



Featherston Drive P.S.



1801 Featherston Drive
Ottawa, Ontario
K1H 6P4

Telephone: 613-731-3357
Fax: 613-731-6353
Attendance Line: 613-731-6804

Name: _____

Student Agenda 2016-2017

Our Mission

Preparing lifelong learners and caring, contributing citizens

Principal

Lori Lovett

Vice-Principal

Jeff Griesbach

Office Administrator

Cheryl Rodrigue

Chief Custodian

Yves Seguin



Code of Behaviour

"Preparing lifelong learners and caring, contributing citizens"

At Featherston, we value and respect the ideas, beliefs, abilities and cultures of all our community members. The Code of Behaviour describes how we demonstrate respect for our community, our selves, and our learning. Our school strives to be a welcoming and safe learning and work environment for everyone. Featherston students are:

Responsible.

- We come to school every day.
- We are in class on time.
- We come to school with all the supplies and materials we need.
- We complete work on time and to the best of our abilities.
- We are responsible for any work we miss.
- We have a positive attitude.
- We ask for help if we need it.
- We keep our parents informed about what is happening at school.

Respectful.

- We use respectful language at all times with everybody.
- We demonstrate appropriate dress for school.
- We comply with requests from staff.
- We care for school property and our own belongings.
- We respect the rights of others to have a safe, calm environment to learn, work and play.
- We communicate honestly, politely and openly with everyone.
- We represent Featherston in the community and at school-authorized events.

If students are unable to comply with the rules of the school, students will be corrected and the appropriate behaviour will be taught. All students will be treated fairly. Unacceptable behaviours will be linked with clear, fair, and consistent consequences. A range of consequences may be applied including;

- a verbal reminder
- practice of correct behaviour
- an apology to the person(s) affected
- a discussion with the teacher
- a call or note to parents
- a problem-solving page
- removal from the classroom
- mediation (restorative circles)
- a referral to the principal or vice-principal
- repair or replacement of damaged property
- community service around the school
- removal of privileges
- involvement of the Ottawa Police Service
- suspension from school

The school Code of Conduct set out in this agenda has been developed as part of the Safe Schools legislation contained in the Education Act and the Safe Schools policy and procedures of the OCDSB.

How to use your agenda

A note to students

Your agenda is a tool for learning. Learning how to use it helps improve your organization skills. Use it every day to record homework, assignments, and upcoming events. It is also useful in communicating with your parents. Your teachers will help you learn how to use it regularly!

A note to parents

Through daily use of this agenda, it is our hope that your child will be a better organized and effective learner. We believe these life-long skills need to develop at an early age. The agenda also serves to guide your child to examine the expectations and responsibilities which your child is required to follow at our school. Properly used, this agenda is a very important learning tool.

We hope that you will also use this tool to facilitate and maintain communication between home and school. We encourage you to check it daily to monitor what your child is expected to do at home. If there is nothing written on a given day, we encourage you to ask your child about it. We also invite you to write in the agenda to communicate with your child's teacher about an issue.

Please sign in the space below to indicate that you have reviewed the contents of the agenda, as well as the school's procedures and rules. We encourage you to review this information in September, as needed with your child, a second formal review would be beneficial in January 2017.

We have reviewed the contents of the agenda, and have discussed the school's Code of Conduct, procedures and rules with our child.

Date

Student signature

Parent/Guardian signature

Review date

Student signature

Parent/Guardian signature

Arabic Translation: How to Use your Agenda

كيفية استخدام جدول أعمالكم

ملاحظة مهمة للطلاب

جدول الأعمال الخاص بك هو أداة للتعلم. تعلم كيفية استخدام أنه يساعد على تحسين مهارات مؤسستك. استخدامه كل يوم لتسجيل الواجبات المنزلية، والمهام، والأحداث القادمة. كما أنها مفيدة في التواصل مع والديك. سوف المعلمين الخاص مساعدتك على تعلم كيفية استخدامه بانتظام!

