



Rockcliff Park PS

How to Train Your Dragon

School Guide (September 2022)

Contact us

Tel: 613-749-5387

Fax: 613-749-6333

<https://rockcliffeparkpublicschool.ocdsb.ca>

Attendance

Call or email the office
if your child will be absent.

Tel: 613-749-3992

Attendance: absenceRPPS@ocdsb.ca

Office email: rockcliffeparkps@ocdsb.ca

School Council

Email: sc-rockcliffeparkps@ocdsb.ca

Transportation (OSTA)

www.ottawaschoolbus.ca

School hours

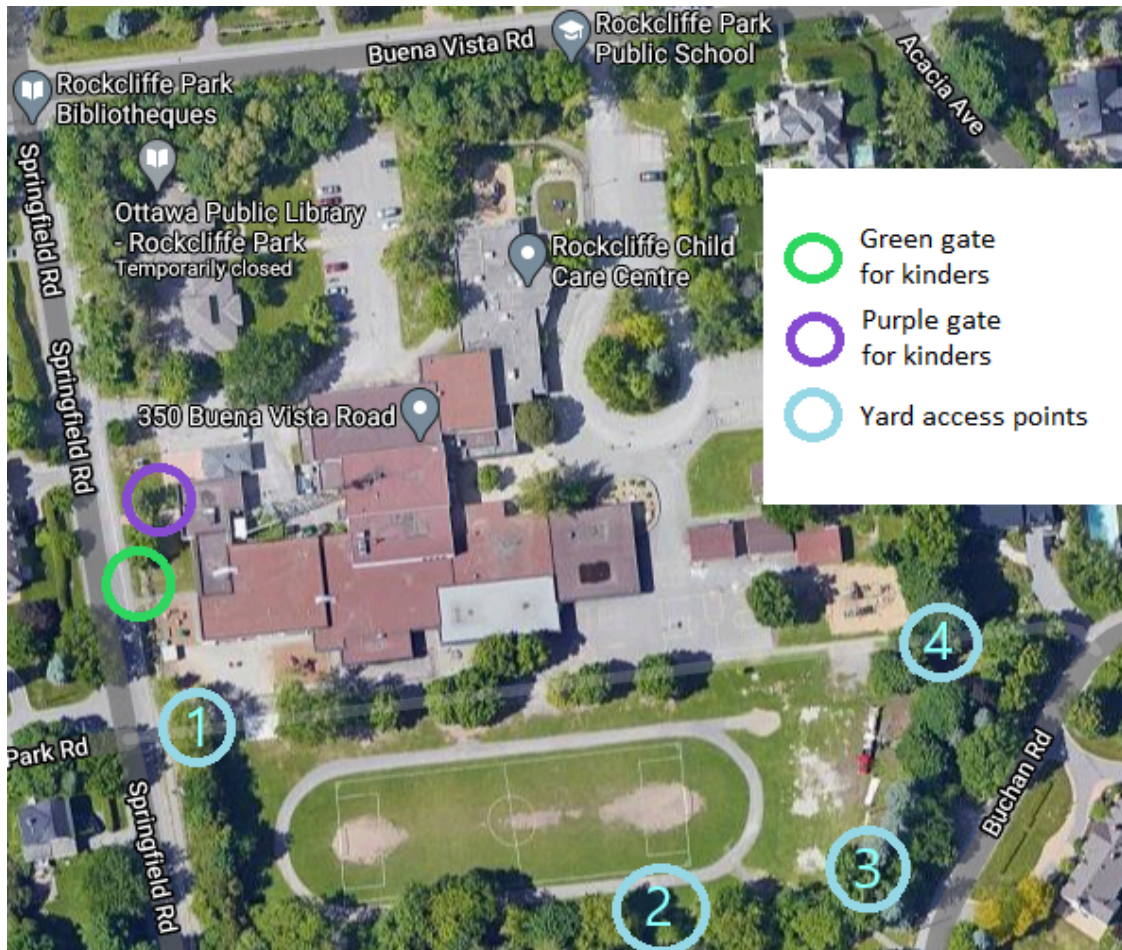
8:20 – 8:30	Student arrival
8:30 – 10:30	Learning block
10:30 – 11:15	Nutrition break
11:15 – 1:15	Learning block
1:15 – 2:00	Nutrition break
2:00 – 3:00	Learning block
3:00	Dismissal

