the school with any questions or concerns you might have in this area.

ROLE OF PARENTS AND GUARDIANS

The Partnership that has developed at Mary Honeywell between staff and parents/guardians is one of our greatest strengths. We ask that you read and discuss the code of conduct with your children.

Parents/guardians can very effectively model our shared values of respect, responsibility, safety and perseverance. Parental attitudes can facilitate and foster our culture of cooperation, inclusion, kindness and tolerance. Parents and guardians can promote their children's learning by physically and mentally preparing their children for learning:

- providing appropriate dress, equipment and supplies for their children.
- ensuring proper nutrition for their children and respecting the
- providing an environment that is conducive to efficient homework completion.
- encouraging proper personal habits and hygiene.
- ensuring adequate sleep for their children

Parents/guardians can take an active interest in their children's education and the school community and facilitate the smooth running of the school by:

- getting children to school on time and picking them up promptly at dismissal, where applicable
- minimizing school absences
- calling the Safe Arrival number when a child is absent from school
- providing the office with changes in the parent/guardian's contact information
- providing timely and accurate responses to requests for information.
- respecting the no parking and no drop-off rule in the bus-loading zone
- informing the teacher in advance and in writing of any changes in your child's dismissal routine
- in the case of an unexpected change, calling the school before our busy time of 2:30 to 3:00 p.m. (except in an emergency)
- signing in at the office and wearing a name tag while visiting or volunteering at the school
- leaving forgotten items at the office so that they can be delivered at a suitable time (recess, nutrition break)
- scheduling with the teacher your visits to the classroom or portable
- when picking up your child or arriving for an appointment with the teacher, please go to the office to announce your arrival
- working with staff to resolve academic or discipline concerns

ROLE OF STAFF

Staff, which includes the Principal, Vice-Principal, teachers, custodians, library technician, office

personnel, bus drivers and other board employees, shares the responsibility of providing a safe, welcoming and caring environment for students and their families.

- Staff shall follow and enforce the MHES Code of Conduct.
- Following the OCDSB Respectful Workplace policy, staff shall treat everyone with fairness, respect and consistency. Staff shall model and encourage the highest standards of civic and moral behaviour.
- Staff shall endeavour to meet the needs of all students and ensure a productive, functional and positive learning environment.
- Teachers adhere to the Ontario College of Teachers' Standards of Practice for the Teaching Profession.
- Staff provides help when asked.

RESPECTFUL WORKPLACE (OCDSB P.009.HR, PR.652.HR)

Employees and all members of the District and school community understand their responsibility for contributing to a respectful workplace and model the character attributes Acceptance, Appreciation, Cooperation, Empathy, Fairness, Integrity, Optimism, Perseverance, Respect, and Responsibility.

Respectful Behaviour includes:

- a) being polite and courteous;
- b) treating others equitably and fairly;
- c) accepting responsibility for actions, reactions, and behaviours that impact others;
- d) respecting the differences in people;
- e) respecting the rights of others;
- f) showing proper care and regard for District property and for the property of others; and
- g) demonstrating honesty and integrity

COMMUNICABLE DISEASES & HEAD LICE

The OCDSB follows the advice of the Ottawa Public Health department for protocols for communicable diseases. If a child has a communicable disease (such as Chicken pox, Fifth Disease), the parents are asked to notify the school immediately because we are required to keep a record of such illnesses. Please advise the school if your child has head lice, or has been in contact with head lice. This enables us to advise other families of the situation. Your child's name will not be used.

COMMUNICATION

We believe in open communication between the home and school, and we make a concerted effort to keep parents informed about their children's progress and school activities. Your first point of communication is always your child's teacher. Please communicate with your child's teacher when you have a question or a concern, especially regarding performance or progress or relational issues with peers or the teacher. If you need to communicate with the Principal or Vice-Principal to discuss an issue, please call the office rather than email. The agenda is usually the best way to contact your child's teacher, especially to request a phone call. The teacher will contact you as soon as possible. Teachers appreciate families communicating freely and regularly with the school. We sincerely want to address any questions or concerns you may have!

COMMUNITY BULLETIN BOARD

The School Council and Community Bulletin Board are located in the front foyer. You can find information about childcare, and various extra-curricular activities. Items are placed with the approval

of the principal. Please note that the school does not endorse or take responsibility for the items placed on the bulletin board. They are for your information only.

CONFLICT RESOLUTION

We work with students to help them manage conflict and solve problems. We aim to teach students the necessary skills to solve disputes themselves as much as possible and to accept responsibility for their actions. Bullying and acts of violence are not acceptable. Please contact the school immediately if you suspect your child or another student is being bullied or harassed.

CROSS-BOUNDARY TRANSFERS

Cross-boundary transfers are required when students wish to attend a school other than their designated school. Call the O.C.D.S.B. office at 596-8780 or use the School Locator on the OCDSB website if you are unsure about your designated school. If you move during the school year, please advise the office. You may wish to finish the current school year at MHES. Cross-boundary transfer requests for the following year can be made in writing during the month of February. Acceptance of cross boundary transfers depends on enrolment and class sizes. Unfortunately, we are not able to accept all requests for Cross Boundary Transfers so it is important that deadline dates are respected. In recent years, MHES has been over-capacity and has not accepted students applying for cross-boundary transfer.