مذكرة إلى الآباء

من خلال الاستخدام اليومي من جدول الأعمال هذا، فإنه يحدونا الأمل في أن طفلك سوف يكون المتعلم أفضل تنظيماً وفعالاً. نحن نعتقد أن هذه المهارات مدى الحياة بحاجة إلى تطوير في سن مبكرة. جدول الأعمال يخدم أيضاً لتوجيه طفلك لدراسة التوقعات والمسؤوليات التي يلزم طفلك أن يتبع في مدرستنا. تستخدم على الوجه الصحيح، وهذا جدول الأعمال هو أداة مهمة جداً في التعلم.

نحن نأمل بأنكم أيضاً استخدام هذه الأداة لتسهيل والحفاظ على التواصل بين البيت والمدرسة. نحن نشجعكم على التحقق من ذلك يومياً لرصد ما هو متوقع لطفلك القيام بها في المنزل. إذا كان هناك شيء مكتوب في يوم معين، ونحن نشجعكم على اطلب من طفلك عن ذلك. كما ندعو لك أن تكتب في جدول الأعمال على التواصل مع مدرس طفلك حول قضية.

الرجاء تسجيل الدخول في الفضاء دون أن تشير إلى أنك قد استعرضت محتويات جدول الأعمال، فضلاً عن إجراءات المدرسة والقواعد. نحن ندعوك إلى مراجعة هذه المعلومات، حسب الحاجة مع طفلك، ولكن استعراض ثان رسمي سيكون مفيداً في يناير كانون الثاني عام 2017.

لقد قمنا بمراجعة محتويات جدول الأعمال، وناقشنا قانون في المدرسة من إجراءات، وقواعد السلوك مع طفلنا.

Somali Translation: How to Use your Agenda

Xusuusin Waalidka:

Ilmahaaga oo isticmaala maalin walbo buuga agendaha waxaan rajeyneynaa in uu noqdo mid si fiican u habeysan, waxbarashadana ku dadaala. Waxaan aamin sannahay xirfadahan habeysnaanta oo ah mid joogto loogu bahan yahay nolosha in la barto waqti hore inta la yar yahay. Sidoo kale agendhan wuxuu tusi ilmahaaga in uu darso oo garto waxyaabaha la iksa rabo iyo waajibaadka la rabo in ilmuhu sameeyo inta uu dhigto dugsiga.

Waxaan kale oo rajeyneynaa in agenduhu fududeeyo wada xiriirka dugsiga iyo guriga. Waxaan kugu dhiiri galineynaa in aad fiiriso maalin walbo, si aad ula socoto waxa la rabo in guriga lagu soo qabto. Haddii aad aragto ayadoon wax ku qorneyn maalin inaad weydiiso ilmaha maxaa wax loogu soo qori waayey manta. Waxaan kugu soo dhaweyneynaa in ad wax ku soo qorto agendha oo ad kula xiriiri macallinka/da ilmahaaga wax su'aal iyo aragtiba.

Fadlan saxiix hoosta si aad u muujiso in aad akhrisay wax yaabaha ku qoran agendaha, sidoo kale in aad akhrisay xeerka asluubta wanaagsan iyo nidaamka dugsiga. Waxaan kugu dhiirineynaa in adiga iyo ilmaha aad wada akhrisaan macluumaadkan, mar labaadna aad ku celisaan bisha January ee 2017ka.

Aniga iyo ilmaheyga, waxaan akhrinay wax yaabaha uu ka kooban yahay buuga agendaha, sidoo kale xeerka asluubta wanaagsan iyo nidaamka dugsiga.

School Year Calendar 2016- 2017

First Day of School: September 6, 2016

Last Day of School: June 29, 2017

Holidays (Students do not attend school):

October 10	March 13 - 17
December 26 – January 06	Apr 14
February 20	Apr 17
	May 22

P.A. Days (Students do not attend school):

October 07	February 17
November 18	May 19
January 30	June 9
	June 30

Daily Schedule: Balanced Day

Featherston follows a Balanced Day schedule. This means that our day is divided into three blocks, separated by 2 nutrition breaks. During these breaks, students will play outside first and then eat their lunches in their classes before the next learning block begins.