Office hours

08:00 – 16:00

EDP hours

07:00 – 18:00



School Year Calendar 2022 - 2023

September / Septembre		
6 Sept (Tuesday)	First day of school	<i>Première journée d'école</i>
October / Octobre		
7 Oct (Friday)	PA day (no classes for students)	<i>Journée pédagogique (pas d'école)</i>
10 Oct (Monday)	Holiday (school closed)	<i>Congé (école fermée)</i>
November / Novembre		
4 Nov (Friday)	PA day (no classes for students)	<i>Journée pédagogique (pas d'école)</i>
25 Nov (Friday)	PA day (no classes for students)	<i>Journée pédagogique (pas d'école)</i>
December / Décembre		
26 Dec – 6 Jan	Winter break (school closed)	<i>Congé d'hiver (école fermée)</i>
January / Janvier 2022		
9 Jan	Return to school	<i>Retour à l'école</i>
20 Jan (Friday)	PA day (no classes)	<i>Journée pédagogique (pas d'école)</i>
February / Février		
17 Feb (Friday)	PA day (no classes)	<i>Journée pédagogique (pas d'école)</i>
20 Feb (Monday)	Holiday (school closed)	<i>Congé (école fermée)</i>
March / Mars		
13 – 17 Mar	March Break (school closed)	<i>Congé de mars (école fermée)</i>
April / Avril		
7 Apr (Friday)	Holiday (school closed)	<i>Congé (école fermée)</i>
10 Apr (Monday)	Holiday (school closed)	<i>Congé (école fermée)</i>
May / Mai		
22 May (Monday)	Holiday (school closed)	<i>Congé (école fermée)</i>
June / Juin		
2 June (Friday)	PA day (no classes)	<i>Journée pédagogique (pas d'école)</i>
29 June (Thursday)	Last day of school	<i>Dernière journée d'école</i>

You may also [click here](#) for the OCDSB school year calendar.

Safe arrival and dismissal	
<p>Students are encouraged to walk to school. When driving, parents should park away from the school and walk, or pull up to let their child access the sidewalk on Springfield. There is no parent access to the front parking lot / turning circle between 08:00 - 09:00 and 14:30 - 15:30. Parents remain off school yard during school day and EDP hours (07:00 - 18:00).</p>	
<p>Arrival (8:20 - 8:30) Upon arrival, all students should walk directly to their homeroom line location.</p>	
Bus	<p>Bus students arrive at the front of the school. Kindergarten students will be walked to the yard. In spring, kindergarten students start to walk independently to yard / classroom. Gr. 1 - 6 students walk independently to the yard to their line location.</p>
Walk	<p>Students arrive through Yard Access Points 1- 4. Parents are welcome to wait / watch from the field house / track areas. Upon arrival, students join their homeroom line. Kindergarten students arrive at the 2 Springfield gates (see below).</p>
Car	<p>Parents should park away from the school and walk, or The student will exit the car independently and join their class line. There is no car access to the turning circle at arrival or dismissal.</p>
O'Canada	<p>O'Canada will be played outdoors prior to entry. The sign-language version of O'Canada may be used. A student who is not in line at the start of O'Canada will be considered late. Students who arrive after 8:30 should proceed to the front door to get a late slip.</p>
<p>Dismissal (3:00 pm) - Students should walk to Access Points, bus, EDP, or daycare line locations. Kindergarten students will be supervised by an educator. Students should leave the yard after-school; it is designated for use by EDP until 18:00.</p>	
Arrival points	<p>Grade 1 - 6 students may access the yard from 4 locations (click here). Kindergarten students will access the yard from 2 gates off Springfield: Purple gate (north gate) - Purple and Blue dragons Green gate (south gate) - Green and Orange dragons Parents should identify the Pick-up / Drop-off point with their child and teacher.</p>
Line locations	<p>Homeroom line locations (gr 1 - 6) will be lined up on the field for the first 2 weeks of school to help us support students into routines.</p>

