

GMS Handbook 2018-2019

Goulbourn Middle School

R.R. #3 · 2176 Huntley Road · Stittsville · Ontario · K2S 1B8

Attendance Line: 613-836-1311

School Line: 613-836-1312

Fax: 613-836-3558



Student Name: _____ **Computer: ID.** _____

Centre Teacher: _____



School Website

<http://goulbournms.ocdsb.ca>

School Board Website

<http://ocdsb.ca>

You can help yourself or someone else by reporting concerns on our anonymous reporting tool on the school website.

Welcome Parents, Guardians and Students

Opened in 1967, Goulbourn Middle School is home to nearly 395 students in Grades 6, 7 and 8. We offer a Regular English Program, Early French Immersion, Middle French Immersion, a General Learning Program and a Specialized Gifted class.

At GMS you will find a wonderful community of learning. Staff, students and parents work together towards common goals – academic excellence, social and emotional development, and positive attitudes. Our students are encouraged to become life-long learners and responsible citizens. Creating a caring and compassionate learning community is at the heart of all that we do.

Our vibrant school is a special place to learn and grow. Goulbourn staff members are tireless in their efforts to offer wonderful experiences for students both within and beyond the walls of the classroom. We value our supportive and involved parent community and welcome volunteers! Students are engaged in their learning and are excited to participate in the variety of extra-curricular experiences that are offered at Goulbourn – be it one of our sport teams, Future ACES, WEB, Student Council or our many clubs.

We are proud of Goulbourn and are delighted to share it with you!

Sincerely,

Tricia Eddy
Principal

School Hours

7:40 a.m.	Buses begin to arrive	12:05 - 12:25 p.m.	Lunch Break
7:55 - 9:55 a.m.	Instructional Block 1	12:25 - 1:05 p.m.	Recess
9:55 - 10:10 a.m.	Nutrition Break	1:05 – 2:25 p.m.	Instructional Block 3
10:10 - 10:25 a.m.	Recess	2:25 p.m.	Dismissal
10:25 - 12:05 p.m.	Instructional Block 2	2:35 p.m.	Buses leave premises

Yard Supervision: As no supervision is provided before 7:40 a.m. or after 2:30 p.m., students should not arrive at school before 7:40 a.m. and must leave the school grounds promptly at 2:30 p.m., unless taking part in a supervised activity.

Attendance and Punctuality: Good attendance is the basis for academic achievement and success at school. The Ontario government requires that all students attend classes punctually and regularly. Arriving on time is an important life skill; arriving late disrupts the learning of all students in the class.

Absences: If a child will be absent (or late), parents are asked to inform the teacher in advance, call the school on the absentee line (613-836-1311), or email AbsentGOUL@ocdsb.ca before 8:00 a.m. The answering machine is on overnight. When students are reported absent by the classroom teacher and no reason for the absence has been received, parents will be contacted as a matter of routine.

School Website

<http://goulbournms.ocdsb.ca>

School Board Website

<http://ocdsb.ca>

You can help yourself or someone else by reporting concerns on our anonymous reporting tool on the school website.

In the event of a child's absence due to illness, please refrain from sending your child to school until they are fully recovered and able to participate in all activities, including physical education and outdoor recess.

Arriving Late or Leaving School During the Day: Students arriving after the entry bell are to sign in at the office. An 'admit slip' will be given to the student after they have signed in. Students will not be admitted into classes without an 'admit slip'. Lates will be closely monitored and chronic lates will be addressed.

Students who leave school early are to be picked up by their parent(s) and signed out at the office. Students cannot be sent home as the result of a telephone call. Parents who wish their child to be in the office for faster pick-up should send a note to the teacher indicating so. Please ensure that your child is aware of scheduled appointments so that they can come to the office at the required time. It is very disruptive to other students when a page is required to summon a student to the office.

If there are court-ordered restrictions as to parental or other access, please ensure that we have an up-to-date copy of this documentation in your child's school Ontario Student Record (OSR).

