

GUIDE FOR STUDENTS & FAMILIES 2024/25

GLASHAN PUBLIC SCHOOL

In 1888 a one-room school was opened on the Glashan site. It had one teacher and 99 students. Growth was so rapid that in 1892 Moses Edey, the architect of several historic Ottawa buildings, was commissioned to design a replacement school which, by 1931, grew to a three-story, multi-room facility. The school's name was changed in 1905 to Glashan Public School, honouring the inspector who supervised the board from 1876 to 1910. In 1979 a new Glashan school was built on the site. Glashan has long enjoyed a reputation as an inclusive, cooperative, and nurturing learning community.

ADMINISTRATION:

Principal: Deb Woods

Vice Principal: Karin Kincaid

OFFICE STAFF:

Office Administrator: Concetta Di Pietrantonio (Connie)

Office Assistant (AM):

CUSTODIAL STAFF:

Chief: Denis Seguin

SCHOOL HOURS:

Office Hours	8:00 a.m. – 4:00 p.m.
School Hours	8:45 a.m. – 3:15 p.m.
School Yard Supervision begins	8:30 a.m.
Entrance Bell / Attendance	8:45 a.m.
Nutrition Break/Recess	10:45 - 11:30 a.m.
Nutrition Break/Recess	1:30 – 2:15 p.m.
Dismissal	3:15 p.m.

SCHOOL INFORMATION:

28 Arlington Avenue

Ottawa, ON

K2P 1C2

School Office: (613) 239-2264

School Website: <https://glashanps.ocdsb.ca/>

Twitter: @glashanleads

ATTENDANCE PROCEDURES

Attendance is taken at 8:45 a.m. by first period teachers. By following the steps listed below you will help to ensure that the school maintains accurate and up-to-date information on your child's attendance. A message on the voice mail system for daily student absences is necessary. For prolonged absences, families are asked to notify the office in writing.

To report a student's absence, families have a few options;

- 1) Emails can be sent to glashanps@ocdsb.ca - please remember to add your child's first and last name, class and reason for absence. Any change of info can also be sent to this address.
- 2) Report absences by phone, please call 613-239-2264 ext. 1. Please report any attendance information before 8:45a.m. on the day of absence. You may also inform us of any future attendance.
- 3) [School Messenger SafeArrival](#) - This system allows you to use a mobile app, a website, or an interactive toll-free phone line to report an absence in advance. It enhances student safety, verifies absences in a timely manner, and improves notification time with parents and guardians.

Late Arrivals: Students are directed to report to the main doors to get a late slip for entry. This late slip should be shown to the teacher upon entry to the classroom.

Leaving during school hours: All Gr 7-8 students must be signed out at the office, by a parent/guardian.

Returning during school hours: Please report to the office upon returning to school to sign in with our office staff.

SCHOOL YARD

Supervision on our school yard **begins at 8:30 a.m.** Students should arrive after this time to ensure their safety. Students should be **picked up at 3:15 p.m.** when school ends. There is **no** supervision on the yard before **8:30 a.m.** and after **3:30 p.m.**

VISITORS TO OUR SCHOOL

We welcome visitors such as parents, guardians, volunteers etc... **For security, all visitors must report to the School Office to sign in. Please sign out at your departure.**

STUDENT DROP-OFF/PICK-UP

Active Transportation (i.e. walking, biking etc...):

Students are encouraged to use active transportation to get to school if they are able.

Bicycles, skateboards, scooters and rollerblades are not to be ridden on school premises by students or the public at large during school hours. Students are to walk their bicycles to the racks provided. **All bicycles should be locked while not in use.** Glashan P.S. cannot be responsible for the security of items left at school. **Bicycle helmets must be worn by all cyclists under the age of 18 years old.**

Please note for safety purposes, if you are driving your student to school - please park on a side street a few blocks away and walk the rest of the distance. Access to Arlington St. is for our school vans. When too many parents attempt to drop off students at the front of the school, this becomes a serious safety issue.

NUTRITION BREAKS

Snack/Lunch Times: 10:45 - 11:05 am & 1:30 - 1:50 pm - Students are to eat their lunch or snack in their assigned homerooms.

Snack Bins: Students are encouraged to bring enough healthy food for both of our nutrition breaks. Glashan PS does provide or supplement students, as needed, so that all students have the opportunity for healthy snacks during their daily learning. The Nutrition Program follows Canada's Food Guide and is funded through ONFE-Ottawa Network For Education.

Recess Break Times: 11:05 - 11:30 am & 1:50 - 2:15 pm - After returning their lunch boxes to their lockers, students are to choose where they spend the next 25 minutes. The expectation is that once students

make a choice, they get to that location as soon as possible, and remain at the activity for the duration of the nutrition break.

