

# Welcome to Onondaga-Brant Public School!

## SCHOOL HOURS



8:20 – 8:40	Playground is supervised by lunchroom supervisors
8:40 - 10:40	First Instructional Block
10:40 – 11:20	First Nutrition Break and Recess
11:20 - 1:20	Second Instructional Block
1:20 - 2:00	Second Nutrition Break and Recess
2:00 - 3:00	Third Instructional Block

## ONONDAGA-BRANT IS A GREAT PLACE TO LEARN!

Onondaga-Brant Public School Makes Every Effort to Protect the Learning Time in the Classroom

Interruptions to teaching and learning times are discouraged for the benefit of all the students in a classroom. Intercom calls from the office or parents who appear at a doorway to chat with a teacher, breaks the flow of learning and distracts students. The last 20 minutes of the day are extremely busy times in a classroom as teachers get kids organized and ensure that each child is dismissed safely.

Please feel free to make an appointment to speak with your child's teacher if you have a concern, however parents are asked to respect the learning environment and call the school secretary indicating that you would like to speak to the teacher, who will return your call and arrange a time to meet with you as soon as possible.

Together, with positive communication, parents and teachers make the greatest difference!

## BUS/DISMISSAL PROCEDURES



Dismissal from school at the end of the instructional day allows for a safe exit to the buses for all children. JK/SK children are paired with a 'Bus Buddy', an older student who rides the same bus. The older student will escort the children from their KP classroom to the bus each day at dismissal and to the KP play area each day upon arrival at school. There are two supervisors on duty to supervise the buses at the beginning and end of the school day.

Parents picking up their grade 1 – 8 students may do so in the front hallway. Parent picking up JK/SK students may go down to the hallway outside the gym. All students being picked up must sign their children out.

Sometimes our grade 7/8 students want to walk home. We must have a note from parents stating that they are able to do this. There are no crossing guards to help them cross Colborne Road.

Parents should be aware that pets are not allowed on school property at any time. This is a safety issue for our students and we respectfully request that parents not bring pets to the school at any time, especially at dismissal time. Occasionally, for a special event or learning opportunity, some animals may be brought to the front yard by the flag. Students may choose to visit or not. In the past we have had students' calves for 4H and ponies visit the school.

## SCHOOL VISITORS



ALL PARENTS AND VISITORS are required to enter the school building through the front door and report their presence to the office staff at all times. This measure is put in place in all schools as a policy of The Grand Erie District School Board to provide as safe a learning environment as possible. Please sign in and out in the visitor book located in the front entryway. Video cameras are in use around the entrances of the building.

## SCHOOL VOLUNTEERS



We welcome volunteers to Onondaga-Brant Public School. Volunteers make it possible for us to provide additional support for students in the classroom. Without our volunteers we would not be able to provide the many and valued activities that are a part of our school.

If you are a new to our school and wish to work with children in the school setting or support extracurricular programs, we must follow GEDSB Policy and request that you complete a Volunteer Information Sheet with references, this is available at the school. Police Checks are mandatory for all volunteers. Police checks must be renewed every other year. Please call the school secretary at 519 753-8885 to obtain a Volunteer Information form.

## STUDENT PICK-UP AND DROP-OFF



We have limited parking at Onondaga-Brant Public School. The SCHOOL BUS ZONE is in front of the front doors. Buses need to swing into the parking lot, therefore you may not park in the first 4 metres on the north side of the parking lot. Parents do park on Brant School Road, in front of the school. To ensure student safety parents are asked to park in legal areas and walk your children to school property when dropping off or picking up students.

Please note that students are welcome to arrive at school any time after 8:20 a.m. when a staff member will be on duty to supervise. Children who arrive prior to 8:20 a.m. will NOT be supervised on school property.

Please note that dismissal time is very busy for students. It is important for parents to establish a clear routine with their child and their classroom teacher. If there is a change in routine, a note from the parent will be expected by the teacher each and every time. Parents picking up children at the end of the day, should meet their child at the front door as indicated earlier.

## COMMUNICATING BUS CHANGES

IF YOUR CHILD IS NOT TAKING BUS HOME THAT DAY you are required to let the teacher know in writing in the agenda or by sending a note "That your child, bus # \_\_\_\_ will be picked up and not taking the bus that day." Please make arrangements with your child before they come to school in order to guarantee the message gets to the teacher. The end of the day can be extremely busy with phone calls.

Our bus company is First Student - 519 442-2258

## STUDENT SUPPLIES



Students will receive a list of supplies from the classroom teacher. We hope that students will have these needed supplies in September. Your child's teacher will have this information should you need it again. Please replenish their supplies in December and in March.

## LUNCH PROGRAMS



Lunch programs are offered on special days and normally Wednesdays by the Parent Association. Please watch for information about these. Lunch meals are paid through School Cash on-line.

## SCHOOL TRIPS



School trips are planned throughout the school year. They enhance learning activities. All students are expected to attend school trips. If they do not attend, the learning still needs to happen and they will be given an alternate learning activity. Students are expected to be at school.

## SCHOOL CASH ONLINE



Onondaga-Brant uses an online payment program for everything at the school except special days like pajama day. We are grateful not to have money at the school.

