

## Principal's Message

Welcome to Ashley Oaks! We are looking forward to an exciting year of learning, growth and fun.

Here are some important Education Links that parents are welcome to refer to:

*Ministry of Education Information (like curriculum documents)*

See <http://www.edu.gov.on.ca/eng/elementary.html> and other linked sites

*Assessment Guidelines - Growing Success*

See [www.tvdsb.ca](http://www.tvdsb.ca) > programs (top of page) > assessment (from drop down menu)

*General Board Procedures*

See [www.tvdsb.ca](http://www.tvdsb.ca) > board (top of page) > policies, procedures and independent procedures (from drop down menu). A lot of other great information about our school system is available from the website [www.tvdsb.ca](http://www.tvdsb.ca) - surf around when you get a chance.

*Ashley Oaks Information*

See [www.tvdsb.ca/ashleyoaks](http://www.tvdsb.ca/ashleyoaks) Upcoming events and some key school news is on the home page.

Check out the 'Monthly Newsletter' tab (on the left hand side) for other school information. Check out the 'SIP' tab for information about our student learning priorities.

We also intend to develop some other social media possibilities in 2017-18 such as more direct e-mails and maybe text updates. Please provide us with an e-mail address if possible.

## Religious Accommodation

The Thames Valley District School Board welcomes and values students from all cultures, religions, and faiths. Our school communities celebrate and protect each student's right to follow or not follow religious and/or spiritual beliefs. If a parent/guardian or student feels that a school program or learning task may conflict with their religion or faith, a request may be made for a religious or faith-based accommodation.

Parents/Guardians or students (18 and older) may request accommodations. For example: school opening and closing ceremonies, absence for religious holy days or faith-based observances, prayer, smudging, dietary restrictions, fasting, religious dress, modesty requirements for dress for physical activity (e.g., sports, dance), curriculum, classroom activities, or assessment. Parents/Guardians or students (18 and older) can request an accommodation by contacting the Principal in person or by writing, emailing, or calling. Parents can ask the Principal for an interpreter, if needed to help the Principal to understand the request. All students can: talk to a teacher, the Principal, or Vice-Principal if there is a school or classroom activity that conflicts with their religion or faith, talk to their parents about religious or faith-based needs. The school staff will work with parents/guardians/ students to create a plan to meet religious needs.

Please know that school staff cannot be responsible for monitoring students in following religious or faith-based practices. **For more information**, please see the TVDSB Religious and Faith-based Accommodation of Students Procedure at [www.tvdsb.ca/equity](http://www.tvdsb.ca/equity) or contact your school's Principal or Vice-Principal.

Mrs. L. Brown, Principal

## The School Day

The school office is open from 8:15 a.m. until 4:00 p.m. Our school week is scheduled according to a ten-day cycle calendar.

### Grades JK-8

9:00 a.m.	Entry time and classes begin
10:20 am - 10:35 am	AM Recess
11:45 am - 12:45 pm	LUNCH
2:05 pm – 2:20 pm	PM Recess
3:30 p.m.	Dismissal

## Code of Conduct

### Respect:

- to show consideration for self and other students, co-workers
- to demonstrate consideration for parents, visitors and staff
- to value our learning environment, the building and the welfare of all
- to know and appreciate what respect looks, sounds and feels like
- to learn and practice the values of a democratic society

### Responsibility:

- to be accountable for completion of all of your assignments
- to support your own learning through cooperation with staff
- to enable others around you to learn through friendly acceptance and support
- to maintain a positive and in control presence in the school at all times
- to safeguard your books, assignments and resources within the school

### Recognition:

- to attain self-satisfaction through doing a good job each day
- to see and celebrate the strengths of others daily in your classroom and in the school
- to enjoy the pleasure of learning and recognize the personal reward of knowledge
- to share willingly with others in a caring, learning environment
- to accept and enjoy recognition from others and staff for your demonstrated responsibility

