



A. Lorne Cassidy E. S. Handbook

September, 2022

This Handbook contains important information about protocols and procedures in place at A. Lorne Cassidy for the 2022-23 school year.

We ask that all parents read through this document thoroughly and keep it in a safe place for easy reference.

Thank you.

Contained in this document:

- ALC School Contact Information

- Instructional Day Schedule
- AM Drop off and PM Pick up procedures
- Attendance Procedures
- Procedures for picking up students during school hours
- Administering Medications/Medical Conditions
- Busing Information
- Use of Cell Phones by Students
- Visitors/Volunteers in the school
- Field Trips
- Communication from the school
- Desks and Lockers
- Snow Day Procedures
- Progressive Discipline and Promoting Positive Student Behaviour
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- Athletic Contract (applies to Grade 4-8 students)
- Safe School Guidelines
- Code of Behaviour, Character development and Digital Citizenship

School Contact Information

A Lorne Cassidy E.S. phone number: 613-831-3434 Fax: 613-831-3997

Principal: Trish Eddy, email: tricia.eddy@ocdsb.ca

Vice-Principal: Cara Doxsee, email: cara.doxsee@ocdsb.ca

Office Administrator: Wendy Norton, email: wendy.norton@ocdsb.ca

Office Assistant : Tina Walker, email: tina.walker@ocdsb.ca

A. Lorne Cassidy website: <http://alornecassidy.es.ocdsb.ca/>

School Office Hours: 8:30 am to 4:30 pm

School Day: 9:15 am to 3:45 pm

ALC Instructional Day Schedule:

9:00 – 9:15 am Supervision on the yard

9:15 am Bell Rings, classes start

9:15-11:15 First Instructional Block

11:15-12:00 pm First Nutrition Break/Recess

12:00-2:00 Second Instructional Block

2:00-2:45 Second Nutrition Break/Recess

2:45-3:45 Third Instructional Block

3:30-3:45 pm Staggered dismissal

Student Arrival and Dismissal

Morning Drop off and After School Pick up

To help support safer school zones and make everyone's trip to and from school a success, we are asking all ALC families who plan to drive to and/or from school this fall to please park 5 to 10 minutes away from the school and walk the rest of the way.

[This is a link to more information on the drop off and pick up routines at ALC.](#)

OSTA has created multiple resources and tools, like walking route maps, for parents and children to download and use and can be found here:
<http://www.ottawaschoolbus.ca/helpful-resources/walking-route-walk-zone-maps-by-school/>

Walk-a-Block maps are designed to encourage parents who drive their children to school, to park 5 to 10 minutes away from the school and walk the rest of the way. The maps identify 400 and 800 metre radiuses around the school. They also identify neighbourhood street names, pathways and potential quiet places to park. Thank you for doing your part to keep all ALC students safe as they travel to and from school.

Kindergarten students must be walked by their parent/guardian to the ALC staff member at the Kindergarten gate in the morning and again picked up from the same location at the end of the school day. Kindergarten parents are asked to ensure they are social distancing while doing so and then vacate the area as quickly as possible as our bussed students load and unload from the yellow school buses in the adjacent bus loop.

Gr 1-3 walkers are asked to enter the school yard through the break in the fence to the North of the Skating hut. An ALC staff member will be on duty at this location from 9 am to 9:15 to receive your Primary level child.

Gr 4 – 8 students will be entering the school grounds at the far North corner of the back field, by the far basketball court. Upon arrival at school, all Gr 1-6 students will walk directly to their assigned line and wait at their socially distanced spot for the 9:15 bell.

ALL students will line up at their designated area marked on the pavement.

Gr 1 -3 walkers will meet their parents at the same break in the fence by the skating hut and Gr 4-8 walkers will exit the school grounds by the back basketball court. Again at dismissal, parents must remain off the school yard.

Thank you in advance to all ALC families for being extra cautious as you drive through our school zone.

ALC Attendance Procedures

Our primary concern is the safety of your children. Communication is vitally important. As a parent, there are a number of things you can do to help us keep your child safe:

**Call the main school number: 613-831-3434 and press 1 for the absence line.
Our attendance line is open 24/7**

OR

Email the main office at alcabsence@ocdsb.ca in advance of your child's absence.