There are three steps to register:

1. Visit: [www.schoolcashionline.com](http://www.schoolcashionline.com)
2. Select "Get Started Now" and follow the steps to register
3. After you receive the confirmation email, please select the 'click here' option, sign in and add each of your children to your household account.

School Cash is very safe and does not store any of your banking information. We do not accept credit cards due to the cost.

## PICTURE DAY



Picture Day for all class and individual student pictures is scheduled for the fall months. Please look for this date in September. Senior Kindergarten and Grade 8 graduation pictures are taken in the spring.

## ATTENDANCE



If a child will be absent, please phone the school before 8:40 AM at 519 753-8885 to leave a voicemail anytime during the day or evening! If you leave a message please remember to tell us your child's name, your child's teacher's name and the reason for the absence. Regular attendance is necessary if a student is to achieve satisfactory progress in school. Plenty of rest, good nutrition and physical activity are key ingredients for a healthy lifestyle and a good attendance pattern.

Illnesses or family emergencies occasionally can prevent a child from attending school. To ensure a full recovery and to avoid spreading germs to others, we respectfully request that parents keep children at home until they are feeling well enough to participate fully in all school activities, including recess. Please keep your child home and call your doctor for advice whenever your child has any of the following symptoms:

- \* Vomiting or diarrhea through the night or before school
- \* ANY FEVER - temperature over 37 degrees C or 98.6 degrees F
- \* Ear ache or any drainage from the ear
- \* Red irritated eyes, with yellow discharge
- \* Sore throat
- \* Stomach aches and headaches
- \* Any rash that the doctor hasn't seen
- \* Persistent runny nose with thick mucus or a cough that does not go away, a cold that makes it hard to pay attention at school

Under normal circumstances, children who are well enough to attend school are expected to participate in recesses.

If a student will be absent for an extended period of time due to a planned family commitment or vacation, please contact the school in advance.

## **PUNCTUALITY**



Accepting responsibility for being punctual is an important life skill. Students are expected to arrive promptly for school. Late students interrupt classes, distract others and often miss routines and announcements.

If your child will be late for school, please call the school (519 753-8885) in advance. A student who arrives late at school for any reason must report to the office before going to class. Students will be given a late slip before they may enter class.

Attendance is monitored by an Attendance Counsellor throughout the school year. Parents will be informed by letter when their child's attendance is of concern.

A parent wishing their child to be excused from school early must send a note to the classroom teacher. Do not call the school office to make this request during the day.

For safety reasons, parents picking up a child early should meet that child at the school office, rather than on the playground or at the classroom door during the school day.

## **EMERGENCIES**



An accident or an injury can happen at any time and our first concern is to give immediate attention to the student. If the injury is minor, the student receives first aid and when ready, returns to class. Parents will be contacted to pick up a student who is not feeling well enough to participate in the classroom program.

For serious injuries, emergency personnel will be called and parents will be notified immediately. If a child has fallen and is in obvious distress, an ambulance will be called. Parents will be responsible for the cost of the ambulance. This emphasizes the importance of accurate and current information being kept on file in the office. Notify the office as soon as possible if there are any changes in your family such as telephone numbers, employment, emergency contacts or guardianship.

Fire Drills and School Lock Down procedures are held and emergency procedures are reviewed regularly. Students also practise safe bus evacuation and safety drills which are used to prepare them in an emergency situations. It is imperative that students wear shoes at school at all times. Leaving an extra pair of shoes at school is required. In an emergency dismissal, there may not be sufficient time for students to put on boots and coats.

## **NUTRITION BREAKS**



Students take part in two nutrition breaks in the instructional day in assigned classrooms and are supervised by staff.

Children remain on school property during the nutritional breaks. No students may leave school property during the day unless accompanied by a parent.

## **INCLEMENT WEATHER – Onondaga-Brant is located in Zone 3 for school closures!**

Students benefit from active play during outdoor recesses and should come dressed appropriately for a variety of weather conditions. In extreme weather conditions students will be brought in to the school for an indoor recess.

In extreme weather conditions, parents should listen to CKPC Radio 1380 AM or CKPC 92.1 FM early in the morning for announcements regarding bus cancellations and school closures. The announcement will be specific to bus zones. Check the Board or school's transportation section of the website for up to date information.

Please remember that when transportation service to the schools is cancelled, the schools are closed. Check for Transportation information through the Boards website or our website under Bussing Bad Weather tab.



## **STUDENT TELEPHONE USE**

Students are able to use the office telephone for emergencies, i.e., forgot lunches, etc. Cell phones, although used for educational purposes in the grade 6 – 8 classrooms are not to be used by students to text or call. If a student needs to call a parent they may come to the office and we will call for them. If the parent needs to be texted, the student can ask their teacher or come to the office. It is important that the office knows when a parent has been called/texted, especially if the child is not well.

## **STUDENT DELIVERIES**

If your child has forgotten something at home and you are delivering it to the school office please put your child's name & teacher's name on it. We have several deliveries made to the office for students and occasionally we cannot remember who it belongs to! If your child knows that you are dropping something off they should be coming to the office to check if it has been delivered.