Inclement Weather-School Transportation Cancellation

On mornings when weather and road conditions make transportation unsafe, please listen to local radio stations for transportation cancellations or school closures. Information is also posted to the:

- OCDSB website [www.ocdsb.ca]
- Ottawa Student Transportation Authority's website [www.ottawaschoolbus.ca]
- OCDSB Facebook page
- OCDSB Twitter page
- Goulbourn Twitter page [[@GMSGreyhounds](https://twitter.com/GMSGreyhounds)]

Please note that when school buses are cancelled this applies to the whole day, although schools remain open for students. Parents who choose to drive their children to school must also pick them up at the regular dismissal time. The safety of students is always the first consideration when the Ottawa Student Transportation Authority (OSTA) makes the decision to cancel transportation services.

Emergency Closure Destination: In order to ensure that no child is left unattended in the event that the school has to be closed, parents/guardians are requested to complete the Student Destination Card (SDC), which indicates where the student is to go in the event that the school has to close early. The OCDSB may close a school for a number of reasons (e.g., broken water mains, no hydro, inclement weather). This will also be announced on the radio. It is essential that students know the content of their SDC and what to do if there is no adult at home.

Change of Personal Information: Parents are reminded of the importance of informing the school of any changes in home, cell and work telephone numbers, as well as emergency contact and email address changes. It's no fun for us or your sick child if we are unable to contact you!

Medication: Board regulations require that all student medication being administered at the school be kept in the office.

PLEASE NOTE: Should a student require medication during school hours, a Medication Consent form (obtained from the office) must be completed by the family doctor. School staff will administer medication ONLY to students with a completed medical form, signed by the parent/guardian and the physician, and maintained in the school office. Verbal permission will unfortunately not suffice. The Medical Officer of Health has directed that no internal medication, including aspirin, is to be dispensed to a student without a medical doctor's order. Your co-operation will ensure that we keep your child safe.

Life-threatening allergies: Parents are asked to sign a release form granting permission for their child's picture and name to be posted in the health room, staff room, and classroom for quick identification in the event of an emergency. A copy is also maintained in the Occasional Teacher Handbook, given to the bus driver, and sent to the OSTA Transportation office as well.

Allergies: Anaphylaxis-Smart and Air-Aware School

School Website

<http://goulbournms.ocdsb.ca>

School Board Website

<http://ocdsb.ca>

You can help yourself or someone else by reporting concerns on our anonymous reporting tool on the school website.

Please be aware that some of our students have severe and often life-threatening allergies to certain food products, especially peanuts and other nuts. Anaphylaxis is an emergency medical condition that can result in death. While it is impossible to create a risk-free environment, we can take important steps to minimize potentially fatal allergic reactions. In a spirit of caring and to ensure consistency at GMS, nuts/peanuts should not be brought to school. This includes products that may contain nuts.

Goulbourn is also an air-aware school. All visitors, including parents, students, and employees are asked to refrain from wearing scented products when entering the school building, or to bring these products to school.

Extra-Curricular Sport Consent: The OCDSB has developed an Extra-Curricular Sport Consent and Physical Health Information Form. In order for your child to participate in any and all extra-curricular sports either before school, during recess or after school, a completed form is required. An additional form will also be required if your child is interested in trying out and playing on a GMS sports team (e.g., football). This form will be provided by the coach prior to try outs depending on the season.

Managing Concussions: We are fortunate to raise our children in an era with a growing understanding about concussions and the impact a concussion can have on learning. A concussion is a brain injury that cannot be seen on routine x-rays, CT scans, or MRIs. It can cause changes in how the brain functions, leading to symptoms that can be physical, cognitive, emotional and/or related to sleep. You do NOT need to lose consciousness to have a concussion. The school district has adopted a new policy and procedure to increase awareness about concussions, to identify the signs and symptoms of concussion, and to develop return to learn and return to play strategies. Effective concussion management is a partnership between home and school.

If an injury occurs at school, paperwork will be completed by the supervisory staff member.