Transportation to a cross boundary school is the parents' responsibility. Busing will not be provided.

DAYCARE/CHILDCARE

MHES offers an Extended Day Program (EDP), which provides in the school building, 7:00-8:15 a.m. and 3:00-6:00 p.m. At MHES, EDP is provided by a third party provider, the Barrhaven Childcare Centre. Please contact Kim Ross at BCCC for registration and information about EDP: 613-825-9385

When seeking external care providers, please note that our school buses can only drop-off students at facilities within our school boundaries.

DETENTIONS

We believe that it is important for children to go outside for recess. However, at times, teachers will keep students in to complete work during a recess period. If you have any concerns, please contact your child's teacher. Students who do not follow the MHES Code of Conduct may also be requested by a teacher or the Office Administration to spend time in the office as a detention. Detentions are always served DURING the school day unless otherwise arranged with a parent.

DISMISSAL ROUTINES

The dismissal bell rings at 3:00 p.m. Students who are walking leave the school via their regular entry doors facing Weybridge Park. Students taking the bus usually exit via the front door of the school to have quickest access to the bus area. Kindergarten students begin loading buses first prior to the 3:00 p.m. bell. In order to facilitate a safe and smooth dismissal we kindly ask parents/guardians/caregivers:

- promote active transportation – walking and biking home is a safe and healthy routine
- please observe and respect all posted cross-walk and no-parking signs
- to pick up your child by car, please park in the side parking lot or off-property. Cars cannot be left unattended in the drop-off/pick-up loop.
- parents of JK/SK students meet their children in the Kindergarten gate. If you are picking up a kindergarten student, please instruct your older child to also meet you at the kindergarten gate.
- Please wait outside the school building as the halls are congested at dismissal time.

- stay away from the bus loading area until AFTER the buses leave (about 3:20 p.m.) Do not enter a bus.

During Inclement Weather

- bus students may be asked to gather in the foyer to form their bus lines and will be dismissed via the front door, to avoid lining up in heavy rain
- walking students will exit via their regular doors

First Week Routines

During the first week of school, we take great care to teach and establish normal dismissal routines. It is very important that students practice and learn these routines during the first week, while extra teacher support is provided, so that they can do this independently for the second week of school.

Bus students will be escorted by their teachers to the bus line-ups and assisted to find their correct bus line.

Walking and biking students, leave the school at 3:00 via the regular doors. No outdoor supervision is provided after 3:00 p.m.

DRESS CODE

Students, staff, and visitors are expected to dress appropriately, as would be expected in a work and learning environment, for all school activities whether on or off school property. Religious head coverings are permitted. Caps & hats should not be worn inside the school.

Standard of dress:

- respect for learning
- decency
- cleanliness
- respect for the rights and dignity of others
- safety of persons and property
- promotion of a drug and alcohol-free environment
- be consistent with the Human Rights Code and Charter of Rights and Freedoms

Footwear:

Everyone is expected to wear shoes in school, and running shoes are obligatory for physical education classes in the gyms. We would like all students to have two pairs of footwear for school - indoor shoes and outdoor shoes. Running shoes may serve both as indoor shoes and gym shoes. The use of outdoor footwear (rubber boots, winter boots or outdoor runners) during outdoor times is a great help in keeping the hallway and classroom floors clean and safe, and adds to the students' comfort outdoors.

Note: If you have any difficulty in providing a second pair of shoes for your child, please contact the school Principal.

Safety:

Drawstrings on jackets, sweatshirts and other clothing items can pose a danger to your child. They can become snagged on school bus handrails, doors, on playground equipment, escalators and mechanical devices. Incidents of snagged drawstrings or toggles have resulted in injuries and even death. We urge you to be aware of this danger and examine your children's clothing for potential snag strings. A simple solution is to cut off or remove all drawstrings, especially those with toggles.

EMERGENCY CLOSING OF THE SCHOOL

During extreme weather, or if there is an emergency at the school, the school may close early. It is our policy to contact all parents or emergency contacts before sending students home early. It is essential that the school has up to date family information with respect to phone numbers and emergency contacts. In the case of an extreme emergency, MHES school will be evacuated to St. Elizabeth Anne Seton Catholic School on Weybridge Drive or to John McCrae Secondary School on Malvern Drive. Please listen to local radio stations for news of emergency closings. When severe winter storms threaten, the School Board may cancel buses or close schools. This decision is made early in the morning, and is relayed to the local radio stations beginning at 6:00 in the morning.

EVALUATION OF STUDENT ACHIEVEMENT

Assessment is the ongoing process which enables teachers to diagnose individual needs, to plan and assess programs, and to measure a student's achievement according to a specified standard. Evaluation takes place in preparation for report cards. Methods of assessment & evaluation may include observation, teacher-student interviews, student self-evaluation, "rubrics" (rating scales), checklists or inventories, questionnaires, participation charts, classroom tests, standardized achievement tests, aptitude and interest tests.

