

Devonshire Community Public School

"Caring, Creativity, Collaboration and Commitment"

100 Breezehill Ave. North
Ottawa ON K1Y 2H5
613-729-3169



Name: _____

Phone: _____

Grade: _____ Division: _____

Teacher: _____

School Year Calendar for 2016-2017

1st Day of School	September 6, 2016
PA Day	October 07, 2016
Thanksgiving	October 10, 2016
PA Day	November 18, 2016 (P/T Interviews)
Holiday Break	December 26, 2016 – January 06, 2017
1st day Back	January 9, 2017
PA Days	January 30, 2017 February 17, 2017
Family Day	February 20, 2017
March Break	March 13 – March 17, 2017
Good Friday /Easter Monday	April 14, 2017 April 17, 2017
PA Day	May 19, 2017
Victoria Day	May 22, 2017
PA Day	June 09, 2017
Last Day of School	June 29, 2017
PA Day	June 30, 2017

SCHOOL HOURS

(The school office is open from 8:00 AM to 4:00 PM)

8:15 AM Yard supervision begins
8:30 AM Entrance Bell/Attendance
10:30-11:10 AM Nutrition Break/Recess
1:10-2:00 PM Nutrition Break/Recess
3:00 PM Dismissal

A letter from the Principal:



It is my pleasure to serve as the proud Principal for this upcoming 2016-2017 school year. We are excited to be starting our school year in our newly renovated Devonshire building. After a year at St.Ambrose, I know the staff and students are happy to be back 'home'. Devonshire provides a challenging and supportive learning environment for all of our students thanks to our dedicated staff of teachers, early childhood educators, educational assistants and support staff. We are proud of our students' academic achievements and continue to strive to improve the quality of our instruction through our school improvement initiatives. Students enjoy the many sports, music and clubs that are offered throughout the school year.

Devonshire has a long tradition of active parent involvement. Parents enrich the learning environment by volunteering in classrooms, on School Council committees, in fundraising events and supporting extra curricular activities.

Devonshire is truly a community school; providing each child with the opportunity to achieve his or her potential; educating our children to be readers and writers, to be mathematically literate, to be critical thinkers and to have a life-long love of learning. We are also raising our students to be citizens of the world which means helping those who are less fortunate, being compassionate, being fair and being just. At our school, children feel a warm welcome and we know that the future starts today, in our classrooms with each and every child who enters. Students, teachers, support staff, parents, School Council, and the community at large work together in promoting a true partnership that makes Devonshire Community Public School everything a school should be.

Take the time to familiarize yourself with our school website <https://devonshireps.ocdsb.ca> and follow our twitter account @DevonshireCPS. We share important information, school events and student achievements through our social media.

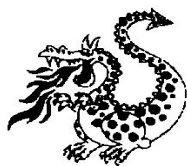
My role as principal is to advocate for each child in the school and I will always make time to meet with students or parents. If you have a concern within the classroom setting, please ensure that you have discussed this with the teacher before bringing the matter to me so that you are aware of the child's and the teacher's perspective. Call the school ahead of time so that we can make a time to meet allowing me to give you my full attention.

I so look forward to working with you and your children this year! What a privilege to spend 196 days of the year with them!

Sincerely,

Julie Derbyshire
Proud Principal

OSCAR R. DEVONSHIRE, our school mascot:



- O Optimisme (optimism)**
- S Sécurité (safety)**
- C Coopération (cooperation)**
- A Apprendre (learning)**
- R Respect (respect)**
- R Responsabilité**

Devonshire Life Code

A positive school climate and a safe learning and teaching environment are essential if students are to succeed in school. A positive school climate means everyone feels they are welcome and respected.

Ontario's provincial code of conduct sets clear standards of behaviour for individual school boards to follow, so that they can develop their own codes of conduct. The standards of behaviour in school board codes of conduct must be consistent with the requirements outlined in the provincial code of conduct.

The code of conduct applies not only to students, but to everyone involved in the publicly funded school system, including parents or guardians, volunteers, teachers and other staff members. The code applies whether on school property, on school buses, at school-authorized events or activities, or in other circumstances that could have an impact on the school climate (eg. cyberbullying).

