



# GUIDE FOR STUDENTS & FAMILIES 2022/23

ROBERTA BONDAR PUBLIC SCHOOL

*Building Brighter Futures Together*

Roberta Bondar Public School is a large elementary school named after the Canadian Astronaut, Doctor, Researcher, and public speaker, Roberta Bondar. The school is located in the South Keys/Greenboro area of the city. Our community of learners, teachers and parents strive to engage each student in a challenging learning environment that celebrates the diverse intellectual, social, emotional, physical, and cultural needs of all children and nourishes the potential of each individual in our community.

Every day at Roberta Bondar PS we emphasize the importance of our community of character, specifically respect, kindness and integrity. Students are encouraged to set high standards for themselves, develop positive work habits and become responsible and respectful members of our local and global community. Our school motto "Soaring Beyond" encourages everyone in our community of learners to set personal goals and to always strive to be the best that they can be.

## **ADMINISTRATION:**

Principal: Deborah Woods

Vice Principal: Derek Rhodenizer

## **OFFICE STAFF:**

Office Administrator: Jennifer Bentley

Office Assistants: Tammy Casey

## **CHIEF CUSTODIAN:**

Chief: Ruby Abarca-Broughton

## **SCHOOL HOURS:**

Office Hours	8:10 a.m. – 4:25 p.m.
School Hours	9:10 a.m. – 3:40 p.m.
School Yard Supervision begins	8:55 a.m.
Entrance Bell / Attendance	9:10 a.m.
Nutrition Break/Recess	11:10 - 11:55 a.m.
Nutrition Break/Recess	1:35 – 2:20 p.m.
Dismissal	3:40 p.m.
Bus/Van Departure	3:45 p.m.

## **SCHOOL INFORMATION:**

Roberta Bondar Public School  
159 Lorry Greenberg Drive  
Ottawa, ON  
K1T 3J6

School Office

(613) 736-7334

School Fax

(613) 736-6532

School Website

<https://robertabondarps.ocdsb.ca/home>

Twitter

@BondarBlazers

## **A NOTE TO STUDENTS**

The Roberta Bondar Public School Guide for Students and Families is designed to help you become a better learner.

## **SCHOOL CALENDAR AT A GLANCE**

Labour Day	September 5, 2022
First Day of School	September 6, 2022
PA Day	October 7, 2022
Thanksgiving	October 10, 2022
PA Day	November 4, 2022
PA Day	November 25, 2022
Winter Break	December 26, 2022 to January 6, 2023
PA Day	January 20, 2023
PA Day	February 17, 2023
Family Day	February 20, 2023
Toonie Tuesday	February 21, 2023
March Break	March 13 - 17, 2023
Holiday	April 7, 2023
Holiday	April 10, 2023
Victoria Day	May 22, 2023
PA Day	June 2, 2023
Last Day for Students	June 29, 2023

## **ATTENDANCE PROCEDURES**

Attendance is taken at 9:10 a.m. for all grades. 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, parents are asked to notify the office in writing.

### **Absences:**

- 1) Parents/Guardians are asked to email [robertabondarps@ocdsb.ca](mailto:robertabondarps@ocdsb.ca) or phone the school office to report an absence or late arrival.
- 2) When a phone call or email has not been received by the school, office staff will call to confirm the whereabouts of the absent student.

**Late Arrivals:** Students are directed to report to the main doors, with a parent, to get a late slip for entry.

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

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

## **SCHOOL YARD:**

Supervision on our school yard **begins at 8:55 a.m.** Students should arrive after this time to ensure their safety. They should be **picked up at 3:40 p.m.** when school ends. There is **no** supervision on the yard before 8:55am and after 3:45 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 and obtain an identification badge to wear at all times while on school property.**

## **STUDENT DROP-OFF/PICK-UP:**

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

Our school community has wide sidewalks, multi use paths, and crossing guards. 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.** Roberta Bondar P.S. cannot be responsible for the security of bicycles left at school. **Bicycle helmets must be worn by all cyclists under the age of 18 years old.**

### **School Bus:**

Students who live further from school may be eligible for yellow school bus transportation. Check the [Ottawa Student Transportation Authority \(OSTA\)](#) website to see if your child(ren) qualifies for school bus transportation based on their address.