Once a medical note has been received by a physician to confirm a concussion diagnosis, the following plan has been developed:

- Step 1: Rest at home with limited cognitive and physical activity. This continues until the student's symptoms /signs begin to improve.
- Step 2-a: Return to Learn - symptoms improving - individualized strategies and accommodations adjusted as recovery occurs.
- Step 2-b: Return to Learn - symptom free - accommodations are withdrawn and regular learning activities resume.
- Step 2-c: Return to Physical Activity - individual, light aerobic activity (walking, etc.).
- Step 3: Return to Physical Activity - Individual activity related to specific sports - NO body contact.
- Step 4: Return to Physical Activity - activities where there is NO body contact (passing ball drills, progressive resistance training).

Clearance by a medical doctor must occur at this point before moving on to Step 5 and 6.

- Step 5: Return to Physical Activity - Full participation in regular physical activity in non-contact sports.
- Step 6: Return to Physical Activity - Full participation in contact sports.

For more information, please visit <http://www.ocdsb.ca/com/SupportingourYouth/ConcussionManagement/Pages/default.aspx> or speak with our Office staff for the necessary paperwork.

Bus/School Vehicles Behaviour: Riding on a school bus is a privilege, not a right. Improper conduct may result in withdrawal of this privilege. For their own protection, students must observe the following safety rules of conduct when on or around school vehicles (School Board Procedure PR.556.TRA). Students are to remain seated, talk quietly, refrain from eating or drinking, and act in a manner that does not harm other students, or distract the bus driver. In the interest of safety, only certain equipment is allowed on school vehicles and under the following conditions: musical equipment must be transported in cases only, and should be kept on the student's lap whenever possible; ice skates must be kept on the floor at the student's feet and carried in a sports bag or tied together with the blades covered. Emergency exits, or any school vehicle equipment, must not be touched except in the case of genuine emergency. Students are to follow the driver's instructions at all times. All students and parents sign a contract at

School Website http://goulbournms.ocdsb.ca	School Board Website http://ocdsb.ca
You can help yourself or someone else by reporting concerns on our anonymous reporting tool on the school website.	

the beginning of the year to ensure that they are aware of the expectations on the bus. All bus reports will be followed up by the school and consequences will be issued when necessary.

At the Bus Stop

Students must:

- A. recognize the importance of being mindful of potential danger when in the immediate vicinity of school vehicles
- B. wait until the school vehicle driver directs them to cross the road or board the vehicle

Bus reports are given to students who are not following the rules of the bus, depending upon the severity of the situation. Students may receive a warning or a suspension from the bus or school depending on the severity of the incident. If three behaviour infractions occur and are reported to the office by the bus driver, students will lose their bus privileges for three days.

Request for Alternative Bus Transportation: Students may request alternate bus transportation to or from school only for the purpose of working on a school project. **A note must be provided 24 hours in advance.** The note must be provided by the parents of the students involved, signed by the subject teacher, and presented to the office for approval. Request approval is subject to available seats on the bus and the nature of the **school-related activity**.

School Safety- Emergency Procedures

In order to ensure the ongoing safety of all our students and staff, each year we review, revise and practice our emergency planning systems such as fire and lockdown drills. A “Secure School” status is when students remain in classrooms and teachers continue teaching but the halls remain clear for emergency purposes (i.e., medical emergency). A “Lockdown” requires students and staff to remain in their classrooms and ‘get down, get quiet and get small’ while police and/or emergency services determine when it is safe to continue operations as normal. “Shelter in Place” requires students to remain inside the school with exterior doors locked when situations outside of the school building such as extreme weather, environmental situations (i.e., chemical spills, power failure), or potentially dangerous wildlife may pose a threat to the safety of students or staff. In the event that our school must be evacuated, our emergency evacuation site is the Goulbourn Municipal Building at 2135 Huntley Rd. Studies have shown that the success of emergency procedures depends very much on having repeatedly practiced emergency drills. Should you be in the school when practices occur, please follow the instructions from staff members.

