Welcome to Sir William Osler School

Sir William Osler is a safe and inviting learning environment that promotes responsibility, respect, and positive risk taking in pursuit of academic excellence.

Every child. Every chance. Every day.

This agenda is to help teach students basic planning skills in a consistent and structured manner. Students should use their planner to record homework, test dates, personal commitments and special events. One of the keys to a successful school year is the partnership between teacher, student and parent. Ongoing communication of expectations and goals is vital to this process. This student agenda is one of the vehicles to keep the lines of communication open among all three parties (see our website also). Our teachers will use the agenda to communicate between home and school, and we invite you to participate in that communication.

It is our endeavour to make school a successful experience for all our students and to build respect, responsibility, and positive results.

Please note supervision begins at 8:55 a.m.

<table>
<thead>
<tr>
<th>SCHOOL TIMES</th>
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<tbody>
<tr>
<td>Morning Entry</td>
<td>9:10 am</td>
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<tr>
<td>Period 1</td>
<td>9:10 - 10:10 a.m.</td>
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<tr>
<td>Period 2</td>
<td>10:10 - 10:50 a.m.</td>
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<tr>
<td>Nutrition Break</td>
<td>10:50 - 11:30 a.m.</td>
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<tr>
<td>Period 3</td>
<td>11:30 - 12:10 p.m.</td>
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<tr>
<td>Period 4</td>
<td>12:10 - 12:50 p.m.</td>
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<tr>
<td>Period 5</td>
<td>12:50 - 1:30 p.m.</td>
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<tr>
<td>Nutrition Break</td>
<td>1:30 - 2:10 p.m.</td>
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<tr>
<td>Period 6</td>
<td>2:10 - 2:50 p.m.</td>
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<tr>
<td>Period 7</td>
<td>2:50- 3:30 p.m.</td>
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<tr>
<td>Dismissal</td>
<td>3:30 p.m.</td>
</tr>
</tbody>
</table>

USEFUL CONTACT INFORMATION

Hamilton-Wentworth District School Board
100 Main Street West
Hamilton Ontario
L8N 3L1
Tel: (905) 527-5092
Director of Education & Secretary of the Board:
Mr. J. Malloy

Superintendents to Sir William Osler: Mr. J. Laverty 905-527-5092 ext. 2502/Mrs. Krys Croxall ext. 2624
Dundas Trustee: Mrs. J. Brennan
Public Health Nurse: 905-628-6325
Healthy Kids Line: 905-546-3596
Children’s Aid Society: 905-522-1121

Mrs. N. Koegler  JKA/ JSKB
Ms. N. Persaud  SK (A/B)
Mrs. V. Whillier  Gr. 1
Mrs. S. Bruce  Gr. 1/2
Mrs. L. Rostern  Gr. 1
Mrs. S. Harvey  Gr. 2
Mrs. N. MacPherson  Gr. 2
Mrs. R. Kott  Gr. 3
Mrs. S. Acevedo  Gr. 2/3
Mrs. V. Cianfrini  Gr. 3
Mr. D. Siertsema  Gr. 4/5
Mrs. D. Ligas  Gr. 4
Mr. C. Widdup  Gr. 5
Ms. M. Downes  Gr. 6
Mrs. N. Lebon  Gr. 6
Mr. C. Smith  Gr. 6/Library
Mr. C. Dougherty  Gr. 6/P.E
Mrs. K. Knott  Gr. 7
Mrs. L. Ashcroft-Hall  Gr. 7
Mrs. S. Little  Gr. 7
Mr. E. Potichnyj  Gr. 7
Mrs. M. Maas  Gr. 8
Mr. J. Douglas  Gr. 8
Mrs. K. Falls  Gr. 8/IT
Mr. P. Karski  French
Mrs. J. Lattanzio  French
Mrs. C. Broer-Smith  Music
Ms. R. Plantinga  SICI
Mrs. R. Dougherty  Learning Resource
Mrs. M. DiFalso  Learning Resource