## **BICYCLES, ROLLER BLADES, SCOOTERS AND SKATEBOARDS, POGO STICKS**

Parents who give permission for their child to ride a bike to school are encouraged to review the traffic safety rules with their child. The school CANNOT assume responsibility for the loss of / or damage to a bicycle. It is strongly recommended that students lock up their bicycles with a combination lock. Bicycles cannot be brought in to the school for storage. Helmets are required.

If students ride their bicycles to school they must dismount and walk their bike on and off school property.

Roller blades, wheelies, pogo sticks, skateboards and scooters are NOT permitted on school property or buses.

## **INSIDE SHOES**



In order to keep our classrooms neat and clean, students are expected to have a pair of indoor shoes to wear in the classroom. Wet and muddy footwear will be left in the hallway outside the classroom door. Running shoes are best as these can then be used in the gym.

## **PLAYGROUND BEHAVIOUR**



We are fortunate to have a large playground. Students of all ages enjoy a variety of recess activities such as square ball, basketball, tetherball, climbing equipment and tag. Teachers also assign their class various pieces of game specific equipment. During the recess periods and noon hour, staff are on duty to monitor student play and behaviour.

General playground expectations include:

- ❖ play safely, 'No Body Contact'
- ❖ do NOT throw sand, snow and ice: snow and sand stay on the ground
- ❖ be respectful of others and play fair
- ❖ the playground is divided by divisions: kinderkids play with kinderkids; primary students play with primary students; junior students play with junior students and intermediate students play with intermediate students.

## SAFE SCHOOLS



The Ministry of Education's Violence Free Schools Policy indicates that the following actions are unequivocally unacceptable and will not be tolerated in schools in the province:

- physical abuse
- verbal abuse ( both oral and written)
- sexual abuse or harassment
- psychological abuse
- discrimination on the basis of race, culture, religion, gender, language, disability, sexual orientation or any other attribute
- vandalism causing damage to school property

In addition the following will also not be tolerated:

- use or possession of alcohol, tobacco products, lighters, matches or other contraband substances
- clothing which advertises drugs, alcohol, tobacco products or has inappropriate language
- clothing which exposes the midriff or undergarments

The Police will be called for any of the following incidents:

- possession of weapons
- threats of injury involving weapons
- threats of injury to cause serious bodily harm
- physical assault causing bodily harm
- robbery or extortion
- vandalism causing damage to school or school property
- possession or suspected possession of drugs or alcohol

## MEDICATION FOR STUDENTS



On occasion, we have been asked by parents to ensure that their child receives prescribed medication. Please be aware that in order to do so, you are required to have your doctor complete the 'Authorization for Administration of Medication' form. This form can be obtained by contacting our school secretary in the office. This requirement includes all medication - inhalers, epi-pen, oral medication including Aspirin, Tylenol, etc.

## HEAD LICE



Head Lice is not a communicable disease but it is very frustrating for parents and the school. It is a serious and difficult problem to eliminate. The school will conduct head lice checks at various points throughout the school year, most notably following breaks in the school year. It is the policy of The Grand Erie District School Board that children who have lice will be sent home for treatment. All nits and lice must be removed before a child may be readmitted to the school. A letter will be sent home to all parents of children in a classroom where lice has been detected. Parents are advised to perform regular head lice checks at home.

## PEANUT/TREENUT ALLERGY

We are a nut free school!



## SCHOOL AGENDAS



We are very fortunate that our Parent Association uses some of their fundraising funds to purchase an Agenda for every student from Junior Kindergarten to grade 8, although some of our older students are using electronic agendas.

The agendas will facilitate communication between the school and home and assist with developing students' goal setting, planning and organizational skills. The school expects that the students' learning and achievement will be enhanced when all partners communicate clearly and support common goals. Please look for the agenda to come home each day. Each teacher may implement them differently and expectations may vary (i.e., some teachers will ask for a parent signature each day, etc.) The success of the agenda program will depend on the involvement of the teachers and parents. Together we can make a difference for our students and enhance communication between home and school.

## REPORTING OF STUDENT ACHIEVEMENT



Parents receive a Progress Report in November that focuses on Learning Skills; Report Cards that address the academic strands go out in January and June for students in Grade 1 - 8.

The Kindergarten program has two reporting periods. A parent conference takes place between November and mid-January followed by a formal report card by the end of January. The second formal report will be sent home with students at the end of June.

Each class runs their monthly class newsletters a little differently. The newsletter might be found on the class website each month, be e-mailed home or in hard copy. They outline the curriculum content and class activities that can be expected in the class each month.

Curriculum documents used in our program can be accessed through the Ministry of Education website. Many of the Board level documents can be accessed through The Grand Erie District School Board website.

## GEDSB POLICY – HARASSMENT OF EMPLOYEES BY VISITORS

As per GEDSB Policy, all school visitors must be made aware of the policies and procedures concerning harassment of employees. "The Grand Erie District School Board expects visitors to behave in a respectful, courteous and appropriate manner at all times. The Board will respond to all forms of unacceptable behaviour in a manner consistent with Board Policy/Procedure on Harassment."

