



**A. LORNE CASSIDY
ELEMENTARY SCHOOL**



A. Lorne Cassidy E. S.

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

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Office Assistant: Monica Viktora, email: monica.viktora@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

3:45 pm Dismissal

THE ALC TREATY

RIGHTS

SAFE SPACE

EDUCATION

RESPONSIBILITIES

LEARNING

BEING

RESPECTFUL

- OTHERS

- YOURSELF

- THIS SPACE

ACCEPTING

EVERYONE

RELATIONSHIPS

KINDNESS

HELPFULNESS

RESPECTFULNESS

HONESTY

TRUST

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.

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.

If 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.

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

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](#).

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

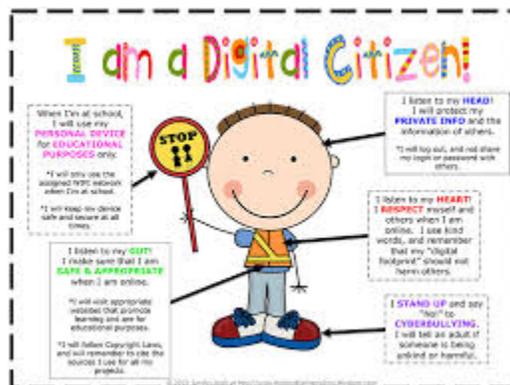
Nutrition Break and Recess



During nutrition break and recess, students are to:

- eat their lunch in designated areas and clean up when finished eating;
- 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.

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.