

HUNTLEY CENTENNIAL PUBLIC SCHOOL

Parent Handbook

PHILOSOPHY

At Huntley Centennial, we believe in a positive school climate, one that is child and learning centered and where every person feels valued and safe. Our foundation aligns with the OCDSB's strategic plan of Educating for Success - Inspiring Learning, Developing Well-Being and Building Social Responsibility.

A positive climate both at school and in the greater community is dependent upon all of us.

- **Culture of Innovation** - Innovation and inquiry drive learning.
- **Culture of Caring** - To promote a safe and caring community.
- **Culture of Social Responsibility** - Strengthening our community.

We believe in a strong relationship between Huntley and the Carp Community.

EXPECTATIONS OF STUDENTS

Self

- be a good person
- care for yourself and others
- feel that you are important and safe
- be an integral part of the learning process

Others

- respect all members of the school and greater community regardless of race, colour, creed, sex, or ability
- be kind

Property

- show respect for our entire community

PROGRESSIVE DISCIPLINE

Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports, and consequences to address inappropriate student behaviour and to build upon strategies that promote positive choices.

SCHOOL INFO, PROCEDURES, POLICIES and SCHOOL COUNCIL

Office Hours : 7:30am to 3:30pm

School Hours : 8:05am to 2:35pm

Staff Supervision of Students : 7:50am to 2:45pm

Absence and Late Procedure

If your child is going to be absent or late, please call 613-839-2020 to leave a message on our answering machine.

Students who arrive late must report to the office to sign in before going to class.

Early Leaving

If you are picking up your child early, please come to the front door, buzz the office and we will call your child from class.

Change of Information

Please inform the school office of any changes in home, business, caregiver or emergency contact telephone numbers for your child. Let us know of any other changes in pertinent information, e.g. custody, health. It is essential that we have accurate, up to date information in case of an unexpected emergency.

Illness or Injury at School

Students who are injured or ill will report to the office. If needed, parents will be contacted. Please make sure that you inform the office of all changes of address, telephone, caregiver or emergency contacts. We rely on the student data in our computer system to reach you.

Visitors and Volunteers

We greatly value the involvement of visitors and volunteers in our school. Due to safe schools policy, all visitors to Huntley Centennial Public School are requested to report directly to the office.

Medication at School

All medicine that is brought to school must be in the original container, with the student's name clearly on the label. Medicine must be accompanied by a completed Board form, "Authorization for Administration of Medication", which can be obtained from the office or email the office to receive a copy. This form requires a parent and physician signature. We are not able to administer any medication without this form. For safety reasons, medication must be kept in the office and administered under staff supervision. Consultation with the office is required for all epi-pen users. All students requiring an epi-pen are asked to wear one at all times and keep a second one in the main office.

Parent Council

School Council meets on the first Monday of each month. The meetings are open to all. Please support your child's education through the work of the Council. New members are always welcome!

DAY TO DAY PRACTICES

Nutrition Break Routines

Huntley works on a balanced day, with 2 recesses and 2 nutrition breaks.

- Students are encouraged to bring appropriate snacks and meals for nutrition breaks. The primary students have outdoor play at the beginning of each break. The intermediates eat first and then are outside during the second half of the break. Please see the website for times.
- Kindergarten eating times and outdoor play times are made to best fit their classrooms.

Homework

At Huntley Centennial, we believe it is very important for families to maintain balance in their busy lives. Students are encouraged to read at home, participate in after school activities and organized sports. Students may be given homework to help consolidate concepts addressed at school, to complete unfinished work, and to provide additional opportunities to learn. Older students may be given assignments to encourage organization and responsibility.

We also believe that homework should never become a source of frustration, pressure or struggle. Students who understand the task at hand and who are well prepared by the classroom teacher to take on a home assignment should be able to do so with ease, feeling that they will be successful with the task.

All students at Huntley Centennial are encouraged to read each day. This is likely the one of the strongest indicators of success and is supported by the Right to Read.

Going on Vacation

Although we appreciate the learning opportunities offered by family trips, it is not possible for staff to prepare detailed learning activities for students to take with them. Instead, we suggest the compilation of a "Travel Diary" that reinforces language skills and provides a valuable souvenir.

Academic Fraud

If a student participates in academic fraud (e.g. cheating on a test, copying from another student, plagiarism on an assignment), he/she is deemed not to have met the expectations, no grade will be assigned for that particular evaluation, and parents will be notified. At the teacher's discretion, the student may be required to redo the assignment or complete an alternate assignment.

Valuables and Phones

Students may NOT take pictures of other students at school or on the school bus.

The school staff cannot be held responsible for money, cell phones, i-Pods, or other items of value. Electronic devices may not be used on school property. They must be safely stored in backpacks or lockers from entry time until dismissal at day's end. If a student uses any electronic devices in an inappropriate manner or at a time that is not permitted the item will be removed from the student and held in

the office for safekeeping. Once an item has been placed in the office for safekeeping the parent will be called and must pick up the item from the office at their convenience.

The school recognizes that some parents wish their child to have a cell phone. These must be stored in backpacks or lockers and turned off during the school day. If necessary, students may use school telephones during the day, with teacher permission.

Internet Use by Students

Parents must sign the "Appropriate Use Of Technology " form at registration, and at the beginnings of Grade 4, 7 and 9. This document enables your child to access the Internet for educational purposes.

Bully Prevention Program

Huntley Centennial is committed to preventing bullying. We are in compliance with Bill 13 and PPM144, and have established a Safe Schools Team led by the Vice Principal. There are 3 key elements to bullying:

- A real or perceived imbalance of physical or social power
- Repetition (verbal, physical, electronic, environmental, or social actions continued over time)
- An intent to harm

At Huntley, students will be taught to take a stand, build connections, stay safe and to report to an adult if they are being bullied, or if they witness someone being bullied. Any parent with concerns should report their observations in writing to the Vice-Principal. We do not tolerate bullying.

TRANSPORTATION & EARLY DISMISSAL

Children who are eligible for transportation will be transported by school bus beginning on the first day of school. Students who fall within the walking zone, but who would like to apply for a bus seat under the "Empty Seat" Policy, may submit an application to the school office and will be considered for bussing after Oct 1st. No new stops can be added under this policy. Please note that these seats may be revoked if students who qualify for transportation need them.

Taking the bus is a privilege: students are expected to behave properly and to respect the bus safety rules and the authority of the driver. Discipline concerns are directed from the driver to the Vice-Principal, who will counsel the student and contact the parents as necessary. A consequence may be the loss of bus privileges.

Bus Changes

Bussing is set by the Transportation Department. We are not able to accommodate requests for students to take a different bus to go home with a friend.

Kindergarten parents, guardians, or caregivers must be at the bus stop to meet their child or the driver will return your child to the school.

Bus Cancellation/Early Dismissal

In the event of bus cancellations or early dismissal due to poor weather conditions, parents are asked to listen to any local radio station and check the OSTA website for information. Students must be picked up by 2:35 p.m. When buses are canceled in the morning, they are canceled for the day.

Bicycles/Skateboards/Rollerblades

Students who ride their bicycle to school should use the bicycle racks and use a lock to prevent theft. The school does not accept responsibility for loss or damage to bicycles. Bicycles, scooters, skateboards, rollerblades and "Heelys" should not be ridden on school property.