Care of Personal Property: Neither the school nor the Board can accept responsibility for loss, or damage to, any personal property. Students should avoid bringing large sums of money to school. We remind students to also avoid leaving valuables in change rooms, particularly watches and wallets, and to make sure that their names are placed on all clothing or equipment for easy identification. Electronic equipment should be secured in student lockers when not in use.

Field Trips/Extracurricular activities: Field trips are an extension of the school curriculum and we hope that all students will participate. Students will receive a field trip permission form for every activity off school property. Without written parental consent on the appropriate form, the child cannot participate in the activity. In accordance with the procedures set out by the Ottawa-Carleton District School Board, we are unable to accept hand-written notes or telephone calls. Your cooperation in returning the forms as promptly as possible is appreciated. Field trips are run on a cost recovery basis but financial support is available if necessary. Please contact the principal in confidence.

Lunch Policy: All students remain at school for lunch. Please pack food for both the nutrition break and the lunch period in a litterless container that helps the school reduce its garbage output. **Due to safety concerns, microwaves will not be available to students at lunch.** Students eat in their homerooms, stay in their seats, and do not leave the room unless given permission by the supervising teacher. Following the eating period, students will clean up their desk area and the room, and then wait to be dismissed by the teacher.

Visitors: Visitors, including volunteers, are welcome in the school. For security reasons, all visitors must use the main door and report to the office where they will sign in and receive an identification tag. As a courtesy, all classroom visits by parents/guardians should be pre-arranged with the teacher.

School Website

<http://goulbournms.ocdsb.ca>

School Board Website

<http://ocdsb.ca>

You can help yourself or someone else by reporting concerns on our anonymous reporting tool on the school website.

STUDENT RESPONSIBILITIES

Use of Technology in the School: At the beginning of each school year, students and parents are asked to complete and sign the OCDSB's *Acceptable Use of Computers and Internet/Intranet Technology agreement form*. **Misuse of technology may result in disciplinary action and/or the removal of this privilege.**

Use of Personal Electronics in the School: GMS embraces the use of technology and the OCDSB's vision of *Bring Your Own Device* (BYOD) that will reach full implementation in OCDSB schools in 2017. Students are therefore welcome to bring personal tablets or smartphones to school, with some restrictions around their use. Unless otherwise indicated by the teacher, personal devices will not be used during instructional time. Specific use and "housing" of personal electronics during instructional times will be at the discretion of the individual teacher for that period of the day. When not in use, electronics must be silenced and placed in an area where they do not impede learning. Student use of personal electronics (Smartphone, MP3 player or an iPod) will be permitted at recess and nutrition breaks.

With the privilege of having devices at school, comes the responsibility of appropriate use. Students will receive initial and ongoing digital citizenship training to educate them on how to use their device properly.

At no time may students photograph or videotape others on a personal device due to respect for individual privacy.

Inappropriate use of an electronic device (i.e., texting during instructional time, etc.) will result in the device being removed from the student for the remainder of the day. Use of any technology that violates the GMS Code of Conduct, will result in disciplinary action by administration.

All phone calls during the school day **must** be made from the main office. Personal cellphones are not to be used for this purpose. GMS **will not** be held responsible for any loss, theft or damage to one's personal device, however caused.

School Attire: We appreciate the support of all members of the Goulbourn Middle School community in adhering to our dress code.

Statement of Purpose: Goulbourn Middle School is a place of work and learning. The Dress Code is intended to ensure our shared commitment to active and engaged learning, as well as physical and emotional well-being. Clothing that is worn to school should fit well and be comfortable so as to not interfere with learning. The Dress Code is informed, although not limited by, OCDSB Policy P.104 SCO "Student Dress Code". The Dress Code is aligned with the OCDSB's Inclusive, Safe and Caring Schools initiatives. The Dress Code applies equally to all students, regardless of gender, and is respectful of students who are gender diverse or gender non-conforming.