Educational Assistant Team
Mrs. A. Freeborn  Mrs. J. Hoover
Mrs. W. Plum  Mrs. Nakamura
Ms. M. Barbosa  Mrs. J. Senson
Mrs. C. Harris  

Mr. D. Vermiere  Head Caretaker
Mrs. L. Lagreca  Assistant Caretaker
Mr. I. Syed  Assistant Caretaker
Mr. A. Bianco  Assistant Caretaker

Mrs. B. Spence  Office Administrator
Mrs. J. Taigher  Officer Administrator
Mr. E. Grattan  Vice-Principal
Ms. K. Rizzo  Principal

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Every school within the Province of Ontario must have an Anaphylaxis Policy. While parents of students with life threatening allergies are responsible to teach their child how to recognize symptoms and take responsibility for their own safety, increased awareness and sensitivity of the entire school community are required in order to minimize the risks for these students. We do have students with life threatening allergies in our school community, and for that reason we respectfully ask that:

1. Parents do not send peanut butter or nut products to school.
2. Students only eat what their parents have sent for them

*Specific class information will be provided as necessary.

**Safe Arrivals**

Please call the safe arrival line, 905-628-1588 if your child will be absent or late. You can leave a message on the answering machine giving your name, child's name, date, grade, teacher and length of absence. This service is available 24hrs a day. In the event that a child arrives after the beginning of the school day, they are required to report to the school office before entering their classroom. If a student has written permission from their parent to be excused early (i.e., for an appointment), the note is to be shown to the home room teacher, and then taken to the office for a dismissal slip. Students should be collected from the office area by a parent or guardian.

**School Closure/Inclement Weather**

In the event of inclement weather (e.g., a snow storm) please listen to a local radio station (CHML 900, 1150 CKOC) or watch CH TV for the announcement of school closures. The hotline 905-521-2535 or board website can also be accessed. If transportation (bussing) is cancelled, Sir William Osler School will be closed.

**Emergencies**

In the event of an emergency, parents must always ensure that the school has a current address and phone number(s) for parents/child. Parents are expected to designate 2 or 3 emergency contacts (name and phone #) in case parents cannot be reached in the event of an emergency. Our emergency evacuation site, should it be necessary, is Highland Secondary School. Please ensure that the Student Contingency Plan form is completed and returned promptly in the fall.

**Buses**

Parents and students are asked to review the “Bus Code of Conduct” and return the Acknowledgement & Student Information Form to the school. This is essential if a student is to take the bus for any reason, e.g., a school trip.

Drivers are specially trained and licensed but are unable to do an excellent job when they are distracted by misbehaviour on their buses. School staff works co-operatively with bus drivers to try to ensure a safe trip. Drivers will report problems to the school and appropriate measures, such as the removal of bussing privileges for a period of time, could result for a poorly behaved student.

We are unable to give permission for students to ride:

- **a) on a bus if they are walkers/ are usually driven**
- **b) on a bus other than their own**

**Kindergarten Student Escort** - Parents/Guardians of Kdgn. students must accompany the student and remain until picked up by the transportation vehicle. Parents/Guardians must be at the drop off point on time to receive their Kdgn. student. Kdgn. students will not be released to another person unless written authorization is provided by the parent/guardian to the school and driver.

**School Council**

Sir William Osler has a dedicated group of parents who volunteer their time as members of our School Council. They take a very active role as advisors, committee members of school and board initiatives, as well as planning teams. As part of our Council we also have a group of parents who dedicate time and energy to fundraising initiatives. This is our Parent Activity Committee. Funds generated will be used to support student learning. Updates from this group will be posted in our newsletter from time to time. We encourage all parents to attend meetings listed in our newsletters, and consider running for the Executive in September. Co-chairs Mrs. Lewis & Mr. Gyori.

**Medication**

Some students require medication during the school day. Parents may request school staff to administer medication. In order to do this, parents must complete the Request for Administration of Medication Form, obtained in the office. Your physician’s signature will be required on this form. Without this form completed staff is unable to administer medication of any kind.
Text/ School Supplies

Supplies such as notebooks, rulers and textbooks provided by the school are to be respected by students. They are to be well maintained and returned in good condition. Students are expected to replace lost or damaged supplies.