Grades 1-5: A progress report is sent home in late November and a day is set aside in early December for parent-teacher interviews. There are now two reporting terms; report cards are issued in early February and in the last week of June.

Senior Kindergarten: Students receive a report card in January and June.

Junior Kindergarten: Students receive a report card in June.

A copy of each report card is filed in each student's Ontario Student Record.

At any time during the school year, a parent who wishes to have an interview with the teacher or the Principal can phone the school to arrange a mutually convenient interview time.

EXTRA CURRICULAR ACTIVITIES

MHES is fortunate to have teachers who volunteer many hours of their time to offer extra-curricular activities for the students. The majority of these activities are offered during recess to students in Grades 3 to 5. Younger students are given many opportunities to benefit from free play and are offered a smaller number of recess activities.

Through our extra-curricular activities, we seek to foster positive values, such as a positive sense of self and pride in participation, which will lead to life-long participation in a variety of sports and cultural events. We want to encourage all our junior students to participate in a wide variety of activities regardless of previous exposure, skills, and/or talent. Both sports and cultural programs are of equal importance to the development of students. We will be able to continue to offer a variety of sports and cultural programs as long as teachers feel able to continue to volunteer their time and effort.

Clubs: Mary Honeywell ES has offered the following club activities in recent school years: Lego club, Chess and Boardgames club, School Choir, Dance Club, Recorder Club, Eco Club, and Knitting Club.

Intramural Sports: The aim of intramural sports is for students to have fun, and to develop skills and positive values such as sportsmanship, co-operation and team play. Intramural sports teams are

composed of MHES students who play in teams against each other. These activities take place during the school day - mostly at recess. All students are able to participate as long as schoolwork is up to date and behaviour is in line with MHES Code of Conduct. All students will play equally. In past years, MHES has offered intramural soccer, bordenball, volleyball, and basketball. All students participate in a school-level Track and Field meet.

Interschool Sports: Interschool sports team members are chosen through a tryout process. The school team plays against other school teams, usually at a single half-day tournament or meet. There is no fee to participate; however, there may be a small cost to parents if a bus is required to transport the team (for example, for cross country running, or track and field). The majority of our interschool teams are smaller than 15 players in number, and require parent volunteers to drive them to and from their tournaments.

Through participation in interschool sports, interested students will have the opportunity to further develop their technical skills in a given sport and to develop their social skills, in a low competitive setting. Emphasis is always on good sportsmanship and respect. An interschool sport is usually only offered if we have first offered the sport to all students as an intramural sport. Interschool sports are an option and not all families may wish their child to participate in an interschool sport.

All students in Grades 4-5 are eligible to try out for an interschool team (see above) as long as schoolwork is up to date and behaviour is in keeping with MHES Code of Conduct. The teacher-coach will make the team selections. The coach will consider skill levels and a positive attitude as criteria for selection. Some coaches might choose to keep two places on the team for player development. Composition of the team might vary from year to year and is dependent in large part by the number of boys and girls in any given year. Our aim is to give an opportunity for a variety of students selected to participate in interschool sports. The composition of the team may change during the season for a variety of reasons (such as illness, behavioural and/or academic concerns).

All students on the team who continue to adhere to the MHES Code of Conduct will play. The aim is generally to play students equally, but this will not necessarily always be the case. This is always the coach's decision. Each team member, as a member of a team is an integral part of the team. At all times team spirit is encouraged. Students who are selected to be part of an interschool team will not be given extra status by staff, nor should parents or students give extra status to any team members. Sportsmanship is our first priority and will be encouraged and modeled at all times by the coach. Practices might be held before school, at lunch and/or after school.

A student who tries out for an interschool team must prepare for both possible outcomes – being selected and not being selected to the team. All students are encouraged to try out for the next available school team that year, or in subsequent years. If a student expresses a passion for a particular sport, the parents and student are encouraged to explore opportunities in the community, outside of school, where there are more opportunities to participate through larger teams and leagues, and longer playing seasons, as well as enhanced opportunities for player development through specialized instruction and practice.

Other activities

Special Events:

- In recent years, Mary Honeywell students have been invited to audition to perform in a student talent show held in the spring.
- Junior students have participated in public speaking activities at the classroom level, and competitions at the school level. In some cases, the winner of the school's public speaking competitions is eligible to represent the school at OCDSB-level competitions.
- The Student Leaders group consists of a select group of Junior students nominated by their

teachers and peers to organize and participate in special events during the school year.

User-Pay: Other optional, user-pay activities have been offered at MHES.

- The Young Rembrandts drawing program is offered after school for students in grades 1-5, through the OCDSB Continuing Education department.
- Through School Council, the Snow Hawks offer 4 weeks of night skiing to students in grades 4 and 5.

Information is sent home, as it becomes available. If you have any questions about these activities please call the organizers directly.