### Student Rights:

- to receive a comprehensive, skills based academic education and to learn in a respectful, calm and safe environment in classrooms, halls and school yard
- to be treated with dignity and respect by students, staff and parents
- to receive an education that recognizes personal strengths and abilities with encouragement to develop autonomy for responsible and productive decision making
- to be treated fairly and to be heard in school affairs and academic pursuits
- to be given fair opportunity to participate in teams, choir, band, clubs and other activities
- to be free from racial, ethnic, verbal, internet, physical, sexual harassment and bullying

## Technology in School:

Thames Valley District School Board provides computers and other electronic devices as well as internet access for students and staff to be used to support board objectives concerning literacy and numeracy. This use is monitored by the board and misuse will mean loss of privilege. ***Handheld audio and video devices (cameras, MP3 players, cell phones) shall not be used in classrooms, halls or other areas of the school or school yard without the express permission of the school administration.*** Cell phones may be used by staff on field trips to ensure safety and security. No individual is to use his or her portable, handheld device to audiotape or videotape other individuals (staff, student, parent, community member) without their permission while on school property or at any school events.

## Student Consequences:

Students who interfere with the rights of others and/or choose to break school rules or the law will be dealt with according to Ashley Oaks, Ministry of Education and Criminal Code guidelines developed to maximize safety and respect. Staff at Ashley Oaks have comprehensive training in classroom and student management; many with extra qualification through *Behaviour Management Systems*, Teachers Federations, and the Thames Valley District School Board. Consequences listed below are used in situations where escalating behaviour can lead to deterioration of the immediate learning/social environment or injury, both physical and emotional.

- a verbal reminder or warning on the spot to stop a potentially unsafe condition
- isolation of that student to enable others to move forward, learn and play productively
- interview with the student to gain detail and a strategy for change
- phone call to inform parents and ask for support to redirect the specific behavior
- interviews with parents to coordinate an approach for change
- writing out (student with teacher direction) expectations for student behaviour change
- setting up a student-teacher contract that outlines responsibilities and consequences
- removal of privileges in class, in school, field trips, clubs, etc.
- requiring payment for damage to school property
- a formal school suspension as described by board and provincial policy
- involvement of police or other community agencies to assist the student, family or staff

## Ashley Oaks Daily Expectations for Success:

Any specific rules would be based on code of conduct and these expectations:

### Students

- to be kind and respectful to all
- to include others in games & play
- to listen to staff and follow directions
- to learn through cooperation and hard work
- to complete all assigned work
- to study for success
- to self-evaluate and be aware of good performance criteria
- to arrive on time
- to build pride in our school
- to participate in and support all school activities
- to welcome each other and visitors into a respectful, safe environment
- to accept direction to become a better Ashley Oaks citizen
- to bring a happy face to school

### Staff

- to be kind & respectful to all
- to work collaboratively to promote student success and citizenship
- to listen and respond to student and parent concerns
- to plan meaningful and stimulating programs to enable responsibility in learning
- to maintain an atmosphere of exemplary learning characterized by mutual respect, self-confidence and management of student behaviour
- to recognize and promote the unique, positive, exemplary contributions of students, Home and School and School Council at Ashley Oaks

### Parents

- to support learning in and out of school, daily reading, homework, etc.
- to support staff and school policies and procedures through open communication
- to keep teachers informed of unique or ongoing issues that could affect learning at school
- to send your child prepared for school each day; proper clothing, lunch, books, assignments, on time and rested
- to call if your child will be absent
- to respect and obey all parking signs (Fire Routes, Handicap Parking, etc.)

## Ashley Oaks Public School Dress Code

At Ashley Oaks Public School, our Dress Code allows for comfort and functionality while sustaining a respectful learning environment.

### Head Gear

- Hats are to be removed upon entry to school.
- Hats, including bandanas are not to be worn within the school. Exceptions may be granted by the school administration for medical condition or religion.

## **Jewelry**

- For reasons of safety, jewelry or articles of clothing that create a safety concern may be required to be removed for physical education classes or other special activities.