If your child is going to be late or absent, please call the absence line before 8:30 am OR send an email to alcabsence@ocdsb.ca

Please be sure to include the name of the child, their class/homeroom teacher's name and grade and the reason for their absence. You may also wish to write a note in your child's agenda to the teacher, but the office needs to be notified directly. Please don't leave a message on the teacher's voicemail or only send an email to the teacher. If the teacher is away, the office won't get the message.

If your child is going to be away for more than one day and you know how long they will be away, please let us know. Otherwise, we require a call/email on each day of absence.

Please report absences before **8:30 am** if possible.

Make sure the office has all up to date contact information for parents, caregivers and emergency contacts. Verification forms will be sent home in the first week or two in September with a package of school forms so you will have an opportunity to update, or change the information for your child. Later in the school year, you can call us or send us a note or email if there are any changes to your contact information.

As part of our safe arrival procedures, attendance calls need to be completed before 10:00 am. Reporting all absences promptly saves our office staff a lot of time. It is vitally important that parents email or call in absences, otherwise we waste valuable time trying to track down students who are away for valid reasons. If a child has indeed gone missing, time is of the essence.

On snow days, when buses are cancelled, we require only **walking** students to call in absences. We assume that all bused students will be absent. If you drive your child to school on snow days, parents have to pick them up no later than 3:45 pm and make sure they get home.

Late Student Drop off and/or Early Student Pick up from School

Late Drop Off for School

Should you need to drop your child off late for school, you are asked to do the following:

1. Accompany your child to the front door and buzz into the office using the buzzer at the front door to speak with Wendy or Tina.

You will need to share:

- The reason for the lateness
- The student name (first and last)
- Their homeroom teacher's name

2. Wendy/Tina will buzz the child in. If the child is in Kindergarten or Grade 1, a member of the office staff will come get him/her at the front door

3. The child will come to the office and pick up their late slip from the front counter.

4. Wendy/Tina will call the classroom teacher to let them know the child is on their way. If child is in Kinder or Gr 1, the child will be escorted to their classroom, following proper social distancing protocols.

If parents are picking children up early from school

1. At least one hour before their arrival, parents are to call the school number 613-831-3434 and ask for Wendy or Tina.

Parents will need to share:

- The student name (first and last)
- Their homeroom teacher's name or Division #

- What time they will be picking the child up.
2. When the parent/guardian arrives at the school, please park in one of the front parking spots, exit your vehicle and buzz into the office and let Wendy/Tina know that they have arrived, and wait for your child just outside the office window in front of the bench to the left of the main doors .
 3. If the child is in Kinder or Gr 1, the child will be escorted to the office and to the front door.

If anyone other than a parent picks up your child, we require a phone call or a note from the parent, otherwise we will not release the child to a non-parent. No exceptions.

If there are any custody issues, the office needs to have the legal paperwork on file for your child. Otherwise, we cannot deny access by a legal guardian or parent.

Administering Medication/Medical Conditions

If your child requires prescribed medication to be administered during the school day, the medication must be brought to the office along with the required OCDSB forms that have been signed by both the parent and the prescribing doctor. [Forms for over the counter medications must also be signed by the parent and a doctor.](#)

Please note that staff are **not** permitted to administer medication without these forms on file in the office. A hand-written note from the parent is not acceptable. Medication forms are available on the school website under the "Forms" tab or hard copies can be sent home with your child by calling the school office. **Any liquid medications must be provided in a syringe, pre-measured by the parent.** If you have any questions about the administering of medication, please call the school office and we would be happy to explain the procedures and which forms are needed.

If your child has a health condition or severe allergy, for your child's safety it is essential that you inform the office staff and your child's teachers and this information will be noted on your child's file.

OSTA and Busing Information

Multiple yellow bus routes have been cancelled and current routes changed throughout the District as of Sept 14, 2020 due to a severe bus driver shortage. Please review your child's information on OSTA's [Parent Portal](#) and then check the posted list on the website to confirm the route's status. The list will be updated daily with any morning cancellations. <https://bit.ly/2ytUMrw>

To get bus stop information for your child go to the OSTA website:

www.ottawaschoolbus.ca

click on "Parent Portal Login"

The Transportation phone number is: 613-224-8800, our school is in the "West Zone".

At the beginning of the school year, it takes time for bus drivers to get settled into their new routes, so buses often run later than the scheduled time. For the first few days of school, it is wise to have a backup plan to get your child to school just in case there is a problem with the busing.

Bus Changes

We are not able to accommodate requests for students to take a different bus to go home with a friend. Students are not allowed to get off at any stop other than their regular designated stop.