FIELD TRIPS

Field trips are an integral part of the school program. Anytime students leave the school grounds with their teacher is considered a field trip and a signed permission form must be returned to the school in order for your child to participate. Teachers will advise parents of impending trips, costs (if any), and offer suggestions for appropriate clothing. Students who do not bring a completed field trip permission form will remain at school. Volunteers are needed to accompany students on trips so that the required supervision ratio is met. Volunteer help is much appreciated.

FIRE DRILLS & LOCKDOWN

These drills are held in accordance with fire regulations and OCDSB protocol. We hold six fire drills a year and usually two lockdown practices. Teachers discuss routines with their classes, in an age-appropriate way. We invite our School Resource Officer from the Ottawa Police Service to participate in our lockdown practice. It is essential that students wear shoes in the school building at all times in case of a fire. It's no fun standing in the rain or snow in socks!

FORGETFULNESS

At times students forget items for school. When parents will kindly deliver a forgotten item, we ask that items be dropped off at the office and that a delivery slip be filled out. To minimize interruptions, items will be delivered at a natural break in the school day. Students who forget items such as their skates /swimsuits on a regular basis will not be permitted to call home. This will help a child realize the importance of remembering school items and learning personal responsibility. Using the student agenda and packing the night before can be useful routines in this regard.

HOLIDAYS DURING THE SCHOOL YEAR

On occasion, we get requests from parents to provide them with the schoolwork that will be done during their child's absence because of an extended holiday. This may seem like a simple request; however, it presents teachers with some real difficulties, especially when the absence is for an extended period of time. Many programs offered at the school don't involve the use of a regular text and teachers often prepare the required materials only a few days prior to teaching the actual lesson. As well, while teachers know what they are expected to cover over the course of a school year, often lessons don't progress in a predetermined manner. Depending on the strengths or weaknesses perceived on a particular day, a teacher may modify or adjust the direction as a result of a perceived need. Keep in mind that teachers evaluate students on performance which has been demonstrated at school.

A family trip is a wonderful learning experience for children. We encourage you to use this opportunity to have your child read informative texts such as maps, schedules, brochures, and menus, and to keep a journal of his/her experiences. Your child may keep up on reading by bringing along a book or accessing books or reading activities on-line.

HOMEWORK

A positive team approach....

At MHES, we strive for a well-rounded educational experience. We work co-operatively to make homework an integral part of each student's learning. We want the homework experience to be a positive one for your child. We believe that students should have time after school hours to relax and to participate in extra-curricular activities. The amount of time devoted to homework by a child should strike the balance between developing self-discipline while promoting the twin joys of learning and meeting new challenges. If at any time you have concerns about your child's homework, do not hesitate to contact your child's teacher.

At MHES, homework can take many forms such as daily requirements for reading independently, practice of math facts to develop automatic recall, oral reading practice with parents, and practicing handwriting or keyboarding skills, or short-term assignments such as research for projects, preparing an interest talk, practicing a play, or getting ready for show and tell. For our older students, the increased availability and use of Google documents is enhancing the mobility of student work and making necessary editing much more time efficient.

How much time should be spent on homework?

We use the guideline supported by research of about 10 minutes per grade...

- Grade 1: 10 minutes
- Grades 2-3: 20-30 minutes
- Grades 4-5: 40-50 minutes
- Grade 6: 60 minutes

When discussing the amount of time spent on homework, it is important to take into account students' work habits and learning styles. Each child is unique and works at his/her own rate. What takes 5 minutes for one child to accomplish could take another child 15 minutes. If you find that your child is consistently spending too much or insufficient time on homework, please communicate with your child's teacher. If your child has not completed the required work during class time, catching up may be required in the evening. Please contact your child's teacher if your child is experiencing difficulty with homework or with keeping caught up. If your child is unable to complete an assignment due to a family commitment, please use the agenda to let your child's teacher know when it can be expected to be completed.

IMMUNIZATIONS

When your son or daughter begins school in Ottawa, the law requires you to provide the City of Ottawa Public Health with your child's immunization records. Public Health reviews and updates the records of elementary and high school students every year to ensure that all children in the schools are adequately immunized. After completing the earlier series of immunizations, children must receive boosters on two occasions: first when they are 4 to 6 years old, and once again between the ages of 14 to 16. Each time your child gets a booster, you need to provide the information to the City of Ottawa Public Health so that they can keep your records up to date. If this information is not passed on, it may result in your child being excluded (suspended) from school by the Public Health department. The Public Health Unit has developed an on-line process for updating your child's immunization records. Please visit the city of Ottawa website at www.ottawa.ca. This process is important to protect all school children from communicable diseases. Thank you for your cooperation.

INCLEMENT WEATHER

The OCDSB follows the alerts and warnings of Ottawa Public Health with regard to extreme temperatures, and our office staff check the temperature regularly on days when this may be a concern. Please, do not call the school to ask whether children will be going outside for recess. Instead, follow daily weather reports in the media and send children to school with the appropriate clothing, as if they were going outside. We expect the students to be outdoors before school, during both 25-minute recesses, and during outdoor physical education or daily physical activity periods, unless the weather is extreme. All students attending the school are expected to play outside daily; if your child is too ill to play outside, please keep him/her at home. In extenuating circumstances and with a medical note, alternate arrangements can be made for students.

