

CASTLEMORE Public School

256 Ridgecrest Rd., MARKHAM, Ont., L6C 2R5

Phone: 905 887 1543

Fax: 905 887 3849

Email: castlemore.ps@yrdsb.ca

Website: <http://castlemore.ps.yrdsb.ca>

School "Specific" Information

2016 - 2017

This book belongs to: Name _____
Homeroom Teacher _____
Room Number _____



**This is an important document.
Please take it to someone who can explain it to you.**

Arabic:	هذه وثيقة مهمة. يرجى منك أخذها لشخص يستطيع شرحها لك.
Chinese:	这是一份重要文件。 请您将它拿给可以向您解释此文件的人。
Farsi:	این مدرک مهم است. لطفاً آنرا نزد شخصی که بتواند در مورد آن به شما توضیح دهد ببرد.
Gujarati:	આ એક ગણતર્યનું દસ્તાવેજ છે. મહેરબાની કરી તે કોઇ પાસે લઇ જાઓ જે આપને સમજાવી શકે.
Hebrew:	זהו מסמך חשוב. אנא לקח אותו למי שיוכל להסביר לך את תוכנו.
Hindi:	यह एक महत्वपूर्ण दस्तावेज़ है. कृपया इसे किसी ऐसे व्यक्ति को दिखाएँ जो इसे आपको समझा सके .
Khmer:	នេះគឺជាឯកសារសំខាន់ណាស់ សូមយកវាទៅជូនមនុស្សណាម្នាក់ដែលអាចបកស្រាយវាបានសម្រាប់អ្នក។
Korean:	이것은 중요한 문서입니다. 내용을 설명해줄 수 있는 분에게 보여드리십시오.
Punjabi:	ਇਹ ਇੱਕੋ ਜ਼ਰੂਰੀ ਦਸਤਾਵੇਜ਼ ਹੈ . ਕਿ੍ਹਪਾ ਕਰਕੇ ਇਸਨੂੰ ਕਿਸੇ ਆਜਿਹੇ ਵਿਅਕਤੀ ਕੋਲ ਲੈ ਜਾਓ ਜੋ ਇਸਨੂੰ ਆਪ ਨੂੰ ਸਮਝਾ ਸਕੇ.
Romanian:	Acest document este foarte important. Apelati la cineva care va poate ajuta sa-l intelegeti.
Russian:	Это важный документ. Пожалуйста, обратитесь к кому-либо, кто сумеет Вам его разъяснить.
Spanish:	Este es un documento importante. Lléveselo a alguien que pueda explicárselo.
Tamil:	இது ஒரு முக்கியமான ஆவணம். உங்களுக்கு இதை விளக்கக்கூடிய யாருமே இருக்கிறார் அல்லது உங்களுக்கு விளக்கம் கொடுக்கக்கூடிய யாருமே இருக்கிறார்.
Urdu:	یہ ایک اہم دستاویز ہے۔ براہ مہربانی اسے اس فرد کے پاس لے جائیں جو آپ کیلئے اس کی وضاحت کر سکے۔
Vietnamese:	Tài liệu này quan trọng. Xin đưa tài liệu này cho người nào có thể giải thích nội dung cho quí vị rõ.

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ADMINISTRATIVE TEAM'S MESSAGE

WE extend a warm welcome to everyone as we begin the 2016-2017 school year.

At Castlemore, we strive to foster a learning environment where people of all ages work and grow together, experience the joy of learning and develop the skills, attitudes and knowledge needed to be life-long learners and respectful, contributing members of society. The learning and safety of each and every student at Castlemore Public School is important to us. Teachers, Educational Assistants, Administrators, School Council, Office Staff, Custodians and Parent/Guardians work together to foster a positive, respectful learning environment.

This package includes important information about our school, including forms you need to complete and submit to the school; as well as the Board Guide to the 2016-2017 School Year.

We ask that you please take the time to review all this information.

More information is available on our School website: <http://castlemore.ps.yrdsb.ca> or the Board's website: www.yrdsb.ca

We wish you all a happy, safe and successful school year!

