

J. H. Putman P.S.

Name: _____

Homeroom: _____



2051 Bel Air Drive
Ottawa, Ontario K2C 0X2

Office Hours

7:30 a.m. to 3:30 p.m.

(office closed from 12:00 to 12:50 p.m.)

Office Administrator: Mrs. Angela Thompson

Principal: Mr. Brent Smith

Vice-Principal: Mr. Tony Mikhael

Chief Custodian: Mr. Greg Simpson

Telephone: 613-225-4646

Fax: 613-727-8389

School web page: <http://www.jhputmanps.ocdsb.ca>

Student Agenda

2009 - 2010

Parents/Guardians are asked to sign the agenda **at least weekly** (some teachers request daily).

Any communication from a staff member must be signed the day of the note.

I HAVE READ AND UNDERSTAND THE INFORMATION IN THIS STUDENT AGENDA.

Parent(s) /Guardian(s)

Student

GENERAL INFORMATION

WELCOME ADDRESS TO STUDENTS

Welcome to the 2009-2010 school year at J. H. Putman, a small, personable, dual track middle school! Grades 6, 7 and 8 can be busy and exciting years. The staff at J.H. Putman is committed to excellence in a safe and caring environment. We will work with you to make these years productive and enjoyable for you.

The goal of the staff and students at J.H. Putman is to create a safe and caring learning community through character development (Acceptance, Appreciation, Cooperation, Empathy, Fairness, Integrity, Optimism, Perseverance, Respect and Responsibility).

There are responsibilities which you will be expected to accept. Expectations are summarized by **Respect, Responsibility, Safety, and Perseverance.**

Accepting your responsibilities, as a student, as well as taking advantage of the many exciting activities offered, can make your years at J. H. Putman productive, enjoyable and memorable.

We trust that you will make the most of your time at J.H. Putman!

DAILY SCHEDULE

08:00 Entry (lockers)
08:13 Lined up outside period 1 class
08:15 - 09:05 Period 1
09:05 - 09:55 Period 2
09:55 - 10:15 Nutrition Break
10:15 - 11:05 Period 3
11:05 - 11:55 Period 4
11:55 - 12:55 Lunch
12:55 - 01:45 Period 5
01:45 - 01:55 Nutrition Break
01:55 - 02:45 Period 6

OFFICE HOURS - 7:30 a.m. - 3:30 p.m.

The office is closed from 12:05 to 12:55 pm.

MORNING ARRIVAL

The morning bell rings at 8 a.m. for entry and again at 8:13 a.m. at which time students should line up on the silver line outside their classroom, ready for entry at 8:15. **Students who are not in a supervised activity should not arrive before 8:00 a.m.** Students who are not lined up for entry **at 8:15 a.m. are late and require a late slip.**

Only students who are dropped off **after 8 a.m. by a parent/guardian** may enter via the parking lot entrance.

During **severe** inclement weather conditions, students will be permitted to enter and remain in the west side entrance.

WHAT DAY IS TODAY?

The daily schedule is based on a 5 day cycle: Day 1, 2, 3, 4 and 5 schedule rather than on a Monday to Friday cycle.

SCHOOL HOLIDAYS

Labour Day – Monday, September 7, 2009
Thanksgiving – Monday, October 12, 2009
Christmas Break – December 21 to January 1, 2010
Family Day – Monday, February 15, 2010
March Break – March 15 to March 19, 2010
Good Friday – Friday, April 2, 2010
Easter Monday – Monday, April 5, 2010
Victoria Day – Monday, May 24, 2010
Last Day of Classes – Thursday, June 25, 2010

PROFESSIONAL ACTIVITY/INTERVIEW DAYS

To come: an additional PA day (or two half days)
October 9, 2009 – **Professional Activity Day**
November 13, 2009 – **Professional Activity Day**
December 4, 2009 – **Parent-Student-Teacher Interviews/Conferences**
February 12, 2010 – **Professional Activity Day**
April 16, 2010 – **Parent-Student-Teacher Interviews/Conferences**
June 28, 2010 - **Professional Activity Day**

VISITORS Parents are welcome to visit the school. All visitors (including parents/guardians)

MUST sign in at the office before going anywhere else in the building. Visitor tags will be issued when visitors sign in at the office. Parents

who wish to visit a classroom should arrange the visit ahead of time with the classroom teacher.