Standards of Dress: All members of the Goulbourn Middle School community are expected to adhere to the following standards of dress at all times at the school:

- Clothing promoting or alluding to racist, sexist, ageist, homophobic or sentiments otherwise demeaning to another person may not be worn.
- Clothing depicting or alluding to violence, including logos and brands associated with video games with content rated Mature ("M") may not be worn.
- Clothing promoting or alluding to alcohol, gang or drug culture may not be worn.
- Underwear of any type is meant to be worn under other garments and must not be visible due to rips or holes in clothing, or a mismatch of strap in shirts.
- Clothing must cover the belly at all times and must cover the bottom at **all times**.
- Footwear such as sandals or flip flops may be worn, except during DPA, Physical Education class, Intramurals and in the shop.
- Hoods **may not** be worn inside the building for safety reasons.

School Website

<http://goulbournms.ocdsb.ca>

School Board Website

<http://ocdsb.ca>

You can help yourself or someone else by reporting concerns on our anonymous reporting tool on the school website.

- Hats **may not** be worn during the National Anthem, in assemblies, presentations or gatherings in the gym, when guests are presenting or in learning spaces where teachers request that they be removed.

Consequences of Non-Compliance: The consequences for non-compliance with the Goulbourn Middle School Dress Code adhere to the principles of progressive discipline. The purpose is to promote a shared responsibility amongst all members of the Goulbourn Middle School community to foster a learning environment that is respectful, inclusive and safe for all individuals.

Initial non-compliance with Dress Code will result in the individual being asked to change clothing and to not wear the item in question again.

Further non-compliance will result in meetings with parents, referrals to social work and other supports as deemed appropriate, loss of privileges at school and possible suspension, according to section 2.3 of the OCDSB Policy P.020.SCO “Student Suspension”.

Homework: Homework provides an opportunity for students to complete assignments and practice skills. Encouraging your child to read daily is a wonderful way to enhance learning. A guideline for a suitable amount of homework time is 10 minutes per grade level. Parents are encouraged to monitor the time spent on homework and to communicate with the school to keep a healthy balance. We all need to work together to help students plan and organize their time to work towards assignment deadlines and to avoid homework anxiety.

Lockers and Locks: Lockers are assigned to students in September. There will normally be two students per locker. Students should purchase a combination lock before school starts. Dudley combination locks are recommended. **COMBINATIONS MUST BE KEPT CONFIDENTIAL.** The homeroom teacher and the office will keep lock combinations on file. Students are not permitted at their lockers between classes, unless their supervising teacher has given special permission. Lockers are considered OCDSB property and a search of such property by school administration is lawful at any time there is reasonable cause to do so. It is the student’s responsibility to keep the locker in good shape and to avoid vandalizing or displaying inappropriate pictures/words in the lockers.

Lost and Found: A Lost and Found box is provided by the school for misplaced items. Items will be displayed several times throughout the year. Every year many items are not claimed from the Lost and Found box. Students are urged to label all their possessions and to check the box on a regular basis for their belongings. Unclaimed items are donated to a local charity.

Gum: Chewing of gum is discouraged at school and on the bus. Gum creates a problem for cleaning staff and results in an unhealthy environment.

Reporting on Student Progress: The progress of students will be reported to parents through many strategies that may include written reports, report cards, parent/teacher interviews, student-led conferences, telephone calls and portfolios.

Students will receive one Progress Report and two Report Cards during the academic year. At the junior level, grading is done using an alphabetical letter and at the intermediate level, numerical scores are used. A separate section evaluates students’ learning skills. A key element is the provision for parents to respond to the report card, allowing space for comments on their child’s achievement, goals and home support.

Student assessment and evaluation play essential roles in the classroom regarding student progress and development. Student assessment and evaluation may be done by teachers, groups, peers, and by students themselves. Students will be assessed in four areas: Communication, Knowledge/Understanding, Application and Thinking (problem solving) and through the use of the achievement charts in each of these areas.

Honour Roll Criteria: The Goulbourn Middle School Honour Roll is designed to recognize excellence across all elements of the curriculum. It should not be too easy, or too hard to make the Honour Roll. Students should have a balance, and do well in all areas evaluated.