INDOOR ARRIVAL and INDOOR RECESSES

In the event of inclement weather (heavy rain or excessive cold), the principal may determine that students will remain indoors.

Before School: If it is before the 8:30 entry time, bus students enter by the front door and walking students enter by their usual doors. Kindergarten students may also enter by the kindergarten doors at the kindergarten yard. Students move to their respective classrooms, supervised by a hall duty teacher, until the 8:30 bell. Students whose classes are located in portables will gather in the library where they are supervised until the 8:30 bell.

During Recess: Students usually remain in their classrooms or portables, and are supervised by a rotating duty teacher or staff lunch monitor. Our grade 5 student lunch helpers are also usually available to assist and monitor students in their classrooms.

LEARNING SUPPORT SERVICES

Within our school, the Learning Support Teacher (LST) leads our response to support students with exceptional learning needs. The LST arranges meetings of our in-school team, coordinates referrals, IPRC's and IEP's, conducts educational assessments, and works with individual students and groups of students. The LST works with the Learning Resource Teacher, the itinerant English as a Second Language teacher, and the Educational Assistants, to identify and coordinate services for students who require additional supports in order to succeed. Our in-school team is further supported by a multi-disciplinary group of professionals from the OCDSB's Learning Support Services department. Our *Learning Support Consultant* provides advice and expertise to our in-school team and acts as a liaison to specialized programs within the OCDSB. Our *school psychologist* is available for consultation to staff and for assessments of students, especially focusing on cognitive and behavioural or emotional needs. Our *social worker* consults with students, staff and parents about social and emotional needs and helps families to connect with community resources and agencies for appropriate assistance. The OCDSB's Learning Support Services department also includes *Speech Language Pathologists*, *Behavioural Support Specialists*, and itinerant *teachers of the Hearing and Visually Impaired*. *Occupational therapy* services are accessed through the Community Care Access Centre, not through the OCDSB. For more information, please contact our Learning Support Teacher, Jane Drummond.

Parents requesting a referral for services will be asked for signed consent.

LIBRARY

The school has been assigned a library technician who is in the school part-time. The library technician's schedule for this year will be posted in the library. Students are encouraged to make full use of our excellent facilities. Classes (JK to Grade 5) visit the library weekly, and students may take library books home. Parents are asked to be aware of class library days and to remind students to return books

promptly. Books that are lost must be replaced or replacement cost sent to the school.

LOST AND FOUND

The Lost and Found contains unclaimed personal items. It is located in the front foyer. Parents and students are encouraged to check the box regularly. Individual classrooms also have a temporary lost & found box to hold in-class items. Small, personal items of value, such as jewelry are kept in the main office. Several times each year, volunteers from the School Council assist families by sorting through the Lost and Found Box, and displaying the items in our school hallway where students can look through them. Pictures are also posted on School Council's communication links where parents can view them. Every reasonable effort is made to allow students to recover their belongings. Unclaimed items are donated to charity in December, March and June

Please, label your child's clothing and personal items clearly with a permanent pen/marker. It is surprising how many identical coats, sweaters and boots turn up in a given class. It is also amazing how much unclaimed clothing is donated to charity each season, in spite of our best efforts to return it to their owners. Labels make a big difference!

MEDIA CONSENT FORMS

We are proud of our students and our programs and we would like to tell the community about the many positive things taking place in our school. There are a number of times during the school year when children can be photographed, interviewed or videotaped by the school. Here are some examples: class/yearbook pictures, sports or special events, school archive material. We also make use of video in school as an educational tool. Occasionally the public media (newspapers, radio, and television) visit the school and wish to publish photographs and names. Photos, videos, films or interviews will only be allowed with the Principal's permission and will not be used for commercial gains. A media consent form is sent home with the first newsletter in September. Only students who have returned the media consent form to school and have received written permission by their parents/guardians will participate in the activities mentioned above.

MEDICATION

Students who require medication at school must have a permission form signed by their parent **and** their medical practitioner (i.e. asthma puffers, headache medication, epipens). The form is available at the school office, as well as on our school website, and must be completed each school year. All medications are kept in the office. The school keeps a log, recording each time medication is taken.

It is OCDSB Policy that school personnel **not** administer medication to students for short-term ailments (i.e., antibiotics). It is expected that children who are sick and in need of medication during school hours will remain at home. Please feel free to call the school to discuss your child's health concerns.

NEWSLETTERS

The monthly school newsletter is an important way to stay in touch throughout the year. The School Newsletter will be sent via email (barring any technical difficulties) on the first day of school and on the first Friday of each month. The school newsletter will also be posted on the school website. School Council information is shared in the School Newsletter as well as in Council's own mailings and on their own website. You can access information on the Council's website. To receive emails from School Council, please contact the Council to share your contact information.