J.H. Putman CODE OF CONDUCT

The staff at J. H. Putman work hard to create a harmonious and respectful learning environment where positive relationships between students, staff and parents are expected and fostered. We aim to create a pleasant and safe (physical and emotional) teaching and learning environment for all. We encourage school practices that model and support responsible, respectful and caring behaviours on the part of all school members.

We know and studies have shown that student achievement is higher in a safe and caring environment.

When on **school property**, at the **bus stop**, on **school buses**, **to and from school**, and on **school field trips**, we expect students to demonstrate the following at all times:

- **Respect** for themselves, others and the environment (be kind and polite, show care for others)
- **Responsibility & self-discipline** in school work and behaviour; be ambassadors of good will
- **Safety** for the physical and emotional well-being of themselves and others
- **Perseverance:** keep at it even when it is hard & learn from your mistakes.

The “Code of Conduct at a Glance” (on page 10) has more specific examples and routines.

As Ronald G. Morrish the author of *With All Due Respect: Keys for Building Effective School Discipline* (c 2000) puts it:

- The main purpose of discipline is to teach good habits & routines so that students learn to become the kind of students we can be proud of (p. x)
- Discipline is about instilling values and positive attitudes, teaching prosocial skills and training children how to work within a structure or rules and limits (p.2)
- Discipline is about preparing children for all the choices they will be making and ensuring they are ready to handle them (p.27)
 - School Discipline involves teaching students to be **respectful** and **responsible** in school (p.3)

In managing students’ behaviour, we aim to use a positive, progressive, restorative and, when possible, preventative approach: instructing students and insisting that they behave appropriately. The school’s desire is to work **with** parents, and the school asks for parental support and cooperation in upholding the School Code of Conduct. Parents can very effectively model shared values of respect, responsibility, safety and perseverance. Parental attitudes can facilitate and foster a culture of cooperation, inclusion, kindness and tolerance. We ask that parents encourage and assist their child in following the rules of behaviour and assist school staff in dealing with disciplinary issues involving their child.

The Ottawa-Carleton District School Board Code of Conduct sets clear standards of behaviour that apply to all individuals (trustees, students, parents, volunteers, teacher and all other Board staff members) involved in the system when they are on District or school property, on school buses, at school related events or activities, or in other circumstances that could have impact on the school climate.

For more information, visit the Board web site to access policy, P.125.SCO or the “Safe School” Fact sheet (www.ocdsb.ca/au_pp_main.asp#operations www.ocdsb.ca/Documents/OCDSB_Publications/Safe%20Schools.pdf).

Discipline issues will be dealt with on an individual case-by-case basis. The following options may be considered as we correct student behaviour and encourage students to develop into responsible citizens:

- Speak with the student
- State the expected behaviour
- Give the student an opportunity to show the correct behaviour
- Have the student complete an Office Solution form which might also include an improvement plan (how to handle the situation better in the future); acknowledgment or apology (verbal and/or written); research assignment; detention; restitution; community service; time off the yard; a review of school expectations
- Hold a student-teacher meeting
- Separate the student from his or her peer group or class (This could, with intervention by the Principal or Vice-Principal, include exclusion from

school wide special activity events and/or extra-curricular activities).

- Contact the parent by phone or arrange a possible meeting with the parent(s) at school
- Professional Counselling
- Suspension or Expulsion

SUSPENSION

The text below represents a summary of the OCDSB policies on suspension (and expulsion). For the full policy (i.e. P.020.SCO and P.026.SCO), and other reference documents, please visit the OCDSB website www.ocdsb.ca/au_pp_main.asp#operations.

Purposes of Suspensions:

The OCDSB recognizes that suspensions are one of the options available to the Principal. The purposes of suspensions are to

- i) caution students and deter them from continuing with or repeating unacceptable behaviour
- ii) prevent other students from being exposed to or involved in dangerous and damaging activities
- iii) discipline students who have failed to respect the school code of conduct
- iv) alert parents or guardians to serious discipline problems with their children

Duty and Authority to Suspend

The authority to suspend is **not limited to conduct on school property** but also includes:

- conduct at school related activities off premises,
- conduct on the way to / from school and
- in other circumstances where engaging in the conduct will have an impact on school climate.