<p>School Website http://goulbournms.ocdsb.ca</p>	<p>School Board Website http://ocdsb.ca</p>
<p>You can help yourself or someone else by reporting concerns on our anonymous reporting tool on the school website.</p>	

In Grade 7 and 8, students must have an average of 85% or higher (Level 4s) across all subject areas with no marks below a Level 3 (70%) to qualify for the Honour Roll. Additionally, as we emphasize the significance of developing learning skills and work habits in our children, all learning skills must be evaluated as either good or excellent.

In Grade 6, students must have 75% of the course work offered each term in the A range (Level 4), with no marks below a Level 3- (B-) to qualify for the Honour Roll. The following chart is a guideline that helps a teacher determine a grade 6 student’s eligibility for the Honour Roll. Additionally, as we emphasize the significance of developing learning skills and work habits in our children, all learning skills must be evaluated as either good or excellent.

Gr. 6 Eligibility for Honour Roll

Number of Reportable Marks	Number of marks in the A range required to achieve Honour Roll
15	12
16	12
17	13
18	14
19	15
20	16
21	17

Awards: We are very proud of our students and their achievements. Throughout the year, students will be recognized for effort in band, sports, public speaking, and academic endeavours. Grade 8 awards include: Citizenship Award, Doreen Dittburner Award, Excellence in History & Geography Award, Friendship Award, Honour Roll Society, Peter Read Overall Development Award, The Principal’s Award, Ted Wagorn Award, and Valedictorian Award.

Extracurricular Activities: We recognize that school is more than attending classes or preparing for a test, and consequently, in addition to a strong academic program we endeavour to provide as many enriching ‘out-of-class’ activities as possible. Traditionally this has meant a variety of intramural and interschool sports such as soccer, cross-country running, track and field, etc. Students have been privileged to take part in clubs and music programs including Jazz Band, Concert Band, GNotes Choir, Guitar Club, Chess Club, Eager Readers, Write On, etc. Most of the above activities will take place at noon hour, and during recesses. Where applicable, some programs take place before and after school. Students participating in before and after school programs will be required to arrange for their own transportation home.

Physical and Health Education: The physical education program includes a wide variety of physical, social and intellectual activities. In our program, students will improve in muscular strength, endurance, agility, balance, coordination, and have a good understanding of how these factors relate to life-long fitness. Students are required to wear athletic shorts and a T-shirt, or sweat pants, with running shoes for physical education classes. If a student is to be excused from a physical education class for medical reasons, a note from the parent confirming this must be presented to the teacher prior to the class. Failure to have proper dress will have a negative effect on the student’s evaluation in learning skills. Alternate activities may be provided by the teacher.

School Council: School Councils are an advisory group consisting of elected parents, the Principal, non-teaching and teaching staff members as well as an appointed community member. Among their many other contributions to the school, members

<p>School Website http://goulbournms.ocdsb.ca</p>	<p>School Board Website http://ocdsb.ca</p>
<p>You can help yourself or someone else by reporting concerns on our anonymous reporting tool on the school website.</p>	

fundraise to purchase supplies for students, coordinate a school-wide volunteer program, and operate the Health Bar for students. Representation on school councils should reflect the diversity of the school community. Parents and guardians must form the majority of the council, which at the elementary level, has at least nine members. The council must meet at least four times per year, and meetings are open to all parents/guardians of GMS students. At Goulbourn MS, meetings are held the **fourth Tuesday** of each month in the library at **6:30 pm**. The 'Terms of Office' dictate that the parent executive members may hold their positions for a maximum of a two year term; elections are held in September. Please join us!

CORNERSTONES OF SUCCESS: EXPECTED STUDENT BEHAVIOUR

All members of our school community are committed to ensuring a safe, stimulating and positive learning environment where all individuals can question, learn, experience, and grow to their full potential. Creating this environment requires the cooperation and best efforts of students, teachers and parents working together.