Please note: Kindergarten parents, guardians, or care-givers must be at the bus stop to meet their child or the driver will return your child to the school.

Student Cell Phones

Students are not to use cell phones for personal use including texts, taking photos or making phone calls while on school property. Use of the phone in the office by students to call a parent is reserved for urgent situations only.

Is students are found to be using their cell phones at school, ALC staff will follow a progressive discipline process:

1. Reminder
2. Removal of the device and teacher will contact home
3. Office referral and loss of privileges.

Visitors/Volunteers in the School

We are excited to be able to welcome visitors and volunteers into the school again!

When teachers might be looking for volunteers, they will share that information with families.

Our school council is always looking for help with various events and initiatives they are involved in as well.

All visitors to the school MUST first report to the office to sign in.

Information from the School

We are trying to reduce the amount of paper we send home and ask that you refer to the school website **alornecassidy@ocdsb.ca** and calendar on a regular basis. We also send regular information emails directly to parents, including the weekly Friday Message from Ms Trish and Ms. Doxsee, so it is important that the office has your most up to date email address recorded in our database.

Lockers and Desks

Desks and lockers are considered Board property and a search of such property by the school or Board administration is lawful at any time when there is a reasonable cause to do so. *Board Procedure PR.534.SCO 4.2*

Students on the upper level will once again have access to a locker. We are permitting students to bring a lock to lock up their cell phones. All lock combinations must be shared with the Homeroom Teacher.

Snow Day Procedures

If buses are cancelled, PARENTS OF WALKING/PARENT DROP OFF STUDENTS MUST call in their absences. Please call the office main phone line: 613-831-3434 and leave a message on the Attendance Line or email the school using the ALC absence email alcabsence@ocdsb.ca .

Parents of bused students do not have to call in their absences as it is assumed that they will stay home.

Bus cancellations will be posted on the OSTA website:

www.ottawaschoolbus.ca

The Ottawa-Carleton District School Board will also ask local radio stations and TV stations to announce bus cancellations.

When buses are cancelled in the morning, schools remain open. However, buses are cancelled the entire day.

If you choose to bring your child to school, please be aware that you will need to return to pick them up at the end of the school day.

Progressive Discipline and Promoting Positive Student Behaviour

The Ottawa-Carleton District School Board believes in the maintenance of school environments that are supportive and respectful of the needs of all students and encourage positive student behaviour while at the same time providing progressive measures to prevent inappropriate behaviours from escalating, and therefore, we shall:

- a) provide programs and activities that focus on the building of healthy relationships, character development and good citizenship;
- b) support the active engagement of all members of the school community in a progressive discipline approach;
- c) use intervention strategies to foster safe and appropriate student behaviour in schools and in school-related activities;
- d) develop and strengthen community partnerships/linkages to promote positive student behaviour;
- e) provide training to all staff, parents, volunteers, school bus operators/drivers, and members of community agencies are made aware of the policy.

School Bus Behaviour

The school bus is an extension of the school, and we have the same expectations for pupil behavior on the buses as we have at the school. Staff, students, parents and drivers all have specific responsibilities.

The school bus driver:

- is an agent for the school and is in charge of the students when they are on the bus

The school staff:

- is responsible for loading and disembarking the students safely

Parents:

- are responsible for supervision of their child(ren) at the bus stop and to and from the bus stop

Students must:

- obey the driver's instructions immediately and completely;
- remain seated at all times in their assigned seat while the bus is in motion;
- keep their hands, feet and property to themselves;
- refrain from throwing things;
- keep their body and other objects inside the bus;
- keep balls and toys safely in their bags;
- refrain from eating and drinking on the bus.

Should students misbehave on the bus, the driver shall first seek the cooperation of the misbehaving student. Should a student continue to misbehave, the driver shall report the student to the school. We will counsel the student against continuing such behaviour and record the incident.

Should misbehaviour continue the driver will issue a second report. School staff will again speak to the student and administer an appropriate consequence. At this point, parents may be contacted and a letter of concern sent home.

Should there be another behaviour problem, the child will again be given consequences at school and may be suspended from the bus for a period of up to twenty days.

Student Dress Code

All students have the right to express themselves through their Dress without fear of Body-shaming, bias, or discrimination.