9:00 - 9:15 am	Yard supervision
9:15 - 11:15 am	Learning Block 1
11:15 – 12:05 p.m.	Recess/ Lunch Block
12:05 – 1:45 pm	Learning Block 2
1:45 - 2:25 pm	Recess/Lunch Block 2
2:25 - 3:45 pm	Learning Block 3
3:45 p.m.	Dismissal



Nutrition

Nutrition breaks provide students with time to eat healthy snacks. Litterless lunches (no plastic wrappers, etc.) are encouraged. Consider the following foods during nutrition breaks, rather than chocolate, granola bars, cookies, or other less nutritious food:

- yogurt with fruit
- any fresh fruit
- whole grain muffin
- cut-up vegetables with dip
- soft tortilla & bean spread
- milk pudding
- applesauce
- half bagel with cheese
- mini pitas stuffed with cheese
- celery sticks stuffed with cheese
- fruit cup packed in juice
- cheese, rice cakes, or pretzels
- cucumber slices
- hard boiled egg
- popcorn (for older children)



Due to life-threatening allergies of students and staff, our school does not allow snacks with nuts.

School attendance

School Attendance Line: (613) 731-6804

Available 24hrs

Absences

If a child will be absent (or late), parents are asked to call the school on the attendance line before 9:00 a.m. Please leave a detailed message (child's name, homeroom teacher, reason for absence).

The absence line can be accessed at any hour of the day. When students are reported absent by the classroom teacher and no reason for the absence has been received, parents will be contacted in order to ensure student safety.



Student Drop-off/Pick-up

If you are picking up or dropping off your child/children, please do so along Featherston Drive or a nearby side street. Please do not drop off or pick up students in the bus loop at the front of the school or in the parking lot. These areas (bus loop and parking lot) are reserved for buses and transportation vehicles.

All students enter and exit the school through their designated doors at the back of the school. Students will not be dismissed through the front doors.

Students should not arrive on the school yard before 9:00 a.m. and must leave the school grounds promptly at 3:45 p.m., unless taking part in a supervised activity (Breakfast Club, sports, etc.).

Visitors

Visitors are welcome in our school, providing arrangements have been made ahead of time. All classroom visits by parents/guardians should be pre-arranged with the teacher involved. Students are not permitted peer visitors.

All visitors are asked to use the main door and sign in at the office to receive a visitor's pass.

Arriving late or leaving early during the day

Students arriving *late* at the school must sign in at the office. A late slip will be given to the student. Students will not be admitted into class without a late slip. Lates will be closely monitored and addressed.

Students who leave the school *early* must be picked up by their parent/guardian at the office. Please ensure that your child is aware of scheduled appointments so that they can come to the office at the required time.

Student Illness

When a student becomes ill or injured at school, the office will contact parents immediately. If unavailable, the emergency contact person listed will be contacted. If the illness or accident is considered serious and no one can be reached, an ambulance will be called. It is essential that you inform the school office of any changes in home, work, caregiver, or emergency numbers.



School Closure and Bus Cancellations

Due to unforeseen circumstances, it may be necessary to close the school during the day. Through the office, we will notify parents as soon as possible after the decision is made to close the school. This happens very rarely.

School closings are noted in the morning on the OCDSB website and on Ottawa's major radio and TV stations.

When buses are cancelled, the school remains open and it is expected to be a normal day of instruction. Parents/guardians are responsible for transportation to and from school when buses are cancelled. When buses are cancelled in the morning, buses are cancelled all day. Parents/guardians are required to pick up their child(ren) promptly at 3:45 pm.

Late Bus information can be found on the OCDSB website.