Assigned Entry / Exit Doors	<p>Each homeroom is assigned an entry / exit door to avoid congestion at doors:</p> <p>Exit B (Primary wing) - EF1A, EF1B, EF12A, EF2A</p> <p>Exit C (Library) - EF56A, EF6A, R56A</p> <p>Exit D (through kinder yard) - R12A, EF2B, EF23A</p> <p>Classroom doors - KJSA, KJSB, KJSC, KJSD (alternate Exit E)</p> <p>Portable doors / Exit I - EF3A, EF4A, EF45A, EF5A, R34A</p>
------------------------------------	--

Parent routines	
------------------------	--

Access to yard / school	<p>Parents should not enter the yard from the hours of 07:00 - 18:00, which includes both school and EDP hours.</p> <p>EDP drop-off and pick-up is via the Springfield door (Exit E).</p> <p>Unless you are joining us for a volunteer role, parent access to the school is limited during the day as students focus on learning; upon arrival, parents should call or buzz the office for assistance.</p>
--------------------------------	--


Lates and appointments	<p>Lates:</p> <ul style="list-style-type: none"> ● If your child is late, please escort them to the Main Door (Exit A) and call or buzz the Main Office (613-729-5387). ● Provide your child's name, grade and homeroom teacher, and reason for the late arrival to the office staff. ● Your child will be buzzed into the school. ● Office staff will assist with sanitizing hands and getting to class safely. <p>Appointments:</p> <ul style="list-style-type: none"> ● To pick-up your child, call the Main Office at least one hour before the pick-up time (classes take time to locate during the day). Provide your child's name, grade and homeroom teacher to the office staff. ● Parents may remain in the car in the turning circle (9:00AM -2:30PM) or stand outside the office window and office staff will assist your child in exiting the school once you arrive.
-------------------------------	--

EDP	<p>The EDP drop-off door is via Springfield / kinder yard (Exit E).</p> <p>The EPD pick-up door is the Queen Juliana Hall door located at the back of the big gym.</p> <p>Parents are asked not to block staff cars parked in spots in the parking lot when they are picking up or dropping off their child.</p> <p>Parents will:</p> <ul style="list-style-type: none"> ● call the EDP phone to drop-off or pick-up their child. ● wait for an ECE to escort their child to or from their EDP group
------------	--



<p>Medications at school</p>	<p>It is primarily the parent's responsibility to administer medication. Parents are encouraged to arrange the timing of medication doses to be given at home. Medication should not be sent with your child.</p> <p>Students who require medication during the school day, including the use of epipens or inhalers, must submit an OCDSB medical form signed by the prescribing physician and the parent. The school requires a new form for each school year. Principals are required to store all medication in a locked container.</p> <p>Parents may visit the Medications at School page on our school website or contact the main office to ensure appropriate forms are completed.</p>
-------------------------------------	--

School routines

<p>Staying healthy - Covid routines</p>	<p>Daily self-assessment and Covid symptoms</p> <ul style="list-style-type: none"> • Students are encouraged to complete the daily Covid-19 screening prior to school and follow its guidance. • The school will contact parents for a child who shows symptoms or becomes ill during the school day. • RATs are available for students upon request. • The school no longer reports daily attendance and Covid absences; there is a revised process for reporting unusually high absences rates to OPH. <p>Masks</p> <ul style="list-style-type: none"> • RPPS is a mask friendly school for those who choose them. <p>Hand sanitizing</p> <ul style="list-style-type: none"> • Hand sanitizer will be available throughout the school. • Staff will continue to promote proper hand and respiratory hygiene for students. <p>Ventilation</p> <ul style="list-style-type: none"> • Enhanced ventilation measures will remain in place. HEPA filters remain in all kindergarten and primary classrooms
<p>Classrooms and school</p>	<p>Physical distancing requirements are no longer indicated. Curricular or classroom adaptations required for pandemic purposes are no longer in place. Classroom learning will continue in a similar pre-pandemic manner.</p> <p>School activities such as athletics, extra-curricular activities, assemblies or other gatherings are no longer subject to restrictions. RPPS will be sensitive to the comfort level of students, staff and parents when organizing such activities/events.</p>