Student Dress must:

- a) cover the groin, buttocks and nipples with material that is not see-through or transparent;
- b) include more than underwear as the only layer of clothing;
- c) include footwear with consideration for health and safety;
- d) ensure that the student's face is not fully obscured;
- e) not include wording or graphics that reasonably could be construed as promoting or symbolizing hate or discrimination, drugs, alcohol, tobacco, Cannabis, illegal activity, profanity, nudity, pornography; or that incites violence or harassment; or threatens health and safety
- f) comply with the School Uniform code if one is established.

Students must comply with all health and safety related Dress requirements associated with a particular class or school activity. This may include, but is not limited to restrictions regarding footwear, loose clothing, personal protective equipment, or other specialized equipment specific to the activity.

More information can be found at the [OCDSB Dress Code Policy and Procedure](#).

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 an illustrated 'Travel Diary' that reinforces language skills and provides a valuable souvenir, supplemented by grade-level math activities readily available in department stores. In addition, the Nelson website offers supplementary mathematics learning for students outside of school hours. Staff will help students catch up when they return.

Athletic Contract

Once again, ALC staff will be offering a variety of extra curricular activities! All Grade 4-8 students will be required to submit this form to represent ALC on any sports team.

ALC 2022-2023 Athletic Year

Team:_____

Date:_____

A. Lorne Cassidy ES Athletic Contract

I, _____, understand that it is a privilege and an honour to represent A. Lorne Cassidy Elementary School as an athlete. As an ALC athlete, I agree and understand that I must conduct myself in such a way that is respectful towards all staff (coaches, teachers, administrators, etc.) and my peers, both on and off the court/field, including during instructional time and recess. I am responsible for my actions at all times. I will be respectful, courteous, use appropriate language, and be a positive role-model.

If, for any reason, I am unable to conduct myself in a positive manner, I understand that I can be removed from the team or disqualified from try-outs.

Student Signature
Signature

Coach Signature

Parent/Guardian

Valuables:

- The school is not responsible for these items.
- Gaming only devices are not to be used on school property.
- Electronic devices are permitted to be used for educational purposes on school property, at the classroom teacher's discretion. They must be safely stowed away at any other time.

Wheels:

- Any mode of transportation with wheels **must be walked on school property**
- Lock bicycles in the appropriate racks
- Cyclists are required by law to wear a helmet

During nutrition break, students are to:

- eat their lunch in designated areas;
- leave the lunch room when dismissed to go to the cubbies or lockers and then directly outside unless participating in a teacher-supervised activity;
- remain on the school grounds at all times;
- remain in designated areas in the school during inclement weather.

Code of Behaviour

The Ottawa-Carleton District School Board Code of Conduct sets clear standards of behaviour that apply to all individuals (trustees, students, parents, volunteers, teachers and all other Board staff members) involved in the system when they are on District or school property, on school buses, at school related events or activities, or in other circumstances that could have an impact on the school climate.

All members of the school community shall:

- i) respect and comply with all applicable federal, provincial and municipal laws;
- ii) demonstrate honesty and integrity in all matters including copyright and academic acknowledgement;
- iii) respect differences in people, their ideas, and their opinions;
- iv) treat one another with dignity and respect at all times, and especially when there is disagreement;
- v) respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, gender identity, sexual orientation, age, or disability;
- vi) respect the rights of others;

- vii) show proper care and regard for school property and the property of others;
- viii) take appropriate measures to help those in need;
- ix) seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- x) respect all members of the school community, especially persons in positions of authority; and
- xi) respect the need of others to work in an environment that is conducive to learning and teaching;

Teachers shall:

- (a) help students work to their full potential and develop their sense of self-worth;
- (b) empower students to be positive leaders in their classrooms, school and community;
- (c) communicate regularly and meaningfully with students and parents;
- (d) maintain consistent standards of behaviour for all students;
- (e) demonstrate respect for all students, staff, parents, volunteers, and the members of the school community; and
- (f) prepare students for the full responsibilities of citizenship;
- (g) demonstrate conduct in keeping with the provincial Code of Conduct, the OCDSB Code of Conduct, and school rules.

Students shall:

- (a) come to school prepared, on time, and ready to learn;
- (b) show respect for themselves, for others, and for District and school property;
- (c) refrain from bringing anything to school that may compromise the safety of others;
- (d) follow the established rules, take responsibility for their own actions, and encourage/assist peers to follow the rules of behaviour; and

(e) demonstrate conduct in keeping with the provincial Code of Conduct, the OCDSB Code of Conduct, and school rules.