Expectations for students

Use of Personal Technology While at School

Featherston Drive Public School students may bring their personal technology to school to support their learning under the following conditions.

- Technology devices may only be used with the permission of the teacher and only for the specific purpose(s) directed by the teacher.
- Devices not being used for specific class work must remain powered off and in your locker for the entire school day. Devices must remain powered off and out-of-sight while you are on school property.
- Students may not use technology at recess, during nutrition breaks, or between classes.
- Students will not use their technology for communication during the school day and while students are on school property. Students and parents are to communicate essential information through the office during the school day.
- Photos and video may not be taken on school property unless for a specific learning product and when supervised by a teacher.
- When working online, students are only permitted to access the Internet using the wireless connection provided by the school.
- Students are expected to follow the “OCDSB Appropriate Use of Technology Agreement for Intermediate/Senior Students” at all times. A copy of this agreement is in your agenda.
- Safety and security of the device are the sole responsibility of the student. Featherston will not investigate lost or stolen items.

Dressing for the Weather

Students should be properly dressed to go outside in all weather conditions, including light rain. Students will go outside for all recesses in the winter unless the temperature/ wind chill factor is too severe. In the summer, please ensure students have adequate sun protection.



Dress Code

Students are expected to dress in a respectful and appropriate manner when they are at school.

In accordance with OCDSB policy on Dress Code, clothing may not contain:

- inappropriate language or alcohol/tobacco advertisements
- sexually explicit or revealing dress;
- wording or graphics that is racist, sexist, profane or demeaning to another person;
- wording or graphics that advocates violence;
- wording or graphics that advocates the consumption of alcohol or illicit drugs; and
- symbols that are associated with gang membership

In addition:

- Underwear must not be showing
- Halter tops, tank tops, bare mid-ribs, muscle shirts and spaghetti straps are not permitted
- All hats and other such attire must be removed upon entering the school.
- Safe and appropriate footwear, with non-marking soles must be worn at all times

At recess time

- Play safely on structures/use equipment properly
- Snowball throwing is not allowed
- Obtain a washroom pass from duty teacher and enter the school through the designated doors
When the whistle blows, all games (basketball, soccer, etc.) are expected to end. Move to your door as soon as you hear the whistle in order to be in line at your designated door at the bell.

During lunch time or indoor recess

- Remain seated in your assigned seat
- Keep your eating area clean: dispose of garbage properly at the end of the lunch period
- Talk quietly
- Ask the duty teacher for permission and use a hall pass to leave the room

Indoor recess: students may work or play quiet games, but not use the classroom computer .

Expectations for Student Behaviour

At school

- No rough play, play fighting or bullying
- Snowballs are not allowed to be thrown
- In-line skates, scooters and skateboards are not to be used on school property
- Bicycles must be walked on school property
- Must wear a helmet when cycling
- Lock bicycles in the appropriate racks (which are out of bounds during the school day)

Assemblies

- No talking during presentations
- Sit crossed legged
- Clap when appropriate
- Raise hand to ask questions
- Be attentive
- Enter and leave the gym quietly

Programs and routines

Breakfast Club

Featherston has a breakfast club for students who have not had breakfast when they arrive at school. Students may obtain a simple breakfast (toast, bagel, fruit, juice). Breakfast Club begins at 8:45 a.m.

When students are finished at Breakfast Club at 9:00 a.m., they are expected to go outside to the schoolyard by the Breezeway doors. Students should not be going to their lockers at this time.

Transportation on School Buses

Students must observe safe rules of conduct while on school buses. If safety rules are not followed, the driver will report the student to the Principal or the Vice-Principal. If there are repeated problems, or the situation is deemed to be very serious, students may not be allowed to take the school bus for a certain period of time.

Field Trip Permission Forms

For every activity off school property, students will receive a field trip permission form. Without written parental consent on the appropriate form, the student cannot participate in the activity. In accordance with the OCDSB procedures, we are unable to accept hand-written notes or telephone calls. Your cooperation in returning the forms as promptly as possible is appreciated.