Homework and Study Skills Guidelines

Homework habits are reported on in the Learning Skills section of the Provincial Report Card for grades 1 - 8. Homework is an out of classroom learning experience assigned and monitored by a teacher to enhance student learning. In the early grades it can help to promote good attitudes and study habits and can have long-term effects as the student progresses into higher grades.

Benefits associated with positive homework experiences include: opportunity to practice and apply in class learning, development of self-discipline, self confidence, task commitment, initiative, organization, time management, responsibility and problem solving.

Many staff use classroom websites to update homework assignments and post announcements. Checking the classroom websites is encouraged.

Positive homework may take the form of:
- completion of work assigned but not finished in class
- preparation, organizing materials, studying
- practice allows for review/reinforcement of skills & concepts
- extension, integrating/expanding classroom learning often creatively

Parents/guardians can assist students in developing good study habits. It is recommended that a nightly routine and a designated area be established for doing homework. This agenda should be checked nightly for homework assignments/upcoming projects.

Suggested Nightly Homework Guidelines
(Homework may vary for each student)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Time</th>
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<tbody>
<tr>
<td>JK - Grade 1</td>
<td>5 - 10 minutes</td>
</tr>
<tr>
<td>Grade 2 - 3</td>
<td>10 - 30 minutes</td>
</tr>
<tr>
<td>Grade 4 - 6</td>
<td>20 - 60 minutes</td>
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<tr>
<td>Grade 7 - 8</td>
<td>35 - 80 minutes</td>
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</tbody>
</table>

Following an absence students are expected to check with their teacher or buddy to catch up on missed assignments. Homework cannot be provided for extended vacations. For extended illnesses, please speak to Ms. Rizzo for options.

Parental Involvement – Means Results!

We need you! Our students, your children, will achieve much greater results when we work together. Appreciating that not all parents are able to attend the school to volunteer their time, parents can still be involved.

The most basic level of involvement is showing an interest in what your child is learning by:
- Checking the agenda nightly
- Having time and a space for school work

Consider assisting in the preparation of materials from your home:
- Cutting out booklets for primary classes
- Assisting with a production – props/costumes

Sharing your talents:
- Be a guest speaker
- Assist with a class project

We appreciate all our families, and what you are able to do to support our students.

Visitors and Volunteers

All visitors/volunteers are required to report to the office and “sign in.” Should you wish to volunteer to help at Sir William Osler, or have questions or suggestions as to how you can become involved in the SWO learning community, please introduce yourself to us. Students benefit enormously from the support of our volunteers. Your child’s teacher will help you complete the process outlined in the HWDSB Volunteer Policy. Our volunteer coordinators, along with Ms. Rizzo will provide an orientation for volunteers in early October 2010.

Valuables/ Lost and Found

Electronic devices (cell phones, MP3 players etc.), jewellery, and large sums of money, skateboards/rollerblades and scooters should not be brought to school. Bicycles must be walked on school property and should be locked up on racks. Valuables (i.e. jewellery & glasses) are generally turned in to the school office if they are found. Clothing items are placed in the lost and found box. Parents are asked to place their child’s name on inside clothing tags. Students and parents are asked to check the lost and found regularly. Items that remain will be donated to charity periodically.
Birthdays

Birthdays are often celebrated with cupcakes or treats for a class. As an alternative, we encourage parents to consider purchasing a book (your child’s favourite story perhaps), which will then be labelled as a birthday gift for your child and will live in your child’s classroom or the library. Or you may purchase a book from pre-selected titles which will be labelled and live in the Sir William Osler library for all children to enjoy for years to come. Please see Mr. Smith for pre-selected choices and costs. Thank you.

Drop off/Pick up Routines

Our parking lots are one way. They can easily be congested with a large number of vehicles in the morning and at dismissal time. To assist with this parents are encouraged to park and walk/meet students on the playground. Students should not be walking through parking lots without adult accompaniment. Please Note: Afternoon bus loading will be from the lower lot this year, with parents parking in the upper lot.