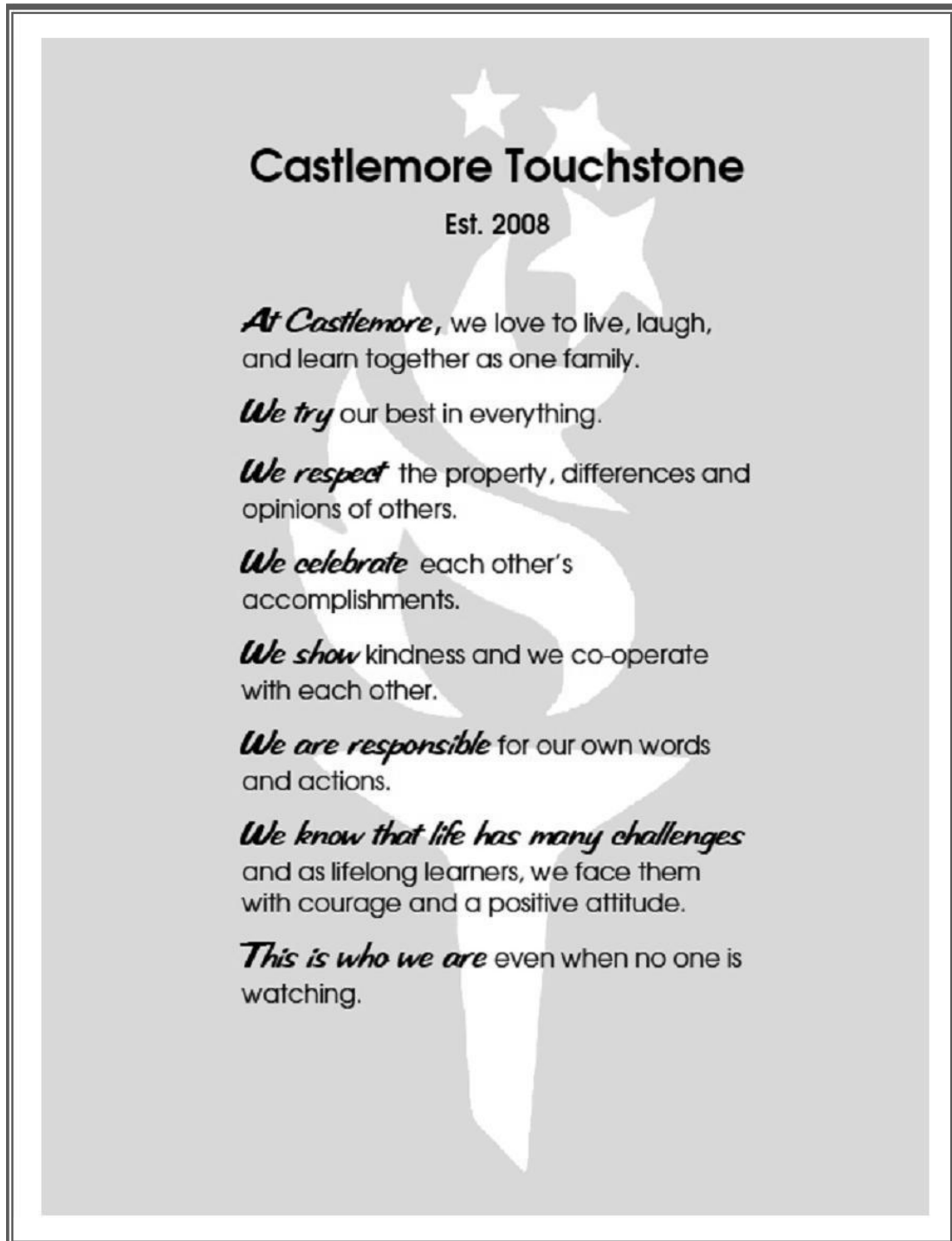
Sincerely,

Your Administrative Team



**Voices of Today.
Voices for Tomorrow!**

CASTLEMORE TOUCHSTONE



SCHOOL HOURS – JK to Grade 8

<u>Period</u>	<u>Time</u>	Office hours: 8:00 a.m. – 4:00 p.m.
		Entry Bell: 8:25 a.m.
1	8:30-8:50	
2	8:50-9:10	
3	9:10-9:30	
4	9:30-9:50	
5	9:50-10:10	
		Recess: 10:10-10:40 a.m.
6	10:40-11:00	
7	11:00-11:20	
8	11:20-11:40	
9	11:40-12:00	
10	12:00-12:20	
		Lunch: 12:20-1:20 p.m.
11	1:20-1:40	
12	1:40-2:00	
13	2:00-2:20	
14	2:20-2:40	
15	2:40-3:00	
		Dismissal: 3:00 p.m.

