

2018-2019



**FALLINGBROOK
COMMUNITY
ELEMENTARY
SCHOOL
STUDENT HANDBOOK 2018-2019**

The Fallingbrook Belief Statement

The staff of the Fallingbrook Community Elementary School believe that our school should be a safe and challenging learning community with a positive and healthy school climate that will nurture responsibility, excellence and respect for our surroundings and the rights of others.

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Parent/Student Handbook

Welcome to Fallingbrook Community E.S. and to a new school year! We hope that 2018-2019 will be your best year ever. Our students will be provided with various opportunities to become involved in the many activities which make our school a busy and exciting place. We encourage you to join a team, a club, a band or choir and to become actively involved in the life of the school. Your participation in these kinds of activities will make your school year a memorable one.

This year will also offer you many academic challenges. Please remember to be the best that you can be and do the best that you can do. We look forward to a busy ten months that will include new friendships, a growth mindset, and positive behavior. Fallingbrook is a busy and productive place. Please use your agenda to keep you on track. Have an excellent year!

Josée Beaudry (Principal)
Tammy Richardson (Vice-Principal)

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Fallingbrook Community Elementary School Information

Our school works on a Balanced School Day schedule, on a Monday to Friday cycle. Our school hours remain 9:15 a.m. to 3:45 p.m. Our three larger blocks of instructional time will be

- 9:15 to 11:15
- 12:00 to 1:40
- 2:25 to 3:45

Our two blocks of recreation/nutrition breaks will be

- 11:15 to 11:35 nutrition break #1
- 11:35 to 12:00 recess
- 1:40 to 1:55 nutrition break #2
- 1:55 to 2:25 recess

SCHOOL YEAR CALENDAR 2018-2019

*Monthly Calendar available on the Fallingbrook Website



Start of school year	September 4
Meet the Teacher	September 20
PA Day	October 5
Thanksgiving	October 8
PA Day	November 23
Christmas Break	Mon. Dec. 24 Fri. Jan. 4, 2019 incl.
PA Day	January 25
PA Day	February 15
Family Day	February 18
March Break	March 11 - 15
Good Friday	March 30
Easter Monday	April 2
PA Day	April 27
Victoria Day	May 21
PA Day	June 8
Last Day of Classes	June 28
PA Day	June 29

School Procedures

ATTENDANCE

Good attendance is the basis for academic achievement and success in school. The Ontario government requires that all students attend classes punctually and regularly.

ABSENCES

Our Safe Arrival Program accounts for students who are absent from school. If your child(ren) will be absent (or late), parents are asked to call the school **613-830-8817** before 9:15 a.m. The answering machine is on overnight.

When the classroom teacher reports absent students and no reason for the absence has been received, parents will be contacted as part of our Safe Arrival Procedure.

ARRIVING LATE OR LEAVING SCHOOL DURING THE DAY

Students arriving late at the school are to sign in at the office. All students will receive a permit slip before proceeding to class.

If your child is being picked up, it is necessary to identify who will be picking them up. We will not release a child to an unidentified person or without a written note. Unfortunately, we can not accept a fax or a phone call in place of the written note.

BALANCED SCHOOL DAY



Students are encouraged to eat twice a day, both during the morning and afternoon nutrition breaks. It is important to pack foods for both nutrition breaks every day, to encourage healthy eating habits. A well balanced lunch also helps with learning.

BOOMERANG LUNCHES

Fallingbrook is a member of Ontario ECO Schools, promoting environmental awareness. Boomerang Lunches is one of our initiatives. We ask that anything that our students bring to school in their lunch bags is returned home at the end of the day to be recycled.

YARD SUPERVISION

As no supervision is provided before 9:00 a.m., students should not arrive before that time, unless taking part in a supervised activity.

Students are expected to leave the school yard promptly at 3:45 p.m. for safety reasons.

HALL AND YARD ROUTINES

In order to promote safety in the hallways when moving from class to class, students should walk at all times keeping to the right. Owing to the constant movement of vehicular traffic, the front schoolyard and the parking lot areas are out of bounds to students. The sliding hill, swings or water park may be used during the school day only when a teacher is supervising.

FIELD TRIP PROCEDURES

Students will receive a field trip permission form for every activity off school property. Without the parent's written consent on the appropriate Board form, the child **cannot** participate in the activity. In accordance with the procedures established by the Ottawa-Carleton District School Board, we are unable to accept hand-written notes or telephone calls. Your co-operation in returning the forms as promptly as possible is appreciated. We hope to reduce the amount of paper forms this year with the implementation of School Cash Online.