## **Clothing**

- Any clothing or personal item, which display or promote drugs, alcohol, tobacco, violence, racism, sexism or contains rude, vulgar, swear words/images are not acceptable.
- Dresses, skirts, shorts are to be at a mid-thigh length (ends of fingertips).
- The torso must be covered (front, back and midriff covered).
- Clothing that is ripped, torn or revealing in inappropriate places will not be accepted.
- Exposed undergarments are not acceptable.
- Girls' and boy's tank tops and v-neck shirts are acceptable when neck line of shirt or top is not lower than the armpit.
- Sunglasses are not to be worn inside the school unless medically required.
- Footwear must be appropriate for safe participation in all types of school activities. Students are expected to have appropriate indoor and outdoor footwear. Footwear must be worn at all times. Any footwear with wheels is not to be worn on school property.

Students whose clothing is considered inappropriate will be counseled individually by staff, asked to cover up, to change, to work apart from other students, or may be sent home. If a student is counseled by staff for inappropriate attire, parents will be contacted.

## **Absences & Safe Arrival**

If for any reason your child is to be absent, in the interest of safety, you should call the reporting line at 1-844-305-3756, you may also report absences online using the parent portal. The school secretary will take your message during the regular school hours. Every effort is made to check unexplained absences at the commencement of classes and after 1<sup>st</sup> break each day. This can be an enormous task for the office staff, so please use the online systems to report any absence.

## **Allergies, Special Medical Conditions**

It is a parental responsibility to ensure the school is aware of any special medical needs or allergies your child may have. Contact the office directly in writing to make us aware of medical conditions. Contact the office to get a form which must be completed by your doctor if prescription medications are to be administered at school. Non-prescription medications are not available by staff to students. Please be aware that we do have children with peanut allergies. Please do not use any peanut products when baking or sending food to school because safety is a priority.

## **Bicycles**

Bicycles should be securely locked to the stands located at the front of the school. For safety reasons, students must walk bicycles while on school property. The school does not accept responsibility for lost or damaged bicycles.

## **Co-Curricular Activities**

There is an active and varied co-curricular program (i.e. clubs, sports, choir) for children at Ashley Oaks. It encourages participation, develops responsibility and provides enjoyment for all. Monthly school newsletters announce upcoming activities. Students should listen to morning announcements for the location and time of a particular activity.

## **Dress for Physical Education**

Students are asked to wear proper loose fitting clothing for their physical education program. For safety reasons, proper footwear is required (i.e. gym shoes, not sandals). Students can take part in the physical education activities only if they have proper clothing and shoes, which grip the floor.

## **Assessment, Evaluation, & Reporting**

Assessment and evaluation of student progress are part of a continuous ongoing process that are integral components of learning. Classroom observation, assessment of classroom engagement, daily classroom work, projects, homework, informal and formal tests are used to evaluate a student's growth. We report to parents on student

progress on a routine basis during the school year. Formal comprehensive reports are sent home in late November, January and the end of June

## **Gotcha Program**

This is a program to recognize students who demonstrate our respect areas of focus. Whenever a staff member sees a student demonstrating these behaviors, the student receives a Gotcha. Names are drawn to receive prizes.

## **If Your Child Becomes Ill at School**

We will contact you as soon as we know your child is ill, so that you may decide which actions may be taken. In a case where an injury appears to be serious, an ambulance may be called to ensure that he/she is safely transported.

## **Lunch Hour Policy**

**This year the lunch hour will run from 11:45am to 12:45 pm.** Students who are staying for lunch will eat in their classrooms from 11:45 to 12:05. They will then play on the yard for 40 minutes. During this hour students will be supervised by staff and paid noon hour supervisors. Students should be dressed appropriately for outside play during these time periods. A number of clubs and sports activities may be offered during the lunch hour. Students are not permitted to leave the school grounds unless the office has been notified that they have permission from their parents to go home for lunch.

Each student must meet the following expectations during the eating period in the classroom:

- stay seated at their assigned desk and remain there while eating their lunch in a quiet, orderly fashion
- ask permission of the teacher on duty to use the washroom
- clean up the desk top and floor area and line up in the classroom before being dismissed to go outside
- be aware that you parents will be called if your behaviour is unacceptable
- label you lunch box with your name.