STUDENT ARRIVAL and DEPARTURE

All exterior doors remain locked throughout the day, except the front door which is open from 8:00-8:30 for Staff, Visitors and Students participating in before school Teacher Supervised Activities; and again from 12:00-12:30 for Lunch Drop offs by parent/guardians.

Students should arrive and be prepared to enter at 8:25 a.m. or 1:15 p.m.; using the entry door assigned to their class.

LATE Arrival or EARLY Dismissal during school day

All students arriving after 8:30 a.m. or after 1:20 p.m. must report to the Office for an Admit Slip.

All students leaving school during the school day must be signed out at the Office by their parent/guardian.

Students who Walk to/from school

Please be aware that almost all of our attendance area is within walking distance to our school.

The safety of our children on their way to and from school is a concern to all of us. There is a Crossing Guard located at Ridgecrest & Castlemore, Glenbrook & Castlemore and at Castlemore & The Bridle Walk. Students should walk on the sidewalks, where possible and cross the street under the direction of a Crossing Guard; and are encouraged to walk to/from school with a buddy or a parent/guardian.

Students who use Bicycles, Rollerblades, Skateboards or Scooters to travel to/from school

- Must wear a helmet.
- Must walk while on school property.
- Should lock bicycles to a bike rack or the fence on the north side of the parking lot.
- Must store rollerblades and skateboards or scooters in their lockers.
- Need to remember that the school is not responsible for any lost or damaged personal items

Note: "Walk & roll" shoes are not allowed on school property.

Bus Loop – for students who take the Bus to/from school

The Bus Loop at the front/east side of the building, on Ridgecrest Rd., is for busses and taxi-vans only.

NOTE: Only JK to grade 3 students are eligible for bus transportation to/from Castlemore P.S., provided they qualify. Information about eligibility, routes and times to/from your Home School may be found at: www.schoolbuscity.com

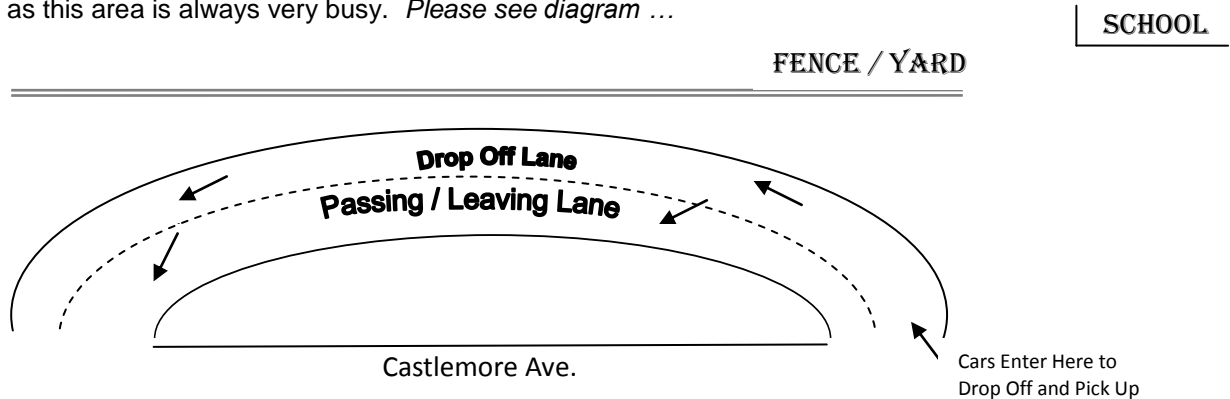
- Scroll down and click on Map Net on the right.
- Enter your home address and the name of your home school; and your child's information will be populated.
- It is important that parent/guardians as well as students remember their bus number and check it to ensure boarding the correct bus. Ask the driver, if not sure.
- Students should be at their stop 5 minutes before their scheduled pickup time.
- For safety, all JK, SK and grade 1 students will receive a sticker for their backpacks on their first day of school.
- JK and SK students must be put onto and met at the bus stop by an adult. If there is no adult to meet the student at the end of the day, the child will be returned to the school office, for pickup by their parent/guardian.