SCHOOL CASH ONLINE

School Cash Online is an easy to use and safe way to pay for your children's school fees. Now, with a few clicks, you can pay for your child's yearbook, class trips and so much more from your own home. All you have to do is register an account, attach your children and in no time you will be able to make payments online.

Contact the School Cash Online Parent Help Desk at **1-866-961-1803** or parenthelp@schoolcashionline.com

TRANSPORTATION



Students must observe safe rules of conduct while on school buses. In cases where safety rules are not followed, the driver will first seek the co-operation of the student. If the student will not co-operate, the driver will report the student to the principal or vice-principal, who will take whatever corrective action appears warranted. For repeated problems, this may include the withdrawal of transportation services for a specific period of time.

In the interest of student safety, only certain equipment is allowed on buses. Skates must have the blades covered, or be carried in a sports bag. They must be kept on the floor at the student's feet.

In cases of dispute, the final decision as to what may or may not be transported remains with the driver.

Students riding bicycles to school should be prepared to secure them while at school. Bicycles, skateboards and rollerblades should not be ridden on school property.

For any further information about transportation visit www.osta.ca.

You may also use the Bus Stop Finder to check for delays to student bus stops at <https://ostabusplanner.ottawaschoolbus.ca/StudentLogin.aspx>

School Safety



WEARING OF HELMETS

Students who ride their bikes to school must also wear a helmet for their personal safety.

As the warm weather approaches the bikes, scooters, and rollerblades come out of storage. Helmets should rest just above the eyebrows and the chinstrap needs to be done up securely. The helmet should not slip out of position. Many local bike shops can help you adjust helmets correctly.

SCHOOL SKATING SAFETY PROCEDURE

The ice rink adjacent to Fallingbrook School provides our students an opportunity to skate during the school day as part of our physical education program. At Fallingbrook Community Elementary School, teachers and parents want to ensure that every student is as safe as possible in the event of an on-ice fall or collision.

In accordance with OPHEA guidelines, it is mandatory that all students, staff and volunteers wear a properly fitting snow sport helmet during these activities. The activities include, but are not limited to, alpine skiing, snowboarding, snowblading, skating and any other activity that takes place on an ice surface.

EMERGENCY CLOSING PROCEDURES

In the event of school and bus cancellations, local radio & TV stations are alerted to broadcast information on school cancellations or OSTA transportation shutdowns.

SCHOOL DRESS

We are proud of our students at Fallingbrook CES, both while they are at school and while they are out in the community. An appropriate dress code reinforces the pride we feel in our school. Students should dress in a neat, clean manner. Appropriate dress is based on concerns related to health, weather conditions and types of activity. Clothing must not distract from the positive learning environment. A specific reminder that explicit wording or graphics cannot be worn at school. Parents will be notified if their child(ren) are wearing inappropriate clothing. Indoor shoes must be worn at all times for safety reasons.



Acceptance: I reach out to include others. I accept others for who they are. I am gentle with myself and others when mistakes are made.

Appreciation: I am grateful for all that I have. I am thankful for the support that others give me. I am generous in recognizing the contributions of others.

Co-Operation: I work with others to make a peaceful community. I am willing to listen to others ideas and suggestions. I compromise and negotiate to solve problems and differences of opinion.

Empathy: I am compassionate, caring and kind. I am a true friend. I will walk in your shoes in order to understand you. I am slow to judge and quick to forgive.

Fairness: I make decisions based upon the whole picture. I treat others the way I would like to be treated. I am just.

Integrity: I behave ethically and honourably. I am honest, loyal and trustworthy. I am truthful and courageous. I stand up for what is right even when it is hard. I am a person of my word and people who know me understand that.

Optimism: I believe that challenges are opportunities. I choose to see goodness. I have hope for our future.

Perseverance: I will work hard and I will not give up. I will finish what I begin and I will not give up. I will care enough and I will not give up.

Respect: I honour myself and others through my words and actions. I support our diversity of beliefs. I treat our world and everything on it with dignity.

Responsibility: I am accountable for the decisions I make. I realize that my decisions impact my community. I honour my commitments.

The OCDSB believes that it is the right of each learner and staff member to work in a safe environment, free of concern about personal safety. Fallingbrook Community Elementary School encourages conflict resolution, positive behavior, self-regulation and respect in our school. Physical, verbal, written and psychological abuse, bullying (cyber-bullying) and/or discrimination on the basis of race, culture, religion, gender, sexual orientation or any other attribute is unacceptable.