All members of our school community are entitled to be treated fairly and with respect. In return they have a responsibility to behave towards others in the same way. All students must be aware of and follow all school rules during all school-sanctioned activities and field trips. Together we create an environment where students, teachers, staff and parents feel valued, safe and respected.

Safe Schools Policy: The OCDSB believes that it is the right of each learner and staff member to work in a safe environment, free of concern about personal safety. GMS will continue to encourage conflict resolution, self-discipline, positive attitudes and pride in our school. Physical, verbal, written, and psychological abuse, bullying, and discrimination on the basis of race, culture, religion, gender, language disability, ability, sexual orientation, or any other attribute, is unacceptable.

Respect for Authority: Cooperation and success are enhanced by courtesy and respect among all members of the school community. Students are expected to be courteous and follow teacher/adult direction (including bus drivers) at all times. Inappropriate, unacceptable behaviours include: talking back to teachers, abusive or profane language, facial or body gestures, and/or refusal to comply with instructions.

Respect for Others: Respect for others is the cornerstone of our society. Students and staff are expected to treat each other and all visitors to the school with thoughtfulness and consideration.

What is Bullying?

Bullying is defined as 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 (Source: Ministry of Education).

Different forms of bullying include:

Physical – hitting, shoving, stealing or damaging property

Verbal – name calling, mocking, or making sexist, racist or homophobic comments

Social – excluding others from a group or spreading gossip or rumours about them

Electronic (commonly known as **cyberbullying**) – spreading rumours and hurtful comments through the use of cellphones, email, text messaging and social networking sites

School communities – the school, home, and everywhere in between – need to be safe places so that students and staff can be relaxed enough to teach and learn. In order for that to happen we need to work together to create a community of character that promotes positive characteristics/behaviours and stops negative ones. At GMS, we strive to make our school community a better place by standing up against bullying whenever it happens! If you are being harassed or bullied or know of someone who is being bullied, please report it immediately to a staff member or send a confidential bullying report to the office. You can access the form on the anti-bullying link on the GMS website at <http://goulbournms.ocdsb.ca/antibullying/bully.htm>

School Website

<http://goulbournms.ocdsb.ca>

School Board Website

<http://ocdsb.ca>

You can help yourself or someone else by reporting concerns on our anonymous reporting tool on the school website.

Restorative Practices

The OCDSB is a school district that is committed to establishing safe, caring and respectful learning and working environments. The prime goal of GMS is to provide an education to every student in a safe, inclusive and secure environment within an optimum learning atmosphere. As students and members of GMS, you are responsible for your behaviour at school and on the bus. Building on our *Community of Character*, GMS's Principal and Vice-Principal utilize a Restorative practices approach when working with students to help facilitate and encourage inclusion and belonging among all our members, and to repair the harm when wrongdoing occurs.

The restorative process:

- Fosters a safe and caring school community based on respect, trust, connectedness and honest communication
- Focuses on separating the deed from the doer
- Promotes understanding of the effects of one's actions on others and builds empathy for both the harmed and the harmer
- Encourages accountability and responsibility for one's actions while finding ways to move forward without being labeled by past actions

The restorative philosophy sees relationships as central to learning, growth and a healthy school climate for students and adults. Restorative practices are built upon the premise that people are more engaged, productive and likely to make positive changes when authorities do things *with* them, rather than *to* them or *for* them. Restorative Practices include affective statements that communicate people's thoughts and feelings and affective questions that cause people to reflect on how their behaviour has affected others. The restorative approach can be used proactively in classroom settings to build community and teach aspects of the curriculum, and responsively when wrongdoing occurs. The restorative approach provides opportunities for those most affected by conflict to have input in repairing the harm, restoring relationship, and reintegration back into the community.