Kiss & Ride – for Parent/Guardians who drive their child/children to/from school

You will notice that there are two lanes in the Kiss and Ride area on the southwest corner of our building. Vehicles are only allowed to enter the area using the Kiss and Ride lane – *on your right*. There will be pylons blocking the entrance to the other lane – *on your left*. For safety, your child must exit/enter your vehicle in the lane marked Kiss and Ride - *on your right*. The other lane, which is designated as a Passing Lane, can only be used once your child has exited or entered your vehicle and you are ready to drive away. At that time, you can pull into that lane to drive away.

When you arrive in the Kiss and Ride lane, please pull your car up as far as you possibly can, to allow more cars to fit in. There is absolutely no parking at any time in this area. If you need to walk your child onto the school yard, then please park on the street.

Please remind your children that he/she should be looking for your car at the end of the day; as this area is always very busy. *Please see diagram ...*



***Always keep your child(ren) safe!
Remember to use seatbelts for ALL occupants
riding in the vehicle you are driving!***

SAFE ARRIVAL PROGRAM

see Board's Guide to the School Year

Our students' safety is a priority. Please refer to Board Booklet, for an explanation of our Board's Safe Arrival Program. You may leave a message concerning your child's absence on our answering machine between 4:00 p.m. and 8:00 a.m.

DISMISSAL – End of School Day

Our School Day ends at 3:00 p.m. At dismissal time, ALL students should be exiting the building using their assigned doors; with the exception of eligible bus students, who use the front door (Southeast) and Apple Blossom students, who use Entrance "D" (Northeast)

- If you are meeting your child, please go to his/her assigned exit, just prior to 3:00 and wait for your child to exit.
- If your child is old enough to make his/her own way to your car, please remain inside your car in the Kiss & Ride area.
- Students who walk, bike, etc. will exit at their assigned door and make their way safely home.

Should it be necessary to keep a student after 3:00 p.m., the teacher must inform the parent/guardian ahead of time, so safe arrangements can be made for the student to arrive home safely.

LUNCH at SCHOOL

Allergies / Medical Conditions

There are students and staff members in our school who have life-threatening allergies to nuts, nut products and other allergens. If they smell or come into contact with these foods, they may have an anaphylactic reaction.

Should your child have a serious or life-threatening allergy or medical condition, please notify the office and discuss the procedure for student medication.

School Food Policy

In 2005, Sabrina's Law was brought into effect outlining the need for schools and school boards to establish an anaphylactic policy. Part of this policy shall include: *"Strategies that reduce the risk of exposure to anaphylactic causative agents in classrooms and common school areas."*

While acknowledging that we cannot eliminate all allergens, we have adopted the following precautions in an attempt to create a safer environment for all students:

- 1) Castlemore is a "nut aware" environment. This means that no food shall be brought into the school by staff or students that contains any nuts, any nut products, or is labeled "may contain" nuts. This includes all areas of the school including the staff room.
- 2) There will be no sharing of food among students. When planning for class parties, teachers will instruct students to bring in their own snacks which are to be "nut free". Students must not share food with other students.
- 3) Any food sold in the school must be packaged and packaging must indicate that it is "nut free".

Lunch in the Classroom

Students are encouraged to go home for lunch to provide a break in their day. For students who stay at school, lunch will be eaten in the classroom from 12:20 – 12:40. Adult School Assistants supervise the halls and classrooms with the help of student Lunch Monitors. For the safety of the students, lunchtime rules include:

- Use "inside" voices.
- Ask for permission to use the washroom.
- Clean up after yourself.
- Wait to be dismissed and push in your chair when you leave your desk.
- If you have a locker, you are allowed to access it at the beginning of lunch and after being dismissed to go outside.
- If you are signing out at lunch, present your parental note at the office or have signed permission on file in the Office that your son/daughter will leave school property daily and return before the 1:20 bell (1:15 is a good suggestion)
- Once outside, obtain a washroom pass from an Adult Supervisor to come back into the school.
- During indoor lunch periods, engage in appropriate activities, such as: homework, reading, board / card games.
- Respect Adult School Assistants, Student Lunch Helpers and School Rules.