The Principal may suspend a student for duration of one to twenty school days if he or she believes that the student has engaged in any of the following activities:

- uttering a threat to inflict serious bodily harm on another person;
- possessing alcohol or illegal drugs;

- being under the influence of alcohol or illegal drugs;
- swearing at a teacher or another person in a position of authority;
- committing an act of vandalism or willful destruction that causes damage to school property or to property located on the premises of the student's school; or to Board property or to property located on the premises of the Board;
- bullying;
- persistent opposition to authority;
- habitual neglect of duty as a student (e.g. not doing work on a consistent basis);
- profane or improper language;
- conduct injurious to the moral tone of the school;
- conduct injurious to the physical or mental well-being of others in the school;
- inappropriate use of information technology, as defined in Board policies and procedures;
- smoking on school/Board premises;
- possession or sale of illegal or unauthorized tobacco products, prescription drugs and alcohol;
- violation of the Board / school dress code;
- or any act considered to be contrary to the Board or school code of conduct.

In considering whether to suspend a student, a principal shall take into account mitigating factors. There are no mandatory suspensions. A Principal may recommend to the Board that a student be expelled.

Suspension Appeals

The OCDSB policy on appeals is detailed in P.022.SCO on the board website. Its objective is to provide a process for appeal to the Board by parents or guardians on behalf of their child who has been suspended.

Other Disciplinary Issues

Academic fraud/dishonesty is not acceptable. Academic dishonesty/fraud includes cheating on a test, helping someone else to cheat on a test or plagiarism- (example: copying someone else's work from the internet and passing it off as one's own) and will be dealt with as a behavioural issue for which discipline will be applied in accordance with the school Code of Conduct.

J. H. PUTMAN CODE OF CONDUCT AT A GLANCE

For Students, Staff, Parents/Guardians and Visitors

Respect, Responsibility, Safety, Perseverance

Expected Behaviours, Rationale and Examples				
RESPECT				
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RESPONSIBILITY		
R E S P O N S I B I L I T Y	<p>Expected Behaviour:</p> <p>Students will show responsibility.</p> <ul style="list-style-type: none"> Students will follow school rules, and show conduct in keeping with the Provincial Code of Conduct and the OCDSB Code of Conduct, take responsibility for their own actions and encourage/assist peers to follow the rules of behaviour. Students will come to class prepared and on time. 	<p>Examples - Students:</p> <ul style="list-style-type: none"> Arrive on time for class (no disruptions to the learning environment), ready to work (with the required materials & homework complete). Bring their J. H. Putman agenda to each class and use it effectively. Bring a positive attitude toward learning and being successful. Complete class work and homework. Ask for help when needed. Bring and eat healthy snacks Follow school-wide routines (i.e. go outside promptly at breaks, enter and exit by west doors) Label all belongings. Book/notebooks should also have the homeroom written on them. Keep lockers and notebooks/binder tidy. Students do not doodle on notebooks/binder covers and there should not be loose papers. Keep the bottom of their lockers for shoes, boots and instruments.
	<p>Rationale:</p> <p>Coming to class prepared allows students to participate actively in the learning process to minimize disruption, to develop effective work habits and to feel confident and successful in their abilities.</p>	
SAFETY		
S A F E T Y	<p>Expected Behaviour:</p> <p>Students act in a safe manner and will demonstrate a willingness to help others.</p>	<p>Examples - Students:</p> <ul style="list-style-type: none"> Make themselves aware of specific needs of others and take positive action where possible. Will not participate in and will discourage unsafe behaviour and/or bullying. Act in a safe manner (walk in hallway, no play fighting or snowball throwing, use equipment safely, discourage any unsafe behaviours in their peers and seek immediate staff assistance if it persists). Be knowledgeable of, and follow safety routines. Refrain from bringing anything to school that may compromise the safety of others such as: laser pointers, lighters or matches, aerosol sprays or perfumes, liquid paper or any other potentially unsafe items. Keep to the right side when moving in the halls and stairways.
	<p>Rationale: The actions involved in helping others promote an atmosphere of cooperation and understanding throughout the school and community.</p>	
PERSEVERANCE		
P E R S E V E R A N C E	<p>Expected Behaviour:</p> <p>Students will aim for excellence and persevere in their studies.</p>	<p>Examples - Students:</p> <ul style="list-style-type: none"> Are encouraged and helped to strive for excellence in their daily work and extra-curricular activities. Persevere when the work is hard and ask for help as needed. Learn from their mistakes. <ul style="list-style-type: none"> They don't ask, "Does this count?" ***** Everything counts! *****
	<p>Rationale:</p> <p>Students accept significant responsibility for their education by setting reasonable and attainable goals. Taking into account their individual abilities, students will work towards achieving their best in their school work, recreation and relationships with peers and teachers.</p>	

AWARDS, SERVICES, CLUBS and ACTIVITIES

AWARDS

We want students to strive for academic and social excellence and, in doing so, recognize their accomplishments through certificates upon the conclusion of each term.