Choices for recess break times:

- In a team practice or meeting (some practices may start right at the nutrition break in which case the student would need to eat during the second break)
- Outside on the school yard
- In a supervised classroom/learning commons (some staff open their rooms at this time to allow students to catch up on work, get extra assistance, or run a club)

CODE OF CONDUCT

Parents/Guardians and schools are partners in preparing our young people for a fulfilling, responsible, adult life in our society. In order to develop and mature into productive citizens, students require: access to education; opportunities to develop a strong sense of self-worth; self-discipline; respect for themselves, others and property; assumption of responsibility for their own learning and behaviour.

In order to learn effectively, students need a welcoming, challenging, and supportive atmosphere. The Code of Conduct is founded on respect for self, others, and property, the entire OCDSB policy ([P.125.SCO](#)) can be found at www.ocdsb.ca if you require further information.

Progressive Discipline and Promoting Positive Student Behaviour (PR660.SCO):

As a Glashan P.S. student you are expected to:

- Show respect for yourself, other students, staff, and property.
- Be punctual to start your day and be prepared for the various activities of learning with appropriate learning materials.
- Have assigned work completed on time and kept up to date.
- Take responsibility for any actions which may endanger the health, safety, and well-being of yourself and others.

Bullying is a repetitive act, by one or more students, which causes undue stress. It may be: physical, verbal, relational, reactive or cyber-based. It is always:

- one-sided or imbalance of power (i.e. physical, verbal, social)
- intended to harm
- repetitive regardless of objections

The OCDSB follows a progressive discipline model. Progressive discipline is a whole-school approach that utilizes a continuum of prevention and intervention approaches, supports, and consequences to address inappropriate student behaviour and to build upon strategies that promote positive behaviours. When inappropriate behaviour occurs, disciplinary measures are applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive. Schools utilize a range of interventions, supports, and consequences that include learning opportunities for reinforcing positive behaviour while helping students to make informed decisions.

There is a continuum of interventions, in some circumstances short-term suspension may be a useful tool. In the case of a serious incident, long-term suspension or expulsion, which is further along the continuum of progressive discipline, may be the response that is required.

CONSEQUENCES OF INAPPROPRIATE BEHAVIOUR

The responsibility lies in the hands of the student to ensure that they comply with established procedures and routines. When expected behaviour does not meet the code of conduct, appropriate action will be taken. Strategies may include some or all of the following:

- verbal cue, interview, discussion with staff, restorative conversation

- conversations / interviews with staff member(s)
- removal of school privilege(s)
- restorative mediation/alternate work space
- parent involvement
- office referrals
- individual student-teacher-parent behaviour contract
- involvement of student services personnel
- classroom, office learning opportunity
- daily tracking
- in-school sanction
- mediation and/or reconciliation agreements
- suspension
- safety pause

Collaborative communication is essential to the development and sustainability of a positive school-wide climate. All stakeholders including staff, students, administration, parents and the wider community, are valued contributors in the development of a system of communication. This lends consistency and common language in establishing a positive school-wide climate. Communication with parents/guardians regarding office referrals, or other consequences will be timely and done by the school's administration (or designates)

DRESS CODE

At Glashan P.S. all students have the right to express themselves in school through their choice of clothing, hair styles, jewelry, and accessories. While a student's style is their choice, we want to keep school a place where everyone can feel comfortable.

Clothing that is deemed to be inappropriate for the learning environment or does not respect the rights of others to be comfortable in the school setting, will not be permitted. Some guidelines for appropriate dress include (but are not necessarily limited to):

- Respect for learning;
- Respect for the rights, dignity, and identity of others;
- Safety of persons and property; and,
- Promotion of a drug and alcohol free environment.

Please refer to [Procedure 628.SCO](#) for further information.

APPROPRIATE USE OF TECHNOLOGY:

Glashan P.S. and the OCDSB recognize the benefits that technology can bring to support student learning. Our policy (P100.IT) set the expectation that the computers at the school are used for educational purposes only.

At the beginning of the year we ask that parents/guardians complete the [Appropriate Use of Technology Agreement](#) form before their child(ren) is permitted to use school technology. These agreements support your child becoming a digital citizen, understanding the etiquette of responsible use, and help to support the learning environment. Any unacceptable use of computers at school may result in the removal of computer privileges. Students are expected to use school computers with the direct supervision of a teacher. Together we can ensure the safe use of technology.

Cell Phones/Personal Devices:

Students are to leave their cell phones in their locker, off and away, at all times during the school day, including all breaks, unless specific prior arrangements have been made by a teacher to use a personal device for educational purposes during class time. Personal devices are not to be used during nutrition breaks and recess activities. This includes earbuds and headphones.

We encourage students to keep expensive electronics at home to avoid loss, theft and damage. The school will not accept responsibility for the security, loss or damage to students' personal property.