All students, parents, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility for everyone to be accountable for their actions and contribute to a positive school climate.

At Devonshire these responsibilities include:

- Being respectful of people and properties;
- Behaving in a way that allows others in the classroom to learn free of interference;
- Being on time, prepared to learn, with the required materials and completed homework;
- Dressing appropriately;
- Encouraging peers to follow the Devonshire Life Code;
- Settling conflicts peacefully using problems-solving strategies, or ask for help from adults;
- Refraining from bringing unsafe objects or 'pretend' weapons to school or using an object to injure or threaten another person

Everyone makes mistakes, and the staff members at Devonshire are here to help students learn from them and make 'good choices'. We will help students understand that they have to take responsibility for themselves and that there are consequences for their actions.

Each student shall be given the opportunity to understand and discuss the school's code of conduct in their class. It is not our practice to consult with parents each and every time some unacceptable behaviour occurs. We hope that parents will give their support to staff when disciplinary situations arise.

As caring educators, we recognize that punishment alone seldom produces positive changes in behaviour. Responsible behaviour is encouraged when children are given opportunities to take corrective action and/or experience consequences. In keeping with the principles of progressive discipline, staff will utilize a continuum of interventions, supports and consequences to address inappropriate student behaviour and to build upon strategies that promote positive behaviours. Most misbehaviour will be addressed by the homeroom teacher or supervising staff member. In many cases a reminder or warning will suffice. Further intervention may include:

- Redirection (practice correct behaviour)
- Contact with the home
- Verbal reprimand and review of expectation

- Writing a letter of apology and/or reflective writing
- Making it better/ fixing it
- Contract or tracking sheet
- Community service (work relating to improving the school property or climate)
- Withdrawal of privileges, recess, special or extra-curricular activities
- Detention or in-school sanction (withdrawal from class) NOT SURE!!!!
- Suspension or Expulsion



USEFUL SCHOOL INFORMATION:

Student Safe Arrival: "Safe Arrival" is part of our daily routine where we check the attendance of our students. Attendance is checked once a day – at 8:30 a.m.

Please call the school – **(613) 729-3169** – and leave a message on the answering machine or with the office staff if your child is away from school or email **devonshireabsent@ocdsb.ca**

You may call to report an absence 24 hours a day. If we do not hear from you and your child is not at school, we will attempt to reach you at home or at work. If your child is going to be absent, please send a note to the teacher explaining the reason for the absence. In the case of an extended absence, please inform us in writing of your child's planned return date.

Emergency Phone Number: Up-to-date information enables us to contact you in an emergency. Please inform the school office of any changes to your email, telephone numbers for work, caregivers and emergency contacts.



Recommended Guidelines: EXCLUSION OF ILL CHILDREN AND/OR STAFF:

Please notify the school if your child has a contagious condition. Children/Staff should be kept at home when they have: **Symptoms of an enteric illness, including vomiting and/or diarrhea, until their symptoms have been resolved for at least 48 hours.** Symptoms of a respiratory illness, including fever, cough, sore throat, congestion, runny nose, or sneezing until they are **fever free for 24 hours and feeling better.** Children returning to school after illness should be able to resume all regular activities.

Arrive On Time: Late arrivals are disruptive to class. Students who are not walking in with their class at the 8:30 bell are considered late and need to report to the office for a late slip

Signing students "In" and "Out"

If a student is late arriving or leaving early, (s)he must be signed in and out at the office.

Medication and Epipens: In order for school personnel to administer any medication (including aspirin, cough medicine), a Permission to Administer Medication form (available in the office and the website) is to be completed. It is the responsibility of the parent to ensure that the medication is delivered to the school office in a safe manner in the original pharmacy container. Similarly, parents of children requiring EpiPens are asked to return the signed medical documents during the first week of school.



Allergy Smart School: Please do not bring nuts or nut products to school. Help your child to carefully screen all foods brought to school for peanut and/or tree nuts. Although we can't guarantee a nut free environment we can strive to work together to make a safer school for all students by being allergy smart.