Honour Roll

78% average (B+ or above) in 4 out of 5 of the following subjects (English, French, Math, Science & Technology and Social Studies/ History/ Geography,) and in at least 2 of the other subjects (Drama, Music Physical Education/Health/Dance, and Visual Arts); no mark lower than a 62% (C-) in any subject.

Principal's Award

84% average (A- or above) in 4 out of 5 of the following subjects (English, French, Math, Science & Technology, and Social Studies/ History/ Geography) and in at least 2 of the other subjects (Drama, Music, Physical Education/Health/Dance, and Visual Arts); no mark lower than a 62% (C-) in any subject.

Perseverance Award

Awarded to one student per homeroom for persevering in their studies.

Citizenship Award

Awarded to one student per homeroom.

Extracurricular Ribbons/Certificates

Awarded each term.

ASSEMBLIES

Assemblies are held for a variety of purposes throughout the school year. In September, each class is assigned an area in which to sit. Students are reminded to be courteous and attentive to those performing or addressing students. Each year we have assemblies to promote a sense of community within the school. Anti-bullying education is a focus. We encourage our students to be proactive and to demonstrate a sense of care and responsibility for each other rather than being a "bystander" to unkind or unsafe behaviour.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are an important part of life at J.H. Putman. We offer intramurals (usually grade 6 to 8 together) as well as interschool teams. The grade 6s compete at the junior level and the grade 7 and 8s at the senior level). Participation in one or more extra-curricular activity will enrich their school experience and enable students to cultivate new

friendships. Here is a list of clubs and activities which may be offered....

Badminton	Concert Band
Basketball	Charity Fundraising
Cross Country Running	Downhill Ski Club
Earth Care Club	Football (Touch)
Gardening	Gauss Math Contest
Hudson Sargeant Relay	Improvisation Team
Jazz Band	Literacy Club
Numeracy Club	School Play
Soccer	Students' Council
Track & Field	Volleyball
Yearbook	

EXTRA HELP

We are here to help you. This may take the form of individual or small group assistance before or after school or over the lunch break. Parents/Guardians are encouraged to contact the teacher should they have any concerns.

FIELD TRIPS

Teachers organize field trips to enrich the school program. In order to participate on school field trips, students are expected to consistently follow the school Putman Code of Conduct. A field trip permission form will be sent home for parental signature. Without a completed and signed **permission form (it cannot be faxed)** students will not be able to participate in the field trip. The school usually asks for a contribution to help to with the cost of the bus and entrance fees. If for any reason your child cannot go on the trip after payment has been made, we can refund the cost of the activity, but not the cost for bus transportation. We ask for your support in making sure that **FORMS AND MONEY** are returned to the teacher by the **deadline indicated and definitely at least one day before the scheduled field trip** as a photocopy of the completed paperwork has to be made prior to trip departure. Should a subsidy be required, please contact the school.

LIBRARY

The air-conditioned library is staffed on a half time basis by library technicians. The library also contains enough computers for a class to have access at the same time. Teachers take students to the library throughout the week. In order to ensure that our library books are maintained, lost or damaged books must be replaced each term. Should a book be subsequently found, the cost of the book will be refunded by cheque.

STUDENTS' COUNCIL

The Students' Council is very active at J.H. Putman and meets weekly at lunch hour. Students organize Spirit Days, four dances a year as well as fundraising for charitable events. Students' council is the forum for students to get involved and make suggestions!

Students' Council works hard to organize special events and all students are encouraged to demonstrate school spirit and to do their part! **Our school colours are black, silver and white and we are the home of the Putman Pumas!**

Students, whose work is up to date, and without overdue library books, may participate in dances or alternate activities.

SCHOOL ROUTINES TO PROMOTE A SAFE AND ORDERLY ENVIRONMENT

ACCIDENTS

Students should report or be brought to the office immediately following any accident. All head injuries must be reported to office staff.