<p>Nutrition breaks and recess</p>	<p>Nutrition breaks and recess and before & after school activities no longer require adaptations used during the pandemic.</p> <p><i>Nutrition break.</i> Students remain silent at their desks for the first 10 minutes / read / otherwise. This is followed by 10 minutes of quiet social time proceeding outdoors for recess or resuming class:</p> <ul style="list-style-type: none"> ● Our school is a nut-free environment. ● Students should bring healthy foods for snacks and lunch. ● Healthy eating means we try to reduce pop, chips and other junk food during the school day. ● Students should not bring glass containers to school. ● Students should not share food with others. <p><i>Boomerang lunches.</i> In order to minimize waste at school, all items from students' lunches should return in their lunch bags and be thrown out at home.</p> <p><i>Recess.</i> All classes will be outside at the same time. Students should come dressed for the weather daily.</p> <p><i>Play structure.</i> The play structure is designated for use by gr 1 - 3 in AM recess and gr 4 - 6 in PM recess to allow for safe play.</p> 
<p>Bathrooms</p>	<p>Bathrooms no longer require adaptations used during the pandemic.</p> <p>Good bathroom routines for students</p> <ul style="list-style-type: none"> ● If stalls are full, wait outside in the hallway on the designated spots. ● Only one person per sink / faucet at a time; wait at the wall ● Students are reminded of 4 key bathroom behaviours: <ul style="list-style-type: none"> ○ Come in and do what you need to do ○ Flush ○ Wash your hands ○ Go back to class ● Students should not be climbing under stalls or putting anything other than toilet paper in toilets. ● Kindergarten classes will continue to use the bathrooms in their rooms.
<p>School routines</p>	<p>Student movement in the school</p> <ul style="list-style-type: none"> ● Students should walk on the right side of the hallway in single file. ● Students should walk quietly in the hallways whether between classes or when entering / exiting for recess. <p>Recess equipment</p> <ul style="list-style-type: none"> ● Recess equipment is designated in a shared bin for a homeroom class. ● A student who brings equipment from home is responsible for the item. The item must be safe for use with all students at recess times. <p>Hooks, cubbies and lockers</p> <ul style="list-style-type: none"> ● Kindergarten students use cubbies. ● Primary students use designated hooks. ● Junior students use lockers or hooks depending on availability.

Class routines	<p>Phys. Ed.</p> <ul style="list-style-type: none"> • Classes may be held outdoors or indoors. • Students must bring appropriate footwear and clothing for Phys. Ed. • If a teacher chooses to use the City of Ottawa rink for their program, students must provide skates and an approved CSA hockey helmet and complete a field trip form. <p>Technology resources</p> <ul style="list-style-type: none"> • Chromebook bins are provided for all Junior classrooms. • Students in gr 4 - 6 are permitted to bring their own device for learning. • Cell phones must remain in backpacks for the duration of the school day; they should not be in classrooms, nor on the yard.
-----------------------	--

