



OTTAWA-CARLETON  
DISTRICT SCHOOL BOARD

# Summerside Public School

## *School information* **2023-2024**

2350 Portobello Boulevard  
Orleans, Ontario, K4A 0W3

School hours: 8:30 a.m. - 3:00 p.m.

School website: <https://summersideps.ocdsb.ca>

Board website: [www.ocdsb.ca](http://www.ocdsb.ca)

Follow us on Twitter: @SummersidePS

Principal: Stuart van Oostveen  
Vice-Principal: Angela Ronald  
Office Administrator: Danielle Grenier  
Office Assistant: Andrea Gordon  
Chief Custodian: Nabil Ali

## Bienvenue... Welcome to Summerside Public School!

*The Summerside staff is excited to welcome you to our school and to a new school year! Our students will be provided with a variety of opportunities to become involved in many activities and this will ensure that Summerside is a vibrant learning community. Students are encouraged to join a team, a club, a band or choir and to become actively involved in the life of the school.*

*This year will also offer you many academic challenges and opportunities to engage in creative and critical thinking skills. Always remember to be the best that you can be and to do your best work! We look forward to a great year that will include many new opportunities and new friendships.*

## General Information

- **Daily Schedule**

Our balanced school day follows a Monday-Friday schedule. The instructional blocks and the nutrition/recess breaks are as follows:

8:30-10:30 a.m.	Instructional time
10:30-11:15 a.m.	Recess/Nutrition Break
11:15-1:15 p.m.	Instructional time
1:15-2:00 p.m.	Recess/Nutrition Break
2:00-3:00 p.m.	Instructional time

Student Arrival and Dismissal

 [Summerside entry and exit map 2022.pdf](#)

## School Procedures

### Attendance

Consistent school attendance and arriving at school on time is the basis for academic achievement and success in school. Should your child have frequent absences or late arrivals, the office staff will contact you to see how we can help support.

### Absences

Our Safe Arrival Program accounts for late arrivals and students who are absent from school. If your child(ren) will be absent (or late), parents are asked to report an absence in

SchoolMessenger before 8:30 a.m. There are 3 convenient methods to report an absence:

1. Download the SchoolMessenger app (free) from the Apple or Google Play store.
2. Go to [go.schoolmessenger.ca](http://go.schoolmessenger.ca) and follow the instructions to report an absence.
3. Call the toll-free, interactive telephone system at 1-833-202-1417.

You can find more information on the [SchoolMessenger SafeArrival system here](#).

If school is open, but you are keeping your child home to celebrate a religious holiday or because buses are canceled, please remember to report the student's absence. When the classroom teacher reports an absent student and no reason for the absence has been received, parents will be contacted by SchoolMessenger to confirm the absence.

### **Student arrivals and departures during the day**

Students arriving late to school are requested to enter the front doors and sign in at the office. All students will receive a late slip before proceeding to class. If your child is being picked up early, 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.

### **School Supplies**

Please check this list for recommended, but not required, school supplies. [OCDSB SCHOOL SUPPLIES LIST](#)

### **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. Good nutrition leads to success at school!

### **Supervision on the yard**

Supervision begins on the yard at 8:15 a.m. For safety reasons, students should not arrive before this time unless they are participating in a supervised activity in the morning. Dismissal is at 3:00 p.m. We continue to ask parents to stay off the yard, behind the fences at arrival and dismissal to allow for safer supervision of students at Summerside.

### **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 permission form, students cannot participate in the activity. As per board policy and procedure, we are unable to accept hand-written notes or telephone calls. Your cooperation in returning the forms (electronically or paper, as provided) as promptly as possible is appreciated.

## 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 cooperation of the student. Should there be a continued concern, the driver will refer the student to the principal or vice-principal, who may contact parents for support. As per board policy and procedure, recurring issues may result in 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.

Students riding bicycles to school should be prepared to secure them while at school. For safety reasons, students are not to ride bicycles, skateboards and rollerblades on school property.

For any further information about transportation visit [www.osta.ca](http://www.osta.ca).

## School Safety

### Helmets for safety

In the fall and spring, many students enjoy riding their bikes, scooters, and rollerblades to school. Now is the ideal time to reinforce safety rules with your children. Many students think it is not cool to wear a helmet. If they do wear them they often wear them incorrectly. Helmets should rest just above the eyebrows and the chinstrap needs to be done up securely. The helmet should not slip out of position. Hats cannot be worn underneath. Many local bike shops can help you adjust helmets correctly. All cyclists under the age of 18 must wear a proper helmet.

### Emergency Closing procedures

In the event of school cancellations, the following radio & TV stations are alerted to broadcast information on route cancellations or transportation shutdowns. A message will be posted on social media (Summerside and OCDSB Twitter)

A reminder that when school transportation is canceled in the morning due to inclement weather, it is also canceled in the afternoon.