## **Newsletters**

A newsletter including a calendar of school activities is sent home each month. Please encourage your children to deliver these to you.

## **Personal Property**

The school cannot accept responsibility for items brought from home; therefore, students are encouraged to leave valuables at home. Lost items can be found in the main hallway, across from the LST office and DC classrooms. Name labels help us to return items to the rightful owner. Check at the office for more valuable items. Electronic devices, jewelry, money and other items of personal value should be left at home. When and if items of personal value are found, they should be brought to the office so that they may be claimed. At the end of each term, items from the box are displayed outside of the main office. Unclaimed items will be donated to a charitable organization. ***Handheld audio and video devices (cameras, MP3 players, cell phones) shall not be used in classrooms, halls or other areas of the school or school yard without the express permission of a school staff member.***

## **Playground Equipment Rules**

The following safety rules will be enforced during school hours when the students have the privilege of using the equipment:

- No pushing, shoving or running. No physical, bumping, tripping or inappropriate touching is acceptable.
- Learn to take your turn. Do not cut into the line.
- No throwing or placing gravel on the equipment.
- Throwing snowballs is *not permitted*.
- Be aware of all students especially the developmentally challenged.
- Do not begin sliding until the person before you has cleared the slide.
- Do not climb up the slides.
- Do not be dared into doing something you do not wish to do.
- Be responsible for knowing your time to use the equipment.

## **Rollerblades and Skateboards**

Rollerblades, skateboards, hockey sticks, toboggans, kites, hard balls, metal baseball hats, tennis rackets and other such sports equipment are not to be brought to school.

## **Student Concussion Policies**

In response to Ministry of Education requirements and in support of our existing school safety procedures, schools are required to follow certain steps whenever a student suffers a concussion or whenever a concussion is suspected. Parents can access Concussion Policies and Procedures through the board website or by contacting the school and requesting a copy. As with any potential injury, our first goal is prevention; concussion awareness and prevention is part of ongoing professional training for staff and is integrated into students' Health and Physical Education curriculum.

Since concussion can affect a student's ability to learn or to participate in activities, schools will work with parents and medical contacts to assist any student who has suffered concussion. If an injury occurs on a weekend or after school, parents are asked to inform the school so that appropriate accommodations and support can be provided. Questions can be directed to the school principal.

## **Student Information**

A Student Information Form including health concerns will be sent home in September. Please update all areas of the form so the office has current, accurate information. If changes occur during the year, please report that information to the secretary.

## **Telephone Calls**

Only in the case of an **emergency** may students use the phone in the office, with written permission from the teacher. Students are asked to make social arrangements (i.e. obtaining parent permission to visit a friend after school) before arriving to school.

## **Visiting the School**

For security reasons, we require **ALL** visitors to stop at the office, identify yourself, and sign in the volunteer or visitors book. Former student visitors are not allowed before the last bell at 3:30 p.m. and must follow visitor procedure.

## **Volunteers**

The Thames Valley District School Board strongly supports the use of voluntary assistants. We have an active volunteer program coordinated by the LST. The tasks performed by the volunteers are extremely diverse. If you wish to volunteer in our school, please contact the school or your child's teacher. Volunteers are an essential part of school life and the assistance is greatly appreciated. Look for a letter the first week of school. Volunteers will be asked to complete a Vulnerable Sector Screening Criminal Background Check through the local police services. Once completed and on file, you will be asked annually to complete at the school an Offence Declaration.

## **Yard Supervision**

Staff is on the yard supervising from 8:45 - 9:00 am, during all breaks, and at the end of the day until 3:45 pm. For safety reasons, please arrange for your child to arrive at school only during supervised times. This is especially important during inclement weather.

**Students should proceed directly home upon dismissal at 3:30 p.m. They require parent's supervision to play on the yard after school, as the yard is not supervised by teaching staff beyond 3:45.**