Computer Security

Students must follow the OCDSB Acceptable Use of Technology policy which states that inappropriate use of computers may result in disciplinary action. Please ensure that you have signed and reviewed the Internet permission form. Students will not be permitted on the Internet if this agreement is not signed by parents/guardians.

Entry/Exit

- Enter & exit school through designated door
- Leave school promptly at dismissal time
- Walk on right-hand side of hallway/stairwells
- Hands to yourself and hold sports equipment
- Gum chewing is not permitted at school
-

Bullying

Steps to deal with Bullying:

Step 1: Ignore

Step 2: Stop - tell the person bothering you or someone else what you don't like and be specific

Step 3: Walk Away

Step 4: Tell a staff member

Step 5: Tell your homeroom teacher if this is an on-going problem - at this point the office can be involved.

***Important – go directly to step #4 if you are being injured or someone is being physical with you!

Medication

OCDSB policy requires that all health concerns be reported to the office. Should a student require medication during school hours, it must be administered by school staff. A Medication Consent Form (obtained from the office) must be completed by the family doctor and the parent then returned to the school before medication can be administered. The Medical Officer of Health has directed that no medication, including over counter medications, is to be dispensed to a student without a medical doctor's order.

Telephone Calls

School telephone lines are very busy and can be used by students only in emergencies. Forgotten lunches, gym wear, or field trip permission forms are not considered emergencies and students may not be permitted to use the phone. Phone calls of this nature do not encourage students to be organized. If a lunch is forgotten, snacks are available in the office. In order to respect classroom time, students will not be called to receive personal messages.

Care of School Property

All students are responsible for the general care of the school building, schoolyard, furniture, equipment and materials. Students are responsible for the costs of any damage to school property or materials. Textbooks and library books are property of the school. Students who deface, destroy or lose books will be required to pay for replacement or repair.

Lost and Found

Each year many items are not claimed from the Lost and Found box located in the front lobby. Students are urged to label all their possessions and check the box on a regular basis for their belongings.

Lockers

All lockers are the property of the OCDSB and students are required to have a combination lock. The lock combination will be kept on file by the homeroom teacher and the office. **Access to lockers is permitted at morning entry, recess and at dismissal time.**

Information about Homework

A general guideline for homework is approximately 10 minutes per grade level, however this can fluctuate depending on the assigned work.

For homework in Grades 1-3, children may be expected to:

- complete work not completed in class
- bring home English and French reading books so that they may read to their parents/guardians
- review word lists
- review math skills

For students in Grades 4-8, homework may take the form of:

- completion of work assigned in class or missed due to absences
- supplementary practice and/or further study
- reading of a book (French and/or English) and book reports
- research projects
- reinforcing difficult concepts
- preparation for tests

It is important to establish a consistent daily homework routine. All students should clearly understand what is expected when completing homework assignments. Students should be able to do the work with a minimal amount of help from parents. While students in the primary grades need more parental involvement, junior and intermediate division students should learn how to work on their own.

Tips for helping your child take responsibility for their homework:

a) *Establish a homework time and place.*



- This should be a consistent time of day. For example: after supper, 4 nights a week (Monday to Thursday) or another time suitable to your family's routines.
- Provide a quiet place (not on the bed with music or near the television)
- Unplug yourself: no texting, Facebook, gaming, etc.

b) *Develop independence in helping your child*



- Check periodically to see that your child is making good use of homework time (and is not distracted by other activities).
- Offer suggestions to get the homework done, but do not do the work for them!
- Encourage your child to communicate with the teacher should they have difficulty.

c) *Communicate with your child and his/her teacher*



- Be aware, be a monitor, ask to see the homework.
- Use the student agenda: it should be brought to school every day and checked by parents/guardians every night. Feel free to write comments in the agenda.
- Talk with your child: ask to see your child's assignments or work to be done.