



# Orchard Park Parent Information Pages



## SCHOOL DAY

Time	Period
9:15-10:15	1
10:15-10:55	2
10:55-11:35	Nutrition Break
11:35-12:25	3
12:25-1:15	4
1:15-1:55	Nutrition Break
1:55-2:55	5
2:55-3:35	6

## STUDENT ABSENCES

Please use [School Messenger \(follow this link for instructions to report via App or online\)](#) to report any absences or late arrivals - 1-877-409-6310.

## COMMUNICATION with teachers

Orchard Park Public School Teachers are always learning new methods of communication with students, parents and families. *A note will be coming home from your child's homeroom teacher to outline **specific communication tools** that they will use with your child(ren) and your home for this upcoming school year.* The Halton Board Of Education does not provide student agendas but rather encourages the use of the online tools, notebooks, and Google Suite apps for communication.

## ACCESS DURING SCHOOL HOURS

Orchard Park has a keyless door entry system installed, which will allow for doors to be locked and secure at all times to manage the safe welcome entry. Buzzer access and security cameras have been installed and entry to the school will be by Door 13 only, at the West side of the school. This is the main entrance.

## FORGOTTEN ITEMS

If your child forgets an essential item (lunch, shoes, water) you can bring it to the school providing the following procedure is adhered to. Items must be labeled **prior** to bringing them to the school. Once you arrive, please buzz the office to let them know you are

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dropping an item off. The item will be placed on a table and will remain there until nutrition break (AM, 10:55) (PM, 1:15) when your child will be called to retrieve their item(s).

## STUDENT ARRIVAL AND DISMISSAL

The instructional day begins at 9:15am and ends at 3:35pm. Blacktop supervision is provided 15 minutes before school and 15 minutes after dismissal, or until the last bus leaves. *Please be advised that if students arrive before this time or remain on the playground after this time, they will not be supervised.*

Students should remain outside on the blacktop area until the bell rings. In the case of heavy rain or severe weather conditions students will be admitted into the school when supervision begins.

Kindergarten students are to come directly to the fenced area at the side of the school upon arrival.

If you need to pick up your child for appointments (i.e. medical or dental) *during the school day*, we ask that you notify the teacher with a written note or by email the day before.

When you are picking your child up early, you must buzz the office upon arrival. We will then call your child to the office to meet you. **Please make sure you bring your identification with you as we will be asking to see it.** Before leaving the school, your child must sign-out with the school office. We will not call students down until you arrive.

Remind your child they will need to sign out of the school, in the office area, so we can record they are leaving the building.

Parents picking up children for lunch or at dismissal must wait for them outside their regular entry/dismissal door.

If you wish to have your child leave the school or go home with another adult at the end of the day, you must contact the school office via email and/or send a note to the teacher stating permission and details for these alternate arrangements. Remind your alternate to bring their identification with them as we will be asking for it before letting your child leave with them.

At dismissal, parents and caregivers are asked to wait outside of the building near your child's entry/dismissal door. Students will exit from the doors they enter (please see chart below).

Door A (Back of the School)	Door B (Main Door)	Door C (Side Parking Lot)
1-1, 1-2, 2-1, 2/3, 3/4, 2FI, 3-1FI, 3-2FI, 4FI	7/8FI, 8FI, 7-1, 6/7	4/5, 5/6, 5/6FI, 6FI



## PLEASE NOTE

The end of the school day is an important time for teachers to consolidate learning, summarize homework and talk about events for the following day. The last 30 minutes of the school day is as important as the beginning of the day. Interruptions to the classroom during the last 30 minutes of the school day causes a great deal of disruption, not only for the child leaving, but also for the others in the classroom. **We will not call children to come out of class during the last 30 minutes of the school day (between 3:05 and 3:35) unless it is an emergency. Please keep this in mind when booking appointments or after school events.**

## ABSENCES/LATES

School Attendance is directly linked to student learning and well-being. As school administrators we are responsible for ensuring that students at Orchard Park are attending school on a consistent basis.

When we examine attendance we're looking for any student who has missed 10% or more of school days for any reason, including unexcused or excused absences, over an academic year (total of 19 school days). Staff become concerned when they notice a pattern of non-attendance that is equivalent to 10% of the school year *to date*.

Students who have missed 10% of the school year *to date* at each reporting period will receive a letter from the school encouraging attendance. This is meant to be supportive not punitive.

When scheduling appointments and vacations please consider seeking times outside the instructional day or school year.

Students who become ill during the day must report to the main office and parents will be contacted if the illness is such that the student must go home. If your child is ill in the morning at home, we ask that you keep them at home as we do not have facilities to care for sick children.