Students who regularly bring their lunch to school may not leave school property during the lunch hour unless they have a note from their parent/guardian on file in the office.

At Castlemore, the Playground is supervised from 12:40 to 1:20 and all students go outside for some fresh air. During severely cold days, outside recesses are modified and supervision is then provided inside.

Students, who go home for lunch on rainy days, are asked to return approximately five minutes before the bell rings (1:15 p.m.) and come directly inside upon arrival. Supervision will be inside on these days with no supervision on the yard.

Lunch Time Agreement

All students who leave school property for lunch must have parent/guardian signed permission on file in the Office; otherwise students must stay at school. Please complete the Lunch Time Consent/Agreement Form included in the Start Up Package.

CLASS PLACEMENTS

Due to late registrations and enrolments, there may be staffing changes and class reorganization during the first few weeks of school. We do our best to keep these changes to a minimum and to support students during any transitions.

CODE of STUDENT CONDUCT

Mission Statement:

We are committed to a Code of Behaviour which will enable us to:

- promote respect and equality for all members of the school community;
- maximize learning potential and ensure personal well-being for all staff and students;
- provide fair and consistent treatment and
- promote self discipline.

Belief Statement:

We believe that every person has RIGHTS and RESPONSIBILITIES which must be respected.

Every Person has the Right:

- to be treated with respect
- to the safety of his/her belongings
- to a clean environment
- to personal safety
- to be listened to and be understood
- to learn from his/her school and classroom experiences

Every Person has a Responsibility:

- to respect the rights of others
- to work co-operatively to improve his/her learning
- to put forth a sincere effort
- to follow the Code of Behaviour and be a model of good behaviour on or off school property, including field trips

Code of Expectations for Students, Staff and Parents:

Respect

- respect the rights of others
- be kind, caring and helpful
- be honest and fair
- co-operate with staff, students and parents
- respect the property of the school and others

Cleanliness

- use supplies in all school areas wisely
- help keep our school a tidy place in which to learn
- place litter in proper containers

Safety

- follow safety rules on the playground, inside the school and on the buses
- play safely
- no throwing of ice, snow, stones, etc.
- walk in the halls
- walk in single file
- hold the handrail on the stairs
- encourage others to behave safely
- keep hands and feet to oneself
- possessing any weapon or replica is strictly forbidden

Learning

- put forth a real, sincere effort
- pay attention in class
- have materials ready for class
- ensure that all classroom activities, projects and homework are completed

Courtesy and Manners

- speak politely and use appropriate language
- listen when others speak
- maintain quiet hallways
- arrive on time for/from school, recess & meetings
- hold doors for others

Code of Behaviour Responses:

Privileges

- Trips
- Extra-curricular activities
- Electives
- Assemblies
- Play days
- Spirit days
- Program visits
- Awards

Benefits

- Friendship
- Academic success
- Improved self-image

Losses

- Loss of friendship
- Lower academic results
- Weakened self-image

Consequences

- Communication home
- Teacher interviews
- Counseling
- Revoked privileges
- Detentions
- Payment for damages
- Administrative interviews
- Withdrawal from class
- Suspension
- Police involvement
- Expulsion

Decisions to be Guided by:

School Code of Behaviour
Education Act and related Statutes and Regulations
Y.R.D.S.B. Policies and Antiracism & Ethno cultural Equity Policy, #260.0 Procedures
Y.R.D.S.B. Code of Student Behaviour – Policy #668.0 - "Caring & Safe Schools"

Canada's Anti-Spam Legislation (CASL)

see Board's Guide to the School Year

Canada's Anti-Spam Legislation impacts how schools, staff and school councils communicate electronically to parents. CASL prohibits the sending of any type of electronic message that is commercial in nature (e.g. registration fees, pizza days, field trips, fundraising, etc.) unless the recipient has provided specific and informed consent. CASL does not apply to electronic information messages or to hard copy formats.