We encourage students to walk where possible. Parents may wish to establish ‘walk pools’ to assist with safety supervision of students between home and school.

Monthly Assemblies/Newsletters

Each month we will hold a monthly assembly. This is an opportunity to celebrate the achievements of all students as classes share something they are proud of. Parents are most welcome to attend these assemblies and should check the monthly newsletters for dates and times.

Monthly newsletters will be produced and posted on our school website. Parents will be asked to indicate their preference for a hard copy on an initial newsletter that will be sent home to all families in the fall.

Ways Students can get Involved

To make Sir William Osler School the best place to learn and enable students to get the most from their education, students are encouraged to get involved. Participate in special theme days, clubs and intramurals, take on leadership roles (Green team leaders, classroom and bus monitors, band, gardening club members, peer mediators, and social justice group members etc.), and take responsibility for themselves. Of course, doing your best work and always being willing to try, will help students continue to learn and grow.

Caring for our Environment

Our Green Team has representatives from every class dedicated to monitoring the recycling in our school including our ‘Trashless Tuesdays’ initiative. Our school of approximately 660 students produces more than 17 large bags of garbage daily. With your help we can reduce the amount of garbage that goes to the landfill. Please consider using re-useable containers when packing lunches rather than sending foods that are pre-packaged. A litterless lunch should be a goal for all of us everyday!

School Fees Policy Directive

From time to time, school program is enriched with outings (school trips), special guests or resources (i.e., an Agenda). These opportunities/resources are not funded through our school operational budget. Instead they are offered on a pay per user basis. At Sir William Osler School we are sensitive to the fact that frequent requests for additional funds to participate in events/purchase materials may be problematic. To help with this we will operate from the following principles:

- All students will have the opportunity to participate if they are interested and it would benefit their learning
- Costs for trips/special events will be rounded up to the nearest dollar to maintain a fund available to assist families in need
- Trips/special events where fees are charged to students will be limited to TWO per term for primary/junior/intermediate students
- Some trips may be subsidized through our Parent Activity Committee fundraising efforts

Any questions you may have, please speak to your child’s teacher or an office administrator.

Sir William Osler Initiatives/Partnerships

Some companies offer customers points which can then be donated to schools for fundraising. We have partnered with Staples and Holland Park Gardens for these purposes. Used printer cartridges can be sent to SWO which will be taken to Staples periodically for points.

Sir William Osler and Highland Secondary have also partnered for local and global social justice initiatives, (OS-Fest Garage Sale/BBQ, Me to We fundraising to build a school).
Rules of Deportment

The choices you make will impact our school climate. Remember everyone has the right to learn and work in a safe and supportive environment!

1. Be kind and supportive of others, no putdowns, rumours or discouraging words.
2. Show respect for self, others, our school and community (Keep hands, feet and objects to ourselves, and take responsibility for our environment).
3. Walk quietly in hallways so as not to disturb learning.

*School Climate; an aspect of school culture, is determined in part by the nature of the relationships between students, staff and the greater community.

Student Responsibilities

✓ Show respect for self and others, including personal and school property
✓ Be honest and trustworthy; responsible for own actions
✓ Come to school on time, and prepared to learn
✓ Demonstrate a positive attitude, and be willing to try

Parent Responsibilities

✓ Show an active interest in their child’s learning,(i.e. communicate regularly with school staff)
✓ Ensure their child attends school on time, ready to learn (well fed, rested and dressed appropriately)
✓ Report any absences or lates to the school office
✓ Become familiar with the school code of conduct/discipline process
✓ Encourage and support their child in following the rules of deportment, and cooperate with staff addressing discipline/learning issues

Staff Responsibilities

✓ Provide students with meaningful tasks to develop their potential and self worth
✓ Communicate regularly and meaningfully with parents
✓ Maintain and reinforce consistent standards of behaviour for all students
✓ Demonstrate respect for self and others
✓ Maintain a climate of high expectations

Lunchroom/Play Ground Rules

- Use restaurant voices and manners at all times (remain seated while eating).
- Have a quiet activity at your seats if you finish eating early.
- Remain in your class until dismissed by a staff member. PODs are off limits.