If you are dropping your child off late, please send them in the main doors and ask them to check in at the office and then we will allow them to go to class independently. **Children who arrive late and do not check in with the office will be marked absent and a call will go home regarding their absence.**

## EXTENDED ABSENCES

We suggest that it is always a good practice to provide dates of known absences in written format to your child's/children's teacher if they will be away from school for a known period of time.

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If a student will miss school for a period of time **greater than 15** consecutive days (e.g, extended family vacations, prolonged medical/illness) it is **very** important to contact the office for an *extended absence form*. This will help us to properly document these excused absences and keep the student on the school's register.

If you know ahead of time that your child is going to be absent from school for an extended period of time, please contact the office in advance.

### THE BALANCED SCHOOL DAY - NUTRITION BREAK/LUNCH PROGRAM

The school will again follow a balanced day schedule:

9:15-10:55	100 minutes instruction (Block 1)
10:55-11:35	Nutrition break/recess- no students may leave the property
11:35-1:15	100 minutes instruction (Block 2)
1:15-1:55	Lunch/recess- designated lunch period
1:55-3:35	100 minutes instruction (Block 3)

Students will eat snacks/lunch in their classrooms at their desks. As much as possible, **please use reusable food and drink containers as we encourage the students to Reduce, Reuse and Recycle. Any garbage that does come to school will be returned home in your child's lunch bag.**

Please ensure that the children are provided with two separate **nutritional** snacks/lunches, one for each break. The children are expected to exhibit responsible behaviour, demonstrate respect for the teachers/supervisors and follow established routines. The expectations include eating quietly at one's desk, demonstrating polite manners while eating, conversing in a quiet classroom voice and cleaning up the desk area after lunch is finished. **From time to time, students who have difficulty complying with the expectations and routines will be removed from the classroom eating area for a period of time.**



### **FOOD AND ALLERGIES**

Orchard Park School has a number of students who have anaphylaxis (life threatening allergies) to common triggers such as bee stings, nuts, and eggs. We are asking for your cooperation in **not bringing any food products containing peanuts or nuts to school at any time.**

If your child suffers from an extreme allergy, or other serious medical condition, **please ensure that the office staff and your child's teachers are notified in writing immediately.** You must complete the appropriate medical forms in order for your child to have an EIPEN at school and for school staff to administer an EIPEN.

### **ADMINISTRATION OF MEDICATION**

Signed authorization forms must be on file in the school office before school personnel can administer **prescribed** medication to an elementary school child or for a child to self-medicate (i.e. inhaler for asthma). The appropriate forms may be obtained from the school office or through [HDSB's Student Health link](#). **These forms must be filled out each year.** As well, any change in medication or dosage requires a new doctor's note. All medication is stored and administered at the office and a record is maintained there. It is important that you contact the office for information regarding procedures if your child has any severe allergies.

**"Over the counter" medication CANNOT be administered to students by staff without a prescription from a doctor as well as [FORM 1: REQUEST FOR SCHOOL PERSONNEL TO ADMINISTER PRESCRIBED MEDICATION](#)**

### **CASHLESS SCHOOL**

Orchard Park is a cashless school. School purchases will be available for payment online. With School Cash Online, you can pay all student's school fees with the click of a button. School Cash Online also enables you to keep track of your student's school items and activities.

### **PERSONAL BELONGINGS**

We cannot accept responsibility for loss or damage to any item of pupil's property that is brought to school, including technology. Please discourage your child from bringing expensive items to school. Toys must be left at home.

### **PERSONAL ELECTRONIC DEVICES**

Any student bringing a cell phone to school, will be asked to keep cell phones on silent, in their lockers/backpack. Cell phone use is not permitted at any time during the school day.

### **LOST AND FOUND**

All families are encouraged to clearly mark any clothing, footwear or other personal belongings with their names. All labeled items are returned to students. Items not claimed at the end of each term, will be donated to a local charitable foundation.



## **UPDATING STUDENT INFORMATION**

It is necessary to notify the School Office of student information changes (e.g., address, phone number, contacts in case of emergency). It is most important to ensure that the school has numbers for at least ONE emergency contact. It is essential that the school is able to make contact with a parent or designate at all times

## **BEHAVIOUR**

The School Community continually reinforces and recognizes good behaviour, wise decision-making and positive contributions to the school by our students. When students struggle to meet expectations, many different strategies are used to help support them. Below are examples of a few:

- Reminders/review of expectations (including Code of Conduct)
- Contact or meeting with student's parent(s)/guardian(s), teachers, support staff
- Conflict mediation and resolution, restorative practices
- Collaborative problem solving
- Detention
- Withdrawal of privileges