Personal pictures/videos are **prohibited**. Digital media (pictures, videos, etc.) is not to be used with personal devices unless under the expressed permission from, and supervision of a teacher. We are working with students to develop their understanding of proper use of these technologies. School is their place of work; they need to focus on their learning activities, and group interactions. If they need access to a phone or camera, we can provide both for them. **During the instructional day, parents/guardians are asked to contact the office with questions or concerns. We are here to assist you to arrange for pick up for appointments, to deliver missing items such as lunches or musical instruments, and to coordinate with the classrooms so your student is focused on learning. We respectfully request that families call the school if they need to reach their child during the school day, instead of texting.**

CARE OF SCHOOL PROPERTY

1. Textbooks, library books, and computers are the property of the school; students are reminded to follow our code of conduct when using school property.
2. Students can refer to Google Classroom, or a personal student planner, to help promote better communication between home and school, as well as organization of the homework and upcoming school events. Please touch base with our staff if you have any questions about optimal tools for organization.

SCHOOL PROGRAMS/ROUTINES

Media Permission Forms: Please review the following [online forms](#) to verify the use of information that may identify your child(ren) through media / website platforms (i.e. photos, work, videos etc...).

Field Trip Procedures: For every activity off school property, students will receive a field trip permission form. Without the completion of the appropriate OCDSB form, the student cannot participate in the activity. In accordance with the procedure set out by the OCDSB, we are **unable** to accept handwritten notes or telephone calls.

School Closure/Emergency Dismissal: Occasionally it may be necessary to dismiss students early. For their safety, please ensure that alternate arrangements are made and rehearsed with them, taking care to update school records. Severe weather is most common in school closures and will be announced on our district's website (www.ocdsb.ca) and all local radio stations.

Classroom Supplies: please go to our OCDSB [website](#)

Lockers: Lockers are the property of the school and any decorating on the inside must reflect the school code of conduct. All intermediate students are encouraged to have a lock on their lockers and keep them locked at all times. Lockers are expected to be maintained and kept in order with students taking home, recycling or throwing out items that they no longer need at school. Students will be respectful to other students and property when at their lockers or in the hallways. Students are expected to conduct themselves in a quiet, orderly manner in the halls. Inappropriate physical contact and/or foul language are not permitted. Lockers will be assigned in September and are usually close to your child's homeroom class. For more information, please contact your child's homeroom teacher.

Learning Commons: There are many opportunities to use our learning commons. When borrowing from the library, students are responsible for returning, in good condition, any book(s) they have signed out. We do not charge fees for lost or damaged books, but do appreciate donations to replace books.

Glashan Public School Council: We are fortunate to have a wonderful group of parents/guardians, who are committed to making sure that our children have the best experience possible while attending our school. Our School Council is open to all parents/guardians of children attending Glashan P.S. and we encourage everyone to get involved. School Council is your opportunity to shape your child's education, and participate in the many events we organize. **Council meets on the second Wednesday of each month at 7:00 p.m. Please feel free to join us and get involved!** Here is a link to the website for our up to date calendar: <https://glashanps.ocdsb.ca/>

Lost and Found: Students and parents/guardians are asked to check the box for lost items. Unclaimed items are donated to a local charity.

Illness or Accident: If your child is sick before coming to school, please keep your child home for the day. We do not have the facilities or a nurse to attend to a sick child. If a child becomes ill or is injured while at school we will call their family or designated contact person immediately. If we cannot contact a parent and if the illness or injury is considered serious, we will arrange to transport the child to the hospital by ambulance. **The cost of the ambulance will be charged to the parents.** We will then continue to try to contact his/her parents/guardians.

Medication at School: Students requiring prescription or over the counter medication at school on a regular basis, **must** inform the office and obtain a [consent form](#) to be completed and signed by the parent/guardian **AND** a medical doctor. Medications will be administered in the office and a written record of the dosage given will be maintained. Please refer to forms on our school website: <https://glashanps.ocdsb.ca/>

Healthy Eating/Nut-Free School: Parents/guardians and students are responsible for packing a healthy lunch which will provide students with enough energy to make it through the school day. Due to some of the nut allergies in our school community, we request that students refrain from bringing nut products in their lunches. We encourage waste-free lunches. Please use reusable containers and water bottles.

A NOTE TO PARENTS/GUARDIANS

This guide will assist your child with what they can expect from the school and highlights their responsibilities. We hope that parents/guardians will also find this a useful tool for understanding our school routines, our common code of conduct, and guiding expectations.

We recommend that families and staff connect to discuss the best method of communication between home and school. We encourage you to collaborate with your child to review their Google Classroom, to support organization skills and homework being completed. When a question or concern arises we invite you to reach out to your child's teacher via email or phone call to the school. At any time in the year families are welcome to request a meeting to discuss their child's progress, strengths, and areas for growth.

Thank you for reviewing the contents of this guide, as well as the school's Code of Behaviour, procedures, and rules. We encourage you to review this guide and other information as needed throughout the year with your child.