NUTRITION BREAKS AND RECESSES

School staff members provide supervision during indoor nutrition breaks while children eat, and during the outdoor recess. Students are welcome to remain at school to eat. Students who usually have lunch at school may not leave the school property at lunch hour unless they are met by an adult at the school office to be signed out.

- Children must bring lunches, which are ready to eat, and any necessary eating utensils.
- We do not have facilities to heat lunches.
- We encourage students to bring food in re-usable containers.
- Students bring uneaten food home so that parents have an idea as to what a child did or did not eat that day and can adjust how much food is sent
- Courteous behaviour is expected at lunchtime. As at all times during the school day, the Code of Behaviour is in effect.

Supervision is provided by educators and by staff lunch monitors who rotate between rooms. Grade 5 student lunch helpers assist in the classroom with opening containers and monitoring behaviour. They immediately inform the supervising staff of any concerns.

Depending on grade level, students are outside for 50 to 60 minutes of play and exercise daily unless they are participating in an extra-curricular activity. It is important that students dress appropriately for the weather.

OFFICE HOURS & TELEPHONE CALLS

The School Office is open weekdays from 8:00 a.m. to 4:00 p.m. If you wish to meet with the Principal, please call ahead to set up a time. The Principal returns calls promptly, but on occasion is out of the school. E-mail is not a reliable method to contact the school for situations requiring quick responses. If you wish to speak to a teacher, please write your request in your child's agenda. Alternately you may leave a message at the office and your call will be returned. Teachers will let you know the best time to reach them. Teachers are often able to take calls before and after school or during their preparation period. During the recesses and nutrition breaks, teachers have supervision duties and a short lunch break, and are often unable to take your calls. We rely on you to minimize calls between 2:40-3:00 p.m. We find it very difficult to ensure that messages for students are delivered at the end of the school day. Teachers need the last twenty minutes without interruptions to review homework and to prepare students for a timely departure.

We also request that you make all travel arrangements prior to your child leaving in the morning for school. Students are not permitted to use the telephone at school to arrange social activities. Your co-operation in these matters is greatly appreciated. However, we understand that emergencies do occur.

ONTARIO STUDENT RECORD (OSR)

Each student in Ontario has an academic record that is filed in the school office. Any documents that pertain to a child's education are stored in this central document. Items such as term report cards, standardized test results, results from educational and/or psychological testing, and custody documentation are filed in the OSR. The OSR travels with a child to a new school, provided that school is in Ontario. If the child leaves Ontario, the OSR is stored in the last school attended in the province. Parents may review the contents of their child's OSR by arranging a meeting with the Principal.

OPENING EXERCISES

Opening Exercises are held daily. This is when we sing our National Anthem (in English or in French) and have a moment of silence (for reflection and/or prayer). Opening exercises are often made from the office at approximately 8:40 a.m.; however, they may also be completed at 10:20 a.m. or at a scheduled

whole-school assembly. The school telephones are on hold for this short period - so if you get a busy signal, call back a few minutes later. We also do not answer the front door buzzer during the national anthem, but we will as soon as it concludes.

Among many other news items, birthdays and Principal's visitors are announced. If you do not wish your child to participate in opening exercises, or if you do not wish your child's birthday to be announced, please send a note to the Principal via your child's teacher. This request must be made in writing.

PARENTAL CONCERNS

We seek to address your concerns in a timely manner. We ask that you consider the following steps if you have any questions or problems:

- Speak first with the teacher(s) concerned.
- Speak with the Principal should further assistance be required.

PARKING AND STUDENT DROP-OFF

Bus Loop: The circular drive in front of the school is reserved for school buses. With many buses transporting our students, mornings and afternoons, safety is of primary concern and, just like on the roadway, we make every effort to keep buses separated from vehicular traffic. Therefore you are requested not to use the circular drive for drop-off or for parking. Similarly, the small vehicles (usually passenger vans) providing transportation to the Autism program make use of the parking area at the end of the east or side parking lot, closest to the autism program wing. No visitor parking is permitted in this area.

During the first days of school, and in winter in particular, buses and vans do arrive late. The bus lane must be kept clear until the last bus has arrived and departed, which can be as late as 9:00 a.m. in the morning and 3:30 p.m. in the afternoon. There are signs directing vehicles not to park in this area during restricted times. Emergency vehicles may also require use of this lane.

Student Drop-off Loop: The drop-off loop is an area where a parent can stop a vehicle long enough to allow a student to leave the vehicle and proceed to the yard. Once the student has left the vehicle and is safely on the sidewalk, the driver is expected to leave the drop-off loop. There is no parking or prolonged stopping permitted in the drop-off loop because there must be a continuous flow of traffic. Vehicles may not be left unattended at any time in the drop-off loop.