Parents shall:

(a) show an active interest in their child's school work and progress;

(b) communicate regularly and meaningfully with the school;

(c) help their child be neat, appropriately dressed, organized, and prepared for school;

(d) ensure that their child attends school regularly and on time;

(e) promptly report to the school their child's absence or late arrival;

(f) demonstrate conduct in keeping with the provincial Code of Conduct, the OCDSB Code of Conduct, and school rules;

(g) encourage and assist their child in following the rules of behaviour;

(h) assist school staff in dealing with disciplinary issues involving their child.

(i) demonstrate respect for all students, staff, other parents, volunteers, and all other members of the school community; and

(j) be engaged in the initiatives that foster a positive, safe school environment.

Character Development

Welcome to the Ottawa-Carleton District School Board - "A Community of Character." Here in the OCDSB we are committed to providing learning and working environments where all individuals feel safe, valued, respected, and welcome.

A safe and caring learning community is one that takes a holistic approach to learning and academic achievement through the infusion of character education and opportunities for character development, respect for diversity, parent and community partnerships, and citizenship development. The fundamental building blocks to a safe and caring school community are the relationships and partnerships between administrators, staff, parents, students and the community. It is through these relationships and partnerships that all

individuals in the school community have the opportunity to practice and model to one another the character attributes that are at the foundation of our board operations.

The purpose of these attributes is to provide a standard of behaviour against which all individuals in the OCDSB hold themselves accountable. These attributes are what will bind us together and permeate all that we do. We believe they are the foundation for excellence and equity in education and are the cornerstone of our vision for our school communities. In conjunction with our mission statement, "*Educating for Success – Inspiring Learning and Building Citizenship*," our character attributes are the stepping stones to building our community of character.

Digital Citizenship

The District recognizes the benefits that technology can bring to support student learning, staff development, communication with stakeholders, and other administrative and operational activities aligned with the core business functions of the District.

The District supports and encourages responsible use of technology through the following nine principles of digital citizenship:

(a) Digital Access: Equity of access is essential to the effective use of technology in both the learning and working environment.

(b) Digital Commerce: Technology users must be competent consumers when engaging in the purchase of goods and services online by ensuring transactions are made on appropriate and secure sites, and that all transactions involve the legal exchange of goods, services or information.

(c) Digital Communication: Technology users must recognize the wide variety of communication mediums available to them, and must consider the most appropriate time, place, and method, when collaborating and communicating with others.

(d) Digital Literacy: Technology Users must be accepting of new and changing technologies and willing to learn and use them in the workplace and in the learning environment.

(e) Digital Etiquette: Technology users must recognize that certain activities that are acceptable for personal use may not be appropriate in other settings. Users must inform themselves of the standards of conduct or procedure of organizations when using their technology.

(f) Digital Law: Technology users must be aware that their online actions are subject to real world consequences if they are considered illegal, for example, hacking, illegal downloading, plagiarizing, or stealing someone's identity.

(g) Digital Rights and Responsibilities: Technology users must recognize the basic digital rights and responsibilities extended to all users.

(h) Digital Health and Wellness: Technology users must recognize both the physical and psychological effects long-term technology use can have, for example, eye strain, repetitive stress syndrome, the impact of reduced physical activity, or internet addiction.

(i) Digital Security (self-protection): Technology users must recognize the importance of protecting themselves in an environment where technology is shared by diligently backing up data, keeping computers password protected, and not sharing passwords or personal information with others.

District technology is provided for educational and administrative purposes. Users are expected to utilize OCDSB technology in a manner that is in keeping with the values and expectations of the District and in compliance with all federal and provincial laws and regulations. Users who are given access to the District's technology, its electronic devices, or who use their own technology or personal electronic devices in the District's learning or work environment, whether connected to the District or non-District networks, are required to know and abide by this policy in order to ensure that all technology is being used in a safe, legal, and responsible manner.

All use of technology, Internet and Intranet involving District equipment or personal electronic devices in the District's learning or work environment shall support classroom activities and/or professional duties or career development. All users are to exercise appropriate digital etiquette that would be suitable to a workplace or school environment.

The District supports efficient, ethical and legal utilization of technology and Internet resources. The District has the right to monitor the individual uses of

technology in the learning or work environment. The smooth operation of the network is dependent upon user adherence to the guidelines and limitations outlined in accompanying District procedures.