### **Kiss n' Ride:**

We are very thankful to our volunteers from our School Council and Gloucester Presbyterian Church who organize a Kiss 'N Ride program for parents and caregivers who drive their child(ren) to school. If you choose to drop your child(ren) off at Roberta Bondar P.S. in the morning, please follow these guidelines to keep all of our students safe.

- Students must have their bags with them in their seats and be ready to exit carefully and quickly.
- When using the Kiss'n Ride lane, please wait your turn and be patient.
- Drivers, keep your place in line and **do not** exit the vehicle.
- Once the vehicle comes to a stop at the Kiss'n Ride stop sign, students exit on the Passenger side and **ONLY** the volunteer is to open the vehicle door(s).
- Drivers **must** wait for the vehicle ahead of them to move to start their exit in the Kiss'n Ride lane when the volunteer indicates that it is safe to do so.
- No passing cars in the Kiss'n Ride lane unless directed by our volunteers.
- To exit our Kiss n' Ride please turn **RIGHT** onto Lorry Greenberg Dr. to help with traffic flow and safety.

### **Parking your Vehicle & Walking:**

We encourage active transportation for our students and to ease access to our school property/drop off zones for families. Plan a walking route with your child and get some fresh air before starting into the learning for the day. If you choose to drive your child to school, there are a couple of options;

- 1) park in the neighbourhood and walk to school property
- 2) access to parking at the Gloucester Presbyterian Church and walk your child to their designated drop off zone from there.

Gloucester Presbyterian Church (across the street) has generously offered us the use of their parking lot. Simply park at the back of the church parking lot (near the hedges) and use Lorry Greenberg Dr. via our school crossing guard to access the school yard.

***Please note the parking rules on Lorry Greenberg Dr. during drop off/pick up times: parking is prohibited.***

***There is NO ACCESS to our staff parking lot.***

## **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](http://www.ocdsb.ca) if you require further information.

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

As a Roberta Bondar P.S. student you are expected to:

- Show respect for yourself, other students, staff, and property.
- Be punctual to start your day and 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 good choices.

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 required standards, appropriate action will be taken.

Strategies may include some or all of the following:

- verbal cue, interview, discussion with staff, restorative conversation
- interview with staff member(s)
- removal of school privilege(s)
- restorative mediation/detention
- parent involvement
- office referrals
- individual student-teacher-parent behaviour contract
- involvement of student services personnel
- classroom, office learning opportunity
- daily tracking
- in-school sanction
- restitution
- 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 Roberta Bondar P.S. we consider school to be a place of business where the "business" is learning. As a result everyone is expected to dress accordingly. 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:**

Roberta Bondar P.S. and the OCDSB recognize the benefits that technology can bring to support student learning. Our policy (P.100.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:**

Roberta Bondar P.S. has a Bring Your Own Device (BYOD) policy where students have been instructed on where and when electronics may be used. **Students are to leave their cell phones in their backpack, off and away, during the school day** unless specific prior arrangements have been made by a teacher to use cell phones for educational purposes during class time.

Personal devices are NOT to be used during instructional time, recesses, or lunch for texting/calling. 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. We respectfully request that families call the school if they need to reach their child they call the main office instead of texting.

### **CARE OF SCHOOL PROPERTY**

1. Textbooks, library books, and computers are the property of the school; students will be responsible for the condition of these items and replace any lost or damaged items at full value.
2. Students are expected to use this student planner to help promote better communication between home and school, as well as organization of the homework and upcoming school events.

### **SCHOOL TRANSPORTATION**

A very important part of our school environment is our bus/van transportation. For everyone's protection, students must observe safe rules of conduct on school buses and vans. In the interest of student safety, only certain equipment is allowed on buses/vans. Musical instruments may be transported in cases only, and should be kept on the student's lap whenever possible. Skates should have the blades covered or be carried in a sports

bag and must be kept on the floor at the student's feet. In cases of dispute, the final decision as to what may or may not be transported remains with the driver.

Very strict guidelines (i.e. stay seated on the bus) are in place to ensure the safety of our students, staff, parents and bus drivers. Students are expected to follow the procedures closely and inappropriate behaviour will be reported to the office.