Should there be a need for an emergency school closure, our evacuation site is Avalon Public School, 2080 Portobello Drive and parents will be notified if there is a school evacuation.

## **Dress Code**

We are proud of our students 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. Students are always encouraged to dress appropriately for the weather. Clothing must also 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) is/are wearing inappropriate clothing. Indoor shoes must be worn at all times for safety reasons. The Principal / Vice-principal may engage in a dialogue and collaborative problem solving where perceived appropriateness may be in question.



## **We are allergy aware! Keeping our students safe**

The health and safety of our students is always our first priority! 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 minimize and control allergens through education. We request that **no peanut butter, peanuts, tree nuts or nut products, including items that “may contain traces of nuts” be sent to school.**

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

## **Summerside and the OCDSB... A Community of Character**

Summerside is a safe and caring school and we support our students in practicing the ten character traits valued in the OCDSB.



- **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.

## Code of Conduct and Safe Schools Policy

### OCDSB Code of Conduct

The OCDSB Code of Conduct sets out standards of behaviour for all students, parents/guardians, teachers, volunteers and staff in publicly funded schools. The code applies whether on school property, on school buses, at school-authorized events or activities that happen outside of school but might have an impact on the school (eg. cyberbullying).

Everyone has a right to be safe, and feel safe, in their school community. With this right comes the responsibility for everyone to be accountable for their actions and contribute to a positive school climate.

At Summerside these responsibilities include:

- Be respectful of people and properties
- Behave in a way that allows others in the classroom to learn free of interference;
- Be on time, prepared to learn, with the required materials and completed homework;
- Dress appropriately;
- Encourage peers to follow the code of conduct
- Settle conflicts peacefully using problems-solving strategies, or ask for help from adults
- Refrain from bringing unsafe objects or 'pretend' weapons to school or using an object to injure or threaten another person

Everyone makes mistakes, and the staff members at Summerside are here to help students learn from them and make 'good choices'. We will help students understand that they have to take responsibility for themselves and that there are consequences for their actions.

Each student shall be given the opportunity to understand and discuss the school's code of conduct in their class. It is not our practice to consult with parents each and every time some unacceptable behaviour occurs. We hope that parents will give their support to staff when disciplinary situations arise.

As caring educators, we recognize that punishment alone seldom produces positive changes in behaviour. Responsible behaviour is encouraged when children are given opportunities to take corrective action and/or experience consequences. In keeping with the principles of progressive discipline, staff will utilize a continuum of interventions, supports and consequences to address inappropriate student behaviour and to build upon strategies that promote positive behaviours. Most misbehaviour will be addressed by the homeroom teacher or supervising staff member. In many cases a reminder or warning will suffice. Further intervention may include:

- Redirection (practice correct behaviour)
- Verbal correction and review of expectation
- Writing a letter of apology and/or reflective writing
- Completing a learning package or making restitution
- Contract or tracking sheet
- Community service (work relating to improving the school property or climate)
- Withdrawal of privileges, recess, special or extra-curricular activities
- Detention or in-school sanction (withdrawal from class)
- Suspension or Expulsion

**All members of the school community shall not:**

- i) engage in bullying behaviours;
- (ii) commit sexual assault;
- (iii) traffic weapons or illegal drugs;
- (iv) give alcohol to a minor;
- (v) commit robbery;
- (vi) be in possession of any weapon, including firearms;
- (vii) use any object to threaten or intimidate another person;
- (viii) cause injury to any person with an object;
- (ix) be in possession of, or be under the influence of, or provide others with alcohol or illegal drugs;
- (x) inflict or encourage others to inflict bodily harm on another person;
- (xi) swear at any member of the school community;
- (xii) engage in hate propaganda and other forms of behaviour motivated by hate or bias; (xiii) commit an act of vandalism that causes damage to school property or to property located on the premises of the school; nor (xiv) engage in plagiarism or other means of academic dishonesty

**Use of Devices at School (both personal and district owned technological devices)**

At Summerside Public School, we are committed to helping students to become responsible digital citizens, students who can use technological devices with skill and innovation to enhance their learning and becoming adept 21st Century learners and leaders. The OCDSB provides devices (primarily chromebooks) to be shared amongst a number of students at school. Some students with different learning needs qualify for district-issued devices for individual use (Specialized Equipment Allowance) and our special education team works with parents/guardians when there is a documented need for such support.