ATTENDANCE: ABSENCES AND LATES

Research concerning student success in school clearly points to regular attendance as being crucial.

Students are expected to attend school every day – **on time** - and to participate in all organized activities unless they are ill. Students are expected to attend school on special activity days. If an appointment requires that a student miss part or all of a school day, parents are asked to send a note, if possible in advance.

Parents/Guardians are asked to telephone the school **before 7:45 a.m. at 613-225-4646** to communicate any absences or lates, **and in accordance with Ministry of Education direction, the reason.** Messages can be left on the school answering machine which is in service from **3:30 p.m. to 7:30 a.m.** A student who arrives late is to sign in and obtain an admit slip from the office.

When leaving school during the day, students must have a note and sign out at the office or be signed out at the office by a parent/guardian.

LATES: Whenever students arrive after the commencement of class in the morning or afternoon, they must sign in at the office. A detention will be assigned to a student who is repeatedly late. Punctuality is an important contribution to success and so we expect students to be punctual. If the problem persists, parents are informed and other actions taken.

BICYCLES / SKATEBOARDS / SCOOTERS

Students who ride their bikes to school are welcome to use the bike racks at the west end of the building. **Each rider (i.e. bicycle /skateboard/ scooter/ rollerblades) must wear a helmet, as it is the law.** Bicycles are not to be ridden on school property; they are to be dismounted at the edge of the property and

walked to the bike rack where they are to be immediately locked with a **good quality lock.** Students are asked to stay away from the bike racks during school hours. Rollerblades must be taken off at the baseball diamond bench in front of the school. Students may store skateboards, rollerblades and scooters in their lockers. Students who roller blade to school, must change into street shoes for the duration of the school day.

The school cannot accept liability for lost, stolen or damaged bicycles, skateboards or scooters.

CELL PHONES & OTHER PERSONAL PROPERTY

Students are advised not to bring valuable items to school nor to leave items unattended in washrooms, classrooms, or change rooms. The school is not responsible for loss or damage to students' personal property. Personal electronic devices ("PEDs") such as: cameras, cell phones, MP3 players, pagers, radios, etc. are not to be used on school property, and if brought to school, **should remain in students' backpacks at all times.** Students must go off school property to use cell phones. Students who need to use a phone should go to the school office. Staff have a key to the office so students can access a school phone with a staff member after the office closes at 3:30 p.m.. If seen on school property, PEDS will be confiscated and kept in the office for safe keeping and parents will be contacted.

COMMUNICATION

We believe in open communication between the home and school. Methods of communication include:

- Notes in the student agenda (usually the best way to contact the teacher)
- Telephone calls / e-mails
- School Webpage- www.jhputmanps.ocdsb.ca
- School Council Meetings
- Parent-Teacher Interviews
- Report cards (December, March, and June)

You can usually expect an initial contact from your child's teacher by the following school day. If for some reason you don't hear from the teacher, please advise the office so we can facilitate contact. The quickest way to reach the Vice-Principal or the Principal is to call the office.

DETENTIONS

Students may be asked to remain after school. Should a student need to stay past 3 p.m., they may use the phone to alert a parent/guardian. Arrangements will be made ahead of time for students on the yellow school buses who are required to stay after school.

DRESS CODE

Students are expected to dress appropriately, using conventions of modesty and good taste, and to dress according to weather conditions. Clothing should reflect the requirement for the school to be a safe and respectful learning environment, where respect for learning, decency, cleanliness, respect for the rights and dignity of others, regard for the safety of persons and property and a drug and alcohol free environment, are demonstrated.

Inappropriate dress at school includes:

- sexually explicit or revealing dress (i.e. no bare midriff, bare shoulders, racer back tops, spaghetti straps, backless, or muscle shirts, no short shorts or mini skirts);
- dress with wording or graphics that advocates violence, the consumption of alcohol, tobacco or illicit drugs, is racist, sexist, profane or demeaning to another person or that is perceived to be associated with gang affiliation (this includes bandanas);
- wearing caps, hats, hoods or outdoor clothing inside; and
- not dressing for weather conditions.

Students who are not dressed appropriately, will be expected to change to meet the dress code.

EARLY CLOSING

On rare occasions it is necessary to close the school early because of some emergency. Forms will be sent home asking parents to indicate where a child will go should an early closing become necessary. Parents should not expect to receive a phone call from the school or their child as there are nearly 300 students in the building. On days of severe weather, parents should listen to their local radio stations regarding bus cancellation. If buses are cancelled in the morning, they do not run in the afternoon.