Emergency Evacuation: Should there be an EMERGENCY occurring during the day that requires EVACUATION, we will walk the children to Hintonburg Community Centre until transportation can be arranged and parents notified. Synvoice calls and emails will be sent to all parents with evacuation details and updates if appropriate. Please check our website and twitter for updates.

Fire Drills and Lockdown Practices: All schools must have six fire drills per year. Generally, we do three in the fall, and three in the spring. Throughout the year, we also schedule emergency response practices. Lockdown (quietly hide in location), Secure School (stay in your classrooms and continue working quietly), and Shelter in Place (stay inside the school). When it is a practice, we indicate so on the front door of the school. If you see the sign on the door, or hear alarms, do not enter the building. While we certainly hope that this situation is never required, we do have a procedure in place, and practice it to ensure students and staff understand what to do.

Yard supervision: Yard supervision begins at 8:15 a.m. There is no supervision before this time and the school cannot accept responsibility for children dropped off earlier than 8:15 a.m. Please note that there is no supervision in the yard after school ends at 3 p.m.



Rainy days and cold days: It is expected that all children come to school appropriately dressed for the seasonal weather so that they are prepared to go out for recess. On days when there is a light mist or it is sprinkling, students will be going out for recess. On cold days, combined temperature and wind speed are carefully monitored to ensure the safety of the children.

Traffic safety: Please help to keep our students safe by keeping in mind our safety procedures. Do not park in the bus loading zone in front of the school. If you park along Breezehill Ave. N while dropping your child off, please do not block the crosswalks or park in a spot that obstructs the view of parents and students crossing the street. Please monitor your speed when traveling by car in the vicinity of our school.

Dress Code: Students are expected to dress in a modest and appropriate manner that is not morally threatening, unhealthy or disrespectful. Shoes need to be worn at all times at school. Please provide appropriate footwear for physical activities and appropriate outdoor clothing for the weather.

School Visitors: As interested parents/guardians, you are always welcome to visit the school. We respectfully request that all visitors use the front door, **sign in** at the main office as per OCDSB policy. All visitors are given an identification badge to wear.

Meeting with the teacher: Parents are encouraged to request a meeting with the teacher at any time throughout the school year. We appreciate opportunities to work together for the benefit of your child.

Lost and Found: Lost clothing, boots, shoes, lunch boxes and other large items will be placed in the Lost and Found box by the school staff. Valuable items such as eye glasses, wallets and watches are handed in to the office and may be claimed there.

Trading cards (Pokemon and all others): We are allowing students to have cards at school, with a strict “no trading or giving cards away” rule. Students need to return home with the cards they came to school with. Before allowing your child to bring cards to school, discuss this important rule, and discuss the risk of having their cards lost or stolen.

Litterless Lunch: In an effort to be environmentally friendly, Devonshire promotes ‘litterless lunches’. Students are encouraged to use reusable containers and minimize packaging in their lunches. All lunch garbage generated is returned home in lunch boxes for home composting and recycling.

Gifted Screening: Following the November Progress Reports, we gather requests from staff and parents about students to be considered for our gifted screening process. Please discuss your child’s situation during the progress report teacher interviews in November. If you wish to nominate your child for the screening, or have questions, contact the school principal. Due date for nominations is the last day of November. Send nominations directly to principal. You can read a lot more information on the board website:

[http://www.ocdsb.ca/programs/se/sepr/Pages/GiftedProgram\(Gifted\).aspx](http://www.ocdsb.ca/programs/se/sepr/Pages/GiftedProgram(Gifted).aspx)

SAFE SCHOOL PROGRAM

The Ministry of Education definition of bullying: 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. Cyberbullying can generally be defined as sending or posting harmful or malicious messages or images through email, instant messages, cell phones and websites.

Our Safe School Team meets and updates our plan regularly to address bullying and peer victimization at Devonshire. We revise our Anti Bullying Plan yearly and post it on our website.