At Summerside, we expect all students to use technological devices, whether personal or district-issued in constructive, appropriate ways. Here is the OCDSB procedure for the appropriate use of information technology [PROCEDURE PR.622.IT TITLE: APPROPRIATE USE OF INFORMATION TECHNOLOGY \(STUDENTS\)](#)

**All students are expected to complete the [Appropriate Use of Technology Agreement](#) alongside their parents at the beginning of the school year. Please make this a priority.**

At Summerside, we post our [Swarm Technology Expectations](#) and review these with students .

**Safe School Program**

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. Summerside Public School supports conflict resolution, self-discipline, positive attitudes and pride in our school, in a caring and

collaborative manner. Physical, verbal, written and psychological abuse, 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 self-discipline and respect for themselves and others. **We know and understand that everyone makes mistakes.** We assist students to be good citizens, to accept responsibility and to develop problem-solving abilities. Children who experience consistent, logical and realistic consequences learn that they themselves have positive control over their own behaviour.

When it is necessary to take some kind of disciplinary action with a student we will be reasonable, consistent and fair. Informing and consulting with parents is a valued component of our student management strategy.

The Ministry of Education definition of bullying: *a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation.* Bullying occurs in a context where there is a real or perceived power imbalance. Cyberbullying can generally be defined as sending or posting harmful or malicious messages or images through email, instant messages, cell phones and websites.

Our Safe School Team updates our plan to address bullying and peer victimization at Summerside. The team meets regularly to review our goals and consider next steps. We revise our Anti-Bullying Plan yearly and post it on the school website.

### **Bullying Prevention and Intervention Plan**

Summerside Public School has committed itself to working within the school as an active participant in bully prevention. Our school has a no-tolerance policy regarding bullying and consequences will be accorded to any student who participates in this behavior. Bullying occurs when a more powerful child, or group of children, repeatedly and intentionally harm another child. Bullying can be physical, verbal and social. Outlined below are the consequences and strategies that have been put into place.

#### Consequences:

- Initial incident - Discussion with staff members regarding the bullying. Mediation will be offered for those involved
- Subsequent incidents:
  - Removal of privileges such as recess time;
  - Consultation with the Vice-Principal or Principal. Students may be assigned activities to complete that relate to their bullying behaviours.
  - Parents will be contacted and informed of their child's behaviour.

- Meeting with parents to discuss behaviour and possible in-school sanction.
- If behaviour continues, suspension of the student may result.

Please note that consequences may vary depending on the severity of the situation.

Any forms of bullying can be reposted directly to your child's teacher, Principal / Vice-Principal.

We have chosen to join a program offered by the school board: WITS program. The WITS programs bring together schools, families and communities to create responsive environments that help elementary school children deal with bullying and peer victimization. - See more at: <http://www.witsprogram.ca>

### 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. Using our WITS provides students with the tools they need to confidently resolve conflicts and create a positive climate at school. When children are experiencing problems with peer conflict, it's natural for adults to want to come to the rescue. One of the best things adults can do, however, is help children use their WITS to solve problems. We work hard at helping students understand the magnitude of the problem, and support them with strategies to become independent problem solvers, and also know when it is appropriate and how to seek adult support. The WITS acronym stands for **W**alk away, **I**gnore, **T**alk it out and **S**eeK help.

### Parents as Partners... Home and School Communication

Regular communication between home and school is essential to your child's success. Through various means, your child's teachers will contact you if they have a concern or a question about your child's achievement and well being. If you have a concern or an issue you wish to discuss, you are encouraged to contact your child's teacher as a first step. Effective communication is a two-way street!

For more strategies on helping your child succeed at school, visit the OCDSB website under the parents tab.

The Summerside staff is committed to working with you as partners in your child's education!

## **Volunteers**

We are building up a Summerside Volunteer Pool. For most volunteer activities, a Vulnerable Sector check is required. To a volunteer at Summerside, please submit your Vulnerable Sector Check Report to the principal ([stuart.van.oostveen@ocdsb.ca](mailto:stuart.van.oostveen@ocdsb.ca)) and vice-principal ([angela.ronald@ocdsb.ca](mailto:angela.ronald@ocdsb.ca)).

This letter will get the process started: [Volunteer Letter for Parents to get a Vulnerable Sector Checkpdf.pdf](#)

Print it out, fill it in, and include it when you apply for your record check with the Ottawa Police Service:

[Record and Background Checks](#)

Please make sure your record check includes the Vulnerable Sector Check.

If you would like to volunteer on a regular/semi-regular basis you should also complete the following form:

[ONFE Volunteer Application](#)

You will go through ONFE's screening process [Volunteer - Ottawa Network for Education - Réseau d'Ottawa pour l'éducation](#), and it must also include a vulnerable sector check.

## **Important Links for Parents**

### **School Cash Online**

For fundraising and upcoming field trips please check out [School Cash Online](#)