Active Transportation: We encourage families to use active transportation for a number of reasons:

- to improve student learning and overall fitness through exercise
- to reduce traffic congestion around our school site, making the school site and its approaches safer for all of our students
- to promote practices which are good for the environment
- and because students who walk to school dress appropriately for the outdoors, and don't leave their snowpants, mittens, or lunch in the backseat of the car

MHES is fortunate to have adult school crossing guards at two locations on Kennevale Drive, as well as sidewalks on both sides of the street, providing a very safe approach to the school property. Students can also safely access the school grounds from three directions, using the paths through Weybridge Park.

Visitor Parking: We have a limited number of visitor parking spaces in the east (side) parking lot,

against the property line.

PERSONAL BELONGINGS

All personal items should be clearly marked with the child's full name. Students' personal belongings are stored either in a closet or in a student's desk. Lost articles may be found in the Lost and Found area.

- For the security of all students, we strongly discourage students from bringing toys or other non-school items to school. The school is not responsible for the loss or theft of these personal items.
- Many personal electronic devices such as phones and iPods now contain cameras. For the privacy and security of our students, these devices are not permitted to be used at school, neither in class nor on the grounds, except under the direct supervision of a teacher. Parents will be informed in writing by the teacher if a request is being made for students to use a personal electronic device at school for a special activity or classroom activity.
- For safety, the wearing of headsets and earphones is not permitted without direct supervision.
- Some parents prefer that their children have a cell phone for use when traveling to and from school. If so, students must keep cell phones in their school bags while on school property. Use of a cell phone is not permitted during the school day and will result in confiscation of the cell phone. In the event of an emergency or sudden illness, it is essential that your child inform the teacher and/or office staff, who will contact the parent/guardian and seek emergency medical care as needed.

PHOTOGRAPHS

Individual and class photographs will be taken in the Fall. We select an early date so that families who wish to purchase pictures can receive them before the holiday season. Information regarding cost and packages will be sent at a later date. A photograph of each child will be inserted in the student's Ontario School Record.

PHYSICAL EDUCATION

Daily physical activity is an integral part of a healthy lifestyle. Students have regularly scheduled gym periods. In a typical week, Grades 1-5 students will have 200 minutes combined of physical education and health, including three periods scheduled in the gym and two periods scheduled outside. ALL students are required to wear indoor running shoes for indoor gym classes. In the junior grades (Gr. 4-5), students may bring shorts/jogging pants and a t-shirt to school and to change for Phys. Ed. Stocking feet are dangerous and are not permitted in the gym.

PLAYSTRUCTURES

We are fortunate to have play structures for the students to enjoy. The play structures are closed once the snow arrives and until the ground thaws in the spring, to ensure that there is adequate cushioning under the structure. Signs are posted to indicate closure of a structure. During the school, the use of the play structures is reserved to the school and its students. There is a public park nearby with a public play structure for families wishing to use a play structure during the school day.

REPORT CARDS

A provincial progress report will be sent home with students in Grade 1-5 in November. Provincial report cards are sent in February for SK-Grade 5 students, and in June for all students in JK-Grade 5.

SAFETY

Students and visitors are asked to be safe at all times and to bring any questionable and/or unsafe situations to the attention of a staff member immediately. We have a ‘hands off’ play policy to minimize risk of injury in the yard. During the school year we remind children that safety means that all students have a right to feel physically and emotionally safe. Bullying will not be tolerated in any of its forms.

Sign in: ALL parents, volunteers, supply teachers, student teachers, visitors, and persons doing business in the school are required to proceed to the office to sign-in (and out) once they have been admitted to the school, i.e., visitors should not remain between the outer and inner vestibule doors after being buzzed in. The office staff will be pleased to notify the teacher before and after school hours to announce your arrival for an appointment.

Doors: After 8:30 a.m. all doors to the school, including the front door, are locked. Students, staff and visitors arriving after 8:30 must enter via the front door, using the buzzer to be allowed entrance. On-duty staff monitor the school yard during the recesses. Please, note that the front buzzer is not acknowledged during the playing of “O Canada” each day. We will answer the buzzer when the anthem ends.

MHES SCHOOL COUNCIL

MHES School Council is an organization of parents, staff and community members who fulfill the role of advising the Principal as mandated by the provincial government. It provides a communication forum and fundraising body whose primary purpose is to enhance the education of MHES students.

The School Council advises on school-wide issues such as homework policy, code of conduct, dress code, school improvement plan, arts and entertainment. Separately, and through the Ottawa-Carleton Assembly of School Councils (OCASC) it advises at the board and provincial levels on such issues as the funding formula, special education, school closures, etc.

School Council undertakes a wide range of activities. Some are primarily fundraising events while others combine an educational aim or fun, social component with a cost recovery goal. School Council meets regularly, usually on a monthly basis. Please check the Council website for dates and times.

SUBSIDIES

It is our school policy that no child should miss a school activity because of financial need. Requests for subsidies will be handled with discretion by either the class teacher or the principal.

SUPPLIES

In accordance with OCDSB policy, basic school supplies such as pencils, erasers, glue, paper, duo tangs and coloured pencils are listed as items on the Common Voluntary School Supply list. Because this is a voluntary list, parents may choose to send these items to school with their child(ren). The school also provides these school supply items to students. In June, the School Supply list was emailed to parents as part of the newsletter, and was posted on the school’s website. For families in need of financial assistance, we are able to request resources from the Education Foundation. Please contact your child’s teacher or the Principal.