FIRST REPORT - warning to student;

SECOND REPORT - written warning to parent;

THIRD REPORT - bus privileges may be removed.

In the case of a very serious infraction, other steps may be utilized.

**PLEASE NOTE:** Students who are not entitled to regular bus service are not permitted to ride a school bus - even with a note from home.

### **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...).

**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](http://www.ocdsb.ca)) and all local radio stations.

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

**Library:** There are many opportunities to use the library. When borrowing from the library, students are responsible for returning, in good condition, any book(s) they have signed out. Borrowing privileges may be suspended until overdue books are returned. To reduce book loss, the Board and the school request "cost recovery" payment for lost books.

**Roberta Bondar 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. School Council is open to all parents/guardians of children attending Roberta Bondar 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 the first Thursday of each month at 7:00 p.m. in our staffroom. Please feel free to join us and get involved! Here is a link to the website: <https://robertabondarps.ocdsb.ca/>

**Telephone Calls:** School phone lines are often in use and can be used by students only in emergencies. Forgotten gym wear, skates, assignments, lunches or field trip permission forms are not considered emergencies. Phone calls of this nature do not encourage students to be responsible.

**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://robertabondarps.ocdsb.ca/home>

**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 you refrain from sending students with nut products in their lunches. We encourage waste-free lunches. Please use reusable containers and water bottles.

**Breakfast Club:** Students are better prepared to learn if they have had a nutritious breakfast. At Roberta Bondar PS, we have a Breakfast Club for students to come for breakfast as needed. Currently we are providing a “pick up service” with individually packed items for students to take with them to their classroom.

In order to attend Roberta Bondar PS’s Breakfast Club, a permission form must be completed by parents. Breakfast Club is available daily from 8:30-8:50am in our gym. The students enter and exit the Breakfast Club through the Primary Doors. While attending Breakfast Club students follow school expectations.

### **Grade 8 Student Awards**

**Subject Awards:** Presented to the student with the highest academic standing in each of the other subjects.

**Jane Conlin Most Improved in Math Award:** Awarded to the student who has shown the most growth in math from September to June as indicated by grades.

**Dorothy McKay Special Education Award:** Awarded to the special education student who has shown perseverance and determination to succeed in spite of dealing with learning challenges.

**ESL Award:** Awarded to the ESL student who has shown the most improvement in language ability as demonstrated through performance tasks.

**Community Living Award:** Awarded to the community living student who has demonstrated a positive attitude towards peers and teachers and who has consistently shown enthusiasm for learning as determined by effort and achievement throughout the year.

### **Trophies**

To be eligible for awards, students must consistently demonstrate the traits from the OCDSB’s and Roberta Bondar’s Community of Character. (These traits are respect, cooperation, perseverance, integrity, empathy, responsibility, acceptance, optimism, fairness and appreciation).

**Outstanding Student:** Awarded for displaying high academic achievement, active participation in school athletics programs and extra-curricular clubs (i.e. music, art, chess, etc...). Recognized by staff as having made an outstanding contribution to the school community.

**Principal’s Award for Student Leadership:** Awarded to the student who has shown positive leadership contributions to the school community and the classroom.

**David McGuinty Citizenship Award:** Awarded for volunteer service to the community, involvement in citizenship or character building, good scholastic record, participation in student activities, faithful school attendance, possess strength of character and courage to do what is right, kindness, and leadership ability to motivate others to action to benefit the community.

**Academic Excellence Award:** Awarded to the student who has achieved the highest overall average over the entire school year

**Outstanding Athlete:** Awarded to a student who has made an outstanding contribution to the physical education program at Roberta Bondar. They possess strong athletic skills, are involved with many or all of the interscholastic school teams, possess a positive attitude, coachability on/off the court, and are outstanding team leaders.

**Valedictorian:** Students must consistently demonstrate the traits from the OCDSB's and Roberta Bondar's Community of Character. (These traits are respect, cooperation, perseverance, integrity, empathy, responsibility, acceptance, optimism, fairness and appreciation). They achieved level 4s consistently throughout the year in all subject areas. They are leaders in the school, community, and are involved in a variety of activities. They are good orators and writers. Nominated by students.

### **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 and initial it daily, confirming that homework has been 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 assist your child in reviewing the Code of Behaviour and other information as needed throughout the year.

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