1. Stay out of ‘out of bounds areas’:
   ✓ behind the port-a-pak
   ✓ trees near the concrete bunkers/parking lot
   ✓ trees and long grass behind pathway
2. Stay off fences and goal posts.
3. The hill is for sitting on only, no running or rolling games.
4. Playground equipment comes from classrooms or the Active Recess bin.
5. Only safe play (no tackling/play fighting).
6. No football or pegball.
7. Students may only enter the building with permission from a duty staff person.
8. No wrappers are permitted on the playground.
9. Bicycles must be walked on school property and helmets are required by law.
10. For black top recesses students may use 4 squares, but no other equipment.

Dress Code

Clothes may not be distracting in the classroom or offensive to others. The following guidelines are provided for use when dressing for school and should be respected in all weather conditions.

Staff and students should dress appropriately for the weather. Staff and students must:

- ensure clothes do not advertise any drugs or alcohol or have messages supporting racism, sexism or violence of any form
- ensure clothes are in good condition (not shredded or torn)
- ensure clothes do not reveal a bare midriff or undergarments (no spaghetti straps or revealing tank tops, tube tops or halter tops)
- ensure skirts and shorts are at least as long as finger tips when arms are fully extended at their side (mid thigh roughly).

Everyone is asked to remove hats/hoods upon entry to the building. We also encourage all students to bring a pair of ‘indoor’ shoes to be used during wet and winter seasons especially.
Code of Conduct/ Discipline Process

A Discipline Code cannot possibly include a complete list of misconduct and consequences. Special circumstances may rule out a particular consequence remembering 'fair' does not necessarily mean 'same'. Misconduct is classified into three levels. Level 1 is the least serious and Level 3 is most serious.

Use of any corrective actions will depend upon the severity and ongoing nature of the problem. The Administration will make decisions on an individual basis for each case. In all instances, the welfare of both the school and the offending student will be considered.

Level 1 Misconduct Description:
- Chewing gum
- Talking out in class
- Incomplete homework
- Loud/Running in the hall
- Off-task behaviour (i.e., passing notes)
- Rough-housing/horseplay
- Throwing objects in class
- Continuing to play after the bell
- Snow infractions

Level 2 Misconduct Description:
- Opposition to authority
- Disrespect of students and/or staff
- Consistently unprepared for learning/lates
- Persistent disruption to learning
- Snowball throwing – causing harm
- Lying/cheating
- Inappropriate hallway/bathroom behaviour
- Unresolved peer conflict/gossiping

Level 3 Misconduct Description:
- Bringing/using weapons
- Using profanity
- Threatening to do serious bodily harm
- Destroying school property
- Theft
- Assault/Sexual Assault
- Bullying/harassment*
- Possessing/under the influence of drugs/alcohol
- Any 3 level two offenses

**In situations where the behaviour is illegal, police will be contacted. If a student is suspended from school, parents will be notified in writing with an explanation of the right to appeal. All suspensions from school are reported to the Board of Education. This course of action is in accordance with part XIII of the Education Act, an act to amend the Education Act 2007, related regulations and Board Policies. It will be reviewed by the Safe Schools Committee every three years. (Last reviewed March 2009)

Discipline Process:

Level 1
- Private conference with the student/problem solving and in-class consequences
- Repetitive behaviour (3 strikes) becomes opposition to authority (moves to level 2 offense)

Level 2
- Private student conference/problem solving
- Complete discipline communication form and distribute
- Assign appropriate consequence:
  1. Detention
  2. Community service/reparation
  3. Loss of privileges
  4. Formal parent meeting

Level 3:
- Immediate office referral for consequences:
  1. Private student conference/problem solving
  2. In-school suspension
  3. Parental withdrawal
  4. Involvement of outside agency
  5. Suspension (1-20 days)
  6. Suspension pending investigation into possible expulsion (20 days)

*Note: Where appropriate Restorative Justice will be used to follow up transgressions.

*Note: The accepted definition of bullying:
Bullying is typically 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.