PROGRESSIVE DISCIPLINE

Ontario's School Code of Conduct sets out expectations for behaviour in three categories: **physical safety of self and others** (e.g., weapons, assault); **respect and civility** (e.g., inappropriate language); and **responsible citizenship** (e.g., honesty, integrity). GMS staff members are responsible for the implementation and enforcement of the Safe Schools Policy of the Ottawa-Carleton District School Board and the Ministry of Education's Code of Behaviour. In addition to the establishment of a Safe School Team (SST), staff, students and parents have developed a Code of Behaviour that is based on respect for self, others, property, and the environment.

Student Responsibilities

The Education Act of Ontario, section 23 Regulation 298 states that:

- (1) A pupil shall:
- (a) Be diligent in attempting to master such studies as are part of the program in which the pupil is enrolled;
 - (b) Exercise self-discipline;
 - (c) Accept such discipline as would be exercised by a kind, firm, and judicious person;
 - (d) Attend classes punctually and regularly;
 - (e) Be courteous to fellow pupils and obedient to, and courteous to teachers;
 - (f) Be clean in person and habits;
 - (g) Take such tests and examinations as are required by or;
 - (h) Under the Act or as may be directed by the Minister; and
 - (i) Show respect for school property.

Every pupil is responsible for his or her conduct:

- (a) On the school premises;
- (b) On out-of-school activities that are part of the school program; and
- (c) While traveling on a school bus that is owned by a board or on a bus or school bus that is under contract to the board. Copies of the complete policies and procedures may be viewed at the OCDSB website <http://www.ocdsb.ca>

School Website

<http://goulbournms.ocdsb.ca>

School Board Website

<http://ocdsb.ca>

You can help yourself or someone else by reporting concerns on our anonymous reporting tool on the school website.

Progressive discipline is a whole-school approach that utilizes a continuum of interventions, 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.

At Goulbourn, we utilize a range of interventions, supports, and consequences to help us choose an appropriate course of action to repair the harm that has occurred, and whenever possible, reintegrate the student back into the learning community. They may include:

- Peer/teacher/administration mediation
 - Parental involvement
 - Verbal reminders
 - Consequence from a teacher
 - Reprimand from a teacher
 - Detention
 - Assignment completion
 - Withdrawal of privileges
 - In-school sanction
 - Restitution (where appropriate)
 - Imposition of behavioural or performance contract
 - Referral to Special Services
 - Involvement/referral to School Resource Officer (police)
 - Suspension
 - Expulsion
-
- Under OCDSB Policy P.20.SCO. & Procedure PR.511.SCO, parents will be notified of in-school detentions, in-school sanctions and/or out of school suspensions. In some discipline cases the police may be involved.
 - School Suspension is a disciplinary practice that may be used by a school. The length of a suspension is determined by the Principal. Suspensions can range from one to twenty days. Parents will be given written notice if a student receives a suspension. The reasons for the suspension will be explained orally and in writing to the student and parent. Terms under which a student may be suspended are as follows:
 1. Persistent truancy
 2. Persistent opposition to authority
 3. Habitual neglect of duty
 4. Willful destruction of school property
 5. The use of profane or improper language
 6. Conduct injurious to the moral tone of the school or to the physical or mental well-being of others in the school
 7. Conduct so refractory that his/her presence is injurious to the other pupils
 8. Bullying (physical, verbal, social, electronic)

N.B. Suspensions are **mandatory** for possession of alcohol or drugs, being under the influence of alcohol or drugs, trafficking of drugs, physical assault, robbery, sexual assault, threats of bodily harm, extensive vandalism, and weapon possession.

Property Damage: Damage to school and personal property costs time, money for repairs, and serious inconvenience. Students are expected to show respect for property belonging to the school, to other students, and to adults. It is expected that students will make restitution for damaged property. Sanctions for the improper use of computers and programs (vandalism, etc.) may involve the loss of computer privileges, restitution, in-school sanctions and suspensions. Community service may be used as a form of restitution. In all cases, parents will be notified, detentions and/or suspensions may result and the police may be called.

School Website

<http://goulbournms.ocdsb.ca>

School Board Website

<http://ocdsb.ca>

You can help yourself or someone else by reporting concerns on our anonymous reporting tool on the school website.