The underlying premise of positive student behaviour is that students are accountable for their actions. Students are expected to demonstrate honesty and integrity in all matters, including copyright and academic acknowledgement. Most incidents are of a minor nature and can be addressed on the spot with reminders of appropriate behaviour. Serious issues will occur from time to time and will need to be dealt with effectively so that problem solving can occur. The overriding objective of our discipline protocol is not punitive, but is to help students develop regulation and respect for themselves and others. We assist students to be good citizens, to accept responsibility and to develop problem-solving abilities. Children who experience consistent, logical and natural consequences learn that they themselves have positive control over their own behaviour.

When it is necessary to take disciplinary action with a student, we strive to be reasonable, consistent, fair, at times, consultation with parents will be an element of our disciplinary strategy. We hope that parents give their full support to the staff when disciplinary situations arise. School rules are kept to a minimum and are in the interests of safety, health and the continuation of a positive learning environment.

EXIT OUTCOMES

At the Ottawa-Carleton District School Board our vision of student success goes beyond the classroom. Our goal is to prepare students to be successful in life. **The OCDSB Exit Outcomes identify 5 Characteristics and 5 Skills that we are trying to develop in every student.** This work begins in kindergarten and we hope that by the time students' graduate, they will move confidently into the world, equipped with a strong academic foundation and the learning skills they need to navigate future pathways - whether that is work, apprenticeship, college, university or community living.



W.I.T.S.



“Have you used your WITS today?”

It is important to us that our students, parents, staff, and community see our school as a safe and caring place to learn and grow. WITS provides students with some tools that they confidently resolve conflicts and create a positive climate at school. The WITS acronym stands for **W**alk away, **I**gnore, **T**alk it out and **S**eek help.

Zones of Regulation



Zones of regulation, is another well-being program used in our school to foster self-regulation and emotional control. Visit the website www.zonesofregulation.com for more information.

Home and School Communication

Clear communication is essential to a successful partnership between home and school. Your children and our students need us to communicate in an honest, clear and consistent manner to ensure that they receive the support they need. If you have a concern or an issue you wish to raise we encourage you to contact your child’s teacher.

Here are methods of communication used by teachers:

1. Send a note – whether in the agenda or by electronic mail;
2. Telephone the school and talk to the teacher;
3. Set up an interview and come in and meet with the teacher;
4. Visit teachers’ websites, Google Classrooms or Blog (if applicable);
5. Come to formal interviews on interview days;
6. Respond to report cards on the response sheet

Food Policy & Procedure



Fallingbrook CES is an Allergy Aware Environment

The consideration of the health and safety needs of our students is paramount. We are committed to ensuring that our children enjoy their school experience, and feel secure in their school setting. **While it is impossible to create a risk-free environment, school staff and parents can take important steps to attempt to minimize potentially fatal allergic reactions.** Accurate records, written protocols, staff education, parental support, and classroom and school rules should all be considered. The goal is to raise awareness and to minimize and control allergens through education.

The staff and parents of Fallingbrook School request that **no peanut butter, peanut or nut products, including items that “may contain traces of nuts” be sent to school.**

Further information relating to special occasion days, parties and birthdays will be specified by the classroom teacher.

Grade 8 Academic Awards



The following awards are presented to students at the end of year celebration for achievement and progress in different aspects of their school life.

Principal's Award for Student Leadership (OPC) is presented to the grade 8 student who demonstrates extensive leadership responsibilities and sound decision making skills as they strive to assist the school in fulfilling its purpose. In their values, good work habits and attitudes, they provide a positive influence on other students. In short, these students care about their school and its success and they share in its leadership.

The Academic Achievement Award is awarded to any grade 8 student who has achieved an average of 80 percent or above in all academic areas. One student per class will receive recognition for the highest overall academic achievement.

The Citizenship Award is awarded to one student per class at the grade 8 level who has made a valuable contribution to school life through his/her positive attitude, sense of responsibility, leadership qualities and participation in school activities

The Progress Award is awarded to one student per class at the grade 8 level who have shown the most progress in scholastic achievement and/or in setting personal goals to improve their motivation and effort.

Top Athletic Plaques are awarded to the top all round athletes combining good sportsmanship, effort and athletic ability.

The Music/Instrumental Award is given to a graduating student who has displayed outstanding musicianship as a member of the Senior Band.

The Valedictorian Plaque is presented to the grade 8 student(s) selected to deliver the valedictorian address at the school leaving ceremony.

The Arts Award is presented to the grade 8 student who demonstrates talent and consistent effort to improve in the various mediums used throughout the course.