In our school...	
Book Fair	<div style="display: flex; align-items: center;">  <div> <p>The RPPS Book Fair is held every year in November. The Book Fair team has been collecting books through the spring for the InPerson event on 4 - 6 November 2022.</p> </div> </div> <p>All parents are kindly encouraged to get involved in Book Fair. It is the main fundraiser for the school and many hands make light work.</p> <p>To contact the Book Fair committee, please email rockcliffeparkbookfair@gmail.com.</p>
100th anniversary	<div style="display: flex; align-items: center;">  <div> <p>Rockcliffe Park PS is celebrating 100 years of learning in the 2022-2023 school year.</p> </div> </div> <p>Our kick-off event (Ice Cream Social and Games) is planned for Friday, 16 Sept. The 100th celebration event is planned for 13 May, 2023.</p> <p>To contact the Rockcliffe Park PS 100th Committee, please email 100th-rockcliffeparkps@ocdsb.ca</p>
Student Code of Conduct	<p><i>At RPSS, we are proud of students who show positive character through their behavior and their learning. We encourage students to make thoughtful, courteous and conscientious choices.</i></p> <p>Each child is accountable and responsible for their behaviour. It is our intention to work closely with parents to develop strategies for each child. The OCDSB Policy P.125.SCO applies to all individuals (students, parents, volunteers, teachers and other staff members) in our school community.</p> <p>The OCDSB Code of Conduct states that all members of the school community shall:</p> <ul style="list-style-type: none"> • respect differences in people, their ideas, their opinions, their rights

	<ul style="list-style-type: none"> ● respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability ● show proper care and regard for school property and the property of others. ● take appropriate measures for those in need. ● seek assistance to solve conflict peacefully. ● respect the need of others to work in an environment that is conducive to learning and teaching. <p style="text-align: center;"><i>Watch your thoughts, for they become words. Watch your words, for they become actions. Watch your actions, for they become habits. Watch your habits, for they become character.</i></p>
<p style="text-align: center;">Healthy relationships</p>	<p>All RPPS staff encourage safe, positive, respectful interactions among students and staff. Our school days are based on five things students and staff can do daily to strengthen our learning, our character, and our school community:</p> <ol style="list-style-type: none"> 1. Think – Try - Do 2. Be creative. 3. Stay active and eat healthy. 4. Be yourself. 5. Take care of others. <p>When problems arise, RPPS follows the WITS program for bullying prevention:</p> <ul style="list-style-type: none"> ● Walk away ● Ignore ● Talk it out ● Seek help from an adult <p>Staff interactions with students are guided by professional standards of practice and the school / EDP day. A staff member may choose to communicate with a child regarding learning via GoogleClassroom or board email outside of the school day.</p> <p>If you have questions or concerns about interactions with your child, please contact your child’s teacher or the principal.</p>
<p style="text-align: center;">Technology and BYOD at RPPS</p>	<p><i>At the Ottawa-Carleton District School Board (OCDSB) and RPPS we believe in digital citizenship and the use of technology to enhance learning and to support the work environment.</i></p> <p>Technology means computers, cell phones, the internet or other electronic devices. Sometimes we refer to technology by their brand names (iPads, iPods, Smartboards), while at other times we may refer to the technology by type (Notebook Computer, Laptop Computer, Tablet).</p> <p>Students at RPPS are expected to use technology safely and for learning while at school. At the start of each school year, students review the Appropriate Use of Technology form which includes:</p>

I will keep myself safe by not giving out my personal details including my name, telephone number, address, my password or my picture.

I will be respectful in how I talk to and work with others online and will never write or participate in online bullying.

I will be considerate and careful when using technology at school, so not to damage the equipment or to interfere with the work of others that has been saved electronically.

I understand the security, care and maintenance of my personal device is my responsibility. I will securely store my device when not in use.

I will not download or use programs that my teacher or school did not approve for instructional use, including games.

I will talk to a teacher or another adult if:

- o I need help online*
- o I am not sure what I should be doing on the internet*
- o I come across websites which are not appropriate for school or are just for adults*
- o Someone writes something I don't like, or makes me feel uncomfortable, or asks for information that I know is private*

RPPS is a Bring Your Own Device (BYOD) school; this means that students may bring devices for their learning. However, the school is not responsible for any lost technology, and devices must stay in student backpacks or lockers, unless otherwise designated by a teacher. Devices should not be brought to the washrooms, taken out for recess, nor used for nutrition break.

The use of devices is a privilege at school. If a student uses technology inappropriately, the device may be removed for a given period of time or the student may not be permitted to use technology at school.

*Education is a continual process, it's like a bicycle...
If you don't pedal, you don't go forward.*

- George Weah