VISITORS

ALL visitors to the school must proceed to the main office by the front door to sign-in (and out) and receive an identification badge/label. This is mandated for all parents, volunteers, supply teachers, student teachers, visitors, and any person doing business in the school. The teacher will be notified of your arrival.

VOLUNTEERS

Our school has a long tradition of volunteer commitment and volunteers play a very active role in the life of MHES. Parents, extended family, senior citizens, university and high school students help with classroom activities and many extra-curricular events. We encourage you to offer your time and expertise to our students and staff. Volunteers are always welcome and are much appreciated by our school. The children gain from seeing people helping out without expecting to be paid.

In accordance with OCDSB policy, all non-parents/guardians must undergo a police check prior to volunteering in the school. When police checks are done through OVIE (Ottawa Volunteers in Education), there is no charge for this service. There may be, however, a delay of several weeks for the process to be completed.

Confidentiality: While volunteering in a school you may learn personal information about a student's background, learning abilities or social difficulties. It is important to respect every student's privacy and keep all information strictly confidential. When discussing volunteer experiences with your family and friends, omit any confidential information about students including their names. We hope that you will be able to volunteer a few hours at MHES this year.

WATER

We encourage children to drink plenty of water. Students may bring a water bottle to school and keep it in their bags or near their desks, depending on the routine of their individual classroom. We ask that bottles not be frozen as thawing bottles sweat. Students may refill their bottles in school, using the classroom sink or using the water fountain designed for this purpose, which is located near the gym. Water bottles should be brought home regularly to be cleaned. It is expected that water bottles will be used appropriately, for drinking.

YARD SUPERVISION: starts at 8:15 a.m.

In accordance with the Education Act, the schoolyard is supervised fifteen minutes before the commencement of morning classes. At MHES, this means from 8:15-8:30 a.m. and for all recesses during the day. Students should not arrive at school before supervision begins at 8:15 a.m. Upon arrival, grade 1-5 students congregate on the paved area at the back of the school; the grassy areas are not in use at this time. Kindergarten students congregate in the front kindergarten yard.

There is no supervision after the 3:00 dismissal.

NO to Bullying in all its forms!

As legislated by the Ministry of Education, MHES develops a safe schools plan and has a safe schools team, with the focus of ensuring that all of our students feel safe and included in their school. With student, staff and parent input, and using information gathered by the "Tell Them from Me" survey, the plan will address the issue of bullying. In particular, we want to encourage students not to be bystanders to bullying, but instead encourage them to show empathy and compassion and HELP or GET HELP for those in need. At MHES, the WITS program is used to promote the development of conflict resolution skills, teaching students a menu of appropriate actions which they can use in response to conflict.

It is important that students report bullying as soon as it occurs. When a pattern of bullying behaviour is discovered and reported at MHES, there are a number of ways we can support the victim. Often, time for discussion with the victim and an adult will help the victim to feel supported and then able, with the adult's support, to talk with the perpetrator. Other times, sanctions are needed for the perpetrator to recognize the gravity of the situation, and as part of our model of progressive discipline, suspension from school is to be considered as a consequence for bullying. As always, the goal for students is to learn and to choose to be kind and respectful in their interactions with each other.

We are including a variety of information on this important issue. Numbers to call for more information or help:

- KIDS HELP PHONE 1-800-668-6868
- DISTRESS CENTRE 238-3311
- CAYFO (Child and Youth Friendly Ottawa) 244-3803

In recent years, the term “bullying” has become widely used. However, it is important to recognize that there is difference between “bullying” and the many other kinds of negative or unpleasant interactions or criticism which children and adults may encounter in their daily relationships with others. The OCDSB definition of “bullying” reads: *Bullying is interpreted to mean 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.*

Bullying can take many forms: physical, emotional, verbal, gossip, social isolation or a combination of any of these. It may involve one child bullying another, a group of children against a single child or groups against groups. The bully’s pattern of physical abuse might include pushing, tripping, slapping, hitting, wrestling, choking, kicking, biting, stealing, and breaking things. The bully’s pattern of verbal abuse might include twisting your words around, judging you unfairly (racism, sexism, looks...), bossing, embarrassing, confusing you, and making you cry. Relational bullies try to convince their peers to exclude or reject a certain person or people and cut the victims off from their social connections. This type of bullying usually occurs when children (most often girls) spread nasty rumours about others or exclude an ex-friend from peer group. The most devastating effect of this type of bullying is the rejection by the peer group at the time when children most need social connections.

Bullying can have negative lifelong consequences, both for students who bully and for their victims. It dramatically affects the ability of young people to progress academically and socially and, when not addressed, has serious consequences for school climate. A goal of our bully prevention program is to teach students to recognize bullying behaviour in themselves and others, and to respond appropriately. We want to nurture the leadership skills of all children involved.