GUM

Students will not chew gum at school.

GYM CLOTHES

1. Proper gym clothing (a change of top and bottoms and clean lace-up running shoes with non marking soles) is required for all physical education classes and deodorant is recommended.

Students should keep a clean set of gym clothes at school at all times.

Notes are required from home for students unable to participate in gym class.

Students are not to leave valuables in the gym change areas.

HOMEWORK BUDDIES

Each student is paired with a "buddy" in his or her class so that when one is absent, the other can collect homework for every class throughout the day. Every teacher has "Homework Buddies" sheets. Buddies are asked, if possible, to deliver homework directly to the absent student's home. If this is not possible, homework is to be dropped off at the office where it will be placed in the "Pick-up" box. Parents/Guardians are asked to refrain from calling in the morning asking for a teacher to put together work as the teacher may not have a break during the day.

HOMEWORK POLICY

All students at J. H. Putman School are expected to do regular homework. A substantial body of research indicates that a reasonable amount of homework improves students' academic achievement. It is also essential if students are to acquire certain kinds of study skills. The following study skills are reinforced through homework: managing school materials, maintaining a home study area, following directions, time management, and self-management.

Homework links home and school both practically and symbolically. It lets parents become involved in the school lives of their children. They become more aware of the level their children are working at, the progress being made and their work habits. It provides an opportunity for students to make the connections between schoolwork and everyday life.

We believe that the expectations of teachers and parents need to be positive and supportive if homework is to lead to improved academic results. In fact, the best homework recognizes the students' real world and allows them to be involved in decisions about where and when they will work. Some work best in their room, in a quiet place, free from distractions while others work best at the kitchen table where someone is close by and ready to assist.

Whether parents or teachers give homework to students, they need to reinforce one another. This will help cement the home-school bond necessary for children's academic achievement. Students need to have an assigned time (average of about 60 minutes in Grade 6, 70 minutes in Grade 7 and 80 minutes in Grade 8, a night is considered reasonable) to work on school work, ideally with supervision appropriate to the needs of the child:

There may be from time to time no assigned homework. This does not mean there is 'no' homework. Students should still spend the allotted homework time on activities such as:

- extra assignments for skill reinforcement, including music practice
- studying for tests
- correcting tests or work
- novel reading
- project work (e.g. oral presentations, research)
- organizing work and materials (e.g. books, notes, binders)
- reviewing notes to prepare for tests
- practicing math facts for speed and accuracy

We ask that parents/guardians monitor the amount of time being spent on homework and let teachers know if there are any concerns (too much or too little homework).

ILLNESS AT SCHOOL

Students can be assured that if they become ill during the day, we will make them as comfortable as possible until their parent/guardian can make the necessary arrangements for them to go home or to a caregiver. Please make sure the office has up-to-date phone numbers and the name of an emergency contact.

INTERNET SAFETY

Students and parents/guardians must read and sign the "Acceptable Use of Computer and Internet/Intranet Technology" Policy and Agreement in order for a student to be allowed the use of a school computer account.

LOCKERS

Lockers are the property of the School Board. Students are assigned a locker where they can keep their books and personal belongings. Students are expected to purchase their own **combination locks (no key locks or locks with changeable combinations)**. **Combination numbers should not be shared with anyone.** Pictures and hangings must be appropriate and attached inside lockers with

masking tape, magnets or putty. (NO CLEAR TAPE is to be used). Students are expected to keep their lockers tidy.

It is lawful for the school to search lockers at any time when there is reasonable cause to do so.

The first school day of each month there is "locker clean up".

LUNCH HOUR (11:55 - 12:55)

It is school policy that students either stay at school or, with written permission, go home for lunch. Should there be a change in this procedure, a dated and signed note from a parent/guardian is required **on each occasion**.

LUNCHROOM ROUTINES (11:55 a.m. -12:15 p.m.)