We have chosen to join a program offered by the school board: WITS program. The WITS programs bring together schools, families and communities to create responsive environments that help elementary school children deal with bullying and peer victimization. See more at: <http://www.witsprogram.ca>

What is WITS? The WITS programs bring together schools, families and communities to create responsive environments that help elementary school children deal with bullying and peer victimization.



Devonshire staff members will be integrating the WITS program in their lessons throughout the year and at special assemblies. As part of the Health curriculum, we also discuss types of bullying and strategies to deal with challenging situations.

WALKERS/WALKING SCHOOL BUS/DROP OFF

1. There is a City of Ottawa Adult Crossing Guard at Laurel and Bayswater every school day, both before and after school. Children are expected to obey the instructions of the crossing guard and not to cross at other locations.
2. Devonshire Community PS is proud to have a walking school bus, where paid walkers from the community meet and walk with our students as they travel to school. Please see our school website for the information to sign up for the WSB. Walking School Bus participants are expected to follow the rules of the road, and be respectful of the “drivers” at all times.
3. Bicycles, skateboards, scooters and roller blades are not to be ridden on school premises by students or the public at large during school hours. Students are to walk their bicycles to the racks provided. **All bicycles should be locked while not in use.** Devonshire Community Public School cannot be responsible for the security of bicycles left at school. **Bicycle helmets must be worn by all cyclists under the age of 18 years old.**



SCHOOL TRANSPORTATION

A very important part of our school environment is our bus transportation. For everyone's protection, students must observe safe rules of conduct on school buses. In the interest of student safety, only certain equipment is allowed on buses. E.g. Skates should have the blades covered/be carried in a sports bag and must be kept on the floor at the student's feet. The final decision as to what may or may not be transported remains with the driver.

Very strict guidelines are in place to ensure the safety of our students, staff, parents and bus drivers. Students are expected to follow the procedures closely and inappropriate behaviour will be reported to the office.

FIRST REPORT - warning to student;

SECOND REPORT - written warning to parent;

THIRD REPORT – bus privileges may be removed.

In the case of a very serious infraction, other steps may be utilized.

PLEASE NOTE: Students who are not entitled to regular bus service are not permitted to ride a school bus - even with a note from home.



APPROPRIATE USE OF TECHNOLOGY

Devonshire Community PS and the OCDSB recognize the benefits that technology can bring to support student learning. Our policy (P.100.IT) sets the expectation that the computers at the school are used for educational purposes only. Students are given an Appropriate Use of Technology Agreement at the beginning of the year to review with parents, sign and return to the school. These agreements support your

child becoming a digital citizen, understanding the etiquette of responsible use, and also help to support the learning environment.

Any unacceptable use of computers at school may result in the removal of computer privileges. Students are expected to use school computers with the direct supervision of a teacher. Together we can ensure the safe use of technology.

Students are advised not to bring valuable items to school nor to leave items unattended in washrooms, classrooms, or change rooms. **The school is not responsible for any lost or damaged items.** Personal electronic devices such as: cell phones, MP3 players, cameras, etc., are not to be used on school property, and if brought to school, **should be either dropped at the office for safekeeping or “Off and Away” in a backpack.** Personal pictures/videos are always prohibited. Digital media (pictures, videos, etc.) is not to be used with personal devices unless under the expressed permission from and supervision of a teacher. We are working with students to develop their understanding of proper use of these technologies. School is their place of work; they need to focus on their learning activities, and group interactions. If they need access to a phone or camera, we can provide both for them.

Commitment to this Agenda



To students:

This agenda has been designed to help you become a better student by developing greater organizational skills. Your agenda should go home each day and come to school each day.

To Parents:

We have a strong belief that this agenda will benefit each student in many ways. Please check the agenda each day for notes from the teacher.

In September, parents will be asked to sign a number of forms pertaining to the 2016-2017 academic year. These forms include: Media permission form, and Appropriate use of Technology form. Please read, sign and return to the school as soon as possible. If you have any questions please ask the homeroom teacher.

To begin effective communication, please sign below after you have gone over the planner and discussed its contents with your child.

Signature of Parent/Guardian

Signature of Student