1. Grades 6s eat in their classrooms. Grade 7 & 8 students are to proceed promptly to the lunchroom at 11:55 a.m.
2. Three names are posted for Clean-up Crew (taken alphabetically from class lists) to assist the Custodian with wiping the tables.
3. Students are to talk quietly.
4. During lunch, no student is to leave his or her seat to place anything in the containers at the front. Use of the recycling containers and the garbage cans is to be done on the way out.
5. Nothing is to be thrown at any time.
6. Opened food is to be eaten in the lunchroom.
7. Students remain seated until dismissed by a teacher at 12:15 p.m. after their table has been inspected for cleanliness.
8. Weather permitting, students eat outdoors and the same routines apply. Students will re-enter the school through the lunchroom doors in order to use the garbage and recycling containers

OUTDOOR NOON RECESS (12:15-12:55)

Upon dismissal, students may return to their lockers and use the washroom. All students must be outside by 12:25 p.m. unless in a teacher supervised inside activity. Students in an activity must remain in that activity for the duration of the recess and may not leave the activity and wander the halls. Students wishing to re-enter the school over lunch recess must get permission from the teacher on outdoor duty.

INDOOR NOON RECESS DURING INCLEMENT WEATHER (12:15 – 12:55)

Students will assemble in the lunchroom and library during lunch hour. There will be an opportunity for students to go to their lockers for books or board games to occupy them over the lunch period but

there is to be no wandering of the halls. Some teachers may offer activities in their rooms or in the gym.

MEDICATION (includes epipens)

Forms available from the office must be completed for students required to take medication at school. All such medication must be kept at the office. A log sheet is kept and a record made each time medication is administered. Inhalers should be kept at the office and may, if needed on a daily basis, be picked up to bring to physical education class. No medication can be given to a student unless it has been left at the office by a parent/guardian and an authorization form has been signed for the current school year.

Parents of students with anaphylaxis (life threatening allergies) or any other serious medical condition must **fill out the appropriate paperwork & provide appropriate medication prior to the beginning of EACH school year.** The office opens one week before classes begin. Students must bring their medication (includes asthma inhalers) with them on field trips.

MUSICAL INSTRUMENTS

All grade seven and eight students take instrumental music. Students in grade 6 study recorder.

Students are to keep their instruments with them until 8:00 a.m. at which time they may take them to the music room and carefully store them in the assigned area. Musical instruments must be taken home at the end of each day unless other arrangements are made.

NEWSLETTER

The monthly school newsletter goes home the last school day of each month and is posted on the school webpage.

PEANUT / NUT SMART SCHOOL

Please be aware that we have students with life-threatening allergies (anaphylaxis) to certain products, especially peanuts and other nuts. This is a medical condition that causes a severe reaction to specific foods and can result in death within a few minutes. While it is impossible to create a completely risk-free environment, together we can take important steps to minimize potentially fatal allergic reactions.

Out of respect for students with life-threatening allergies to peanuts and peanut products, we respectfully ask that students eat something besides peanut butter and nuts (peanuts, almonds, cashew &

hazelnuts) at school. This request does not apply to items which list the disclaimer: "May contain traces of nuts/peanuts". We thank you for your cooperation!

For student safety, and in accordance with OCDSB policy, students with anaphylaxis must always carry an epipen with them (preferably in an e-belt). The epipen is not to be stored in the student's locker. A second epipen must be provided to the office.

Students with life threatening allergies must sit at the same table each day. They do not assist with the washing of tables.

SCHOOL PROPERTY

Students can expect to make restitution for damage to or loss of school property. This also includes school textbooks and library books.

TELEPHONE

Students are permitted to use the **office phone** to call home if they are ill, in the event of an emergency, or if they are asked by a staff member to remain after school to complete work. All staff members have a key to the office and thus students in extra curricular activities have access to a phone even after the office closes at 3:30 p.m.

TEXTBOOKS AND OTHER SCHOOL SUPPLIES

Each student will be provided with textbooks in many subjects. Textbooks should be covered. Students are asked to make a consistent effort to care for loaned books, which must last for several years. If a student loses or damages a textbook, a library book or a classroom book, a letter will be sent home and the student will be expected to replace the book.

Students are asked to provide consumable items. A list is provided in June and in September. Assistance is available upon request.

WASHROOM / DRINKS

Students are expected to use the washroom and water fountains upon entry and on their breaks and not during class time unless there is an emergency. Students may bring a water bottle to class.

WEBPAGE

J.H. Putman is proud of its up-to-date and informative webpage. You can download music practice sheets, reading logs, class timetables, monthly newsletters, staff list, information about School Council, etc.

Add the following URL address of the webpage to your favourites: www.jhputmanps.ocdsb.ca.