To subscribe or unsubscribe to commercial electronic messages, parent/guardians should visit the school website and, using the link provided on the "Home" Page, to make changes.

COMMUNICATION between School & Home

see Board's Guide to the School Year

Parents/guardians are our most important partners in educating children. We communicate with you in a variety of ways throughout the year.

Agenda Planner

Kindergarten teachers will write notes to you or telephone you should they have concerns.

Grade 1-6 Students will be provided with Agenda-Planners. These serve as a useful way of communication between you and your child's teacher. Parents/guardians, please check your son/daughter's Agenda daily.

You are also invited to send a note to your child's teacher or telephone the school to leave a voicemail message for your son/daughter's teacher.

Email

To improve communication between home and school and reduce paper use, we coordinate a distribution list. This list will be maintained and used only by school staff to communicate electronically to parent/guardians.

Your email will not be sold, distributed or publicly posted.

School Monthly Newsletters

All School Newsletters are posted on our school website under the "News" tab. Please take time to read through them to learn what is going on both in and beyond the classrooms.

Stay Connected Online

You can stay connected online through our school website: <https://castlemore.ps.yrdsb.ca> Some classrooms have blogs or Newsletters to help you stay connected. Your child's teacher will provide more information.

In addition, you can follow Board news and updates through:

- www.yrdsb.ca
- Twitter @YRDSB
- YouTube channel YRDSBMedia
- The Board app YRDSB Mobile

DRESS CODE

Students will:

- Observe reasonable standards of dress and wear clothing that is not offensive (i.e. rude or disrespectful graphics or phrases).
- Avoid wearing short shorts, halter or spaghetti strap tops, midriff tops, or clothing which exposes the navel or undergarments.
- Refrain from wearing hats, caps, hoods inside the school building.
- Wear appropriate clothing consisting of a T-shirt, gym shorts or track pants and clean, non-marking running shoes, for all gym classes.
- Not wear Flip Flop sandals for safety reasons.

ECO SCHOOL

Castlemore Public School is an **Eco-certified** school.

Included amongst the initiatives in which we take part are *Litter-less* or *Boomerang* lunches, where we encourage students to bring lunches in reusable plastic containers rather than plastic packaging that needs to be thrown out after use. The Boomerang aspect of this eco-initiative, where all uneaten snacks, foods or waste (that cannot be recycled by the school) are packed up after lunch and disposed of at home, is most effective when people are following it in conjunction with the Litter-less Lunch program. Our school does not have access to green bins but your home does. Please help us greatly reduce our waste!

Other ECO initiatives will include using technology for a great deal of communication between the school and home and a healthy "environmental awareness" that supports the curriculum. Our goal is to have our students lead the way, both at school and at home, in reducing our use of energy through knowledge of energy saving initiatives, such as turning off lights, computers and monitors when not in use.

ELECTRONIC DEVICES & Other VALUABLES see Board's Guide to the School Year

Each school has its own guidelines about electronic devices.

Cell phones, smart phones and other personal communication devices are **NOT** permitted to be used in the school building at any time during the instructional day (8:30-3:00), except with the clear permission of the principal or classroom teacher.

Discussions will take place in our classrooms throughout the year about the impact of digital footprints and how a positive attitude towards using technology supports collaboration, learning and productivity. Camera and/or video functions on mobile devices are NOT permitted for use on school property without clear permission from the principal or teacher.

At no time may electronic devices be used in washrooms or change rooms.

Infractions will be dealt with as student discipline, under Board Policy #668.0, Caring and Safe Schools and its related procedures.

There are exceptions for students who need specific devices as per their Individual Education Plan, such as voice recorders and other mobile technology. The use of these tools is managed by Board staff.

Any student using an electronic device that connects to the YRDSB's wireless network must follow Board Policy #194.0 - Appropriate Use of Technology. Complete the Information Technology Agreement in the Start Up Envelope.

Students should not be texting each other or their parents during school hours. If a student needs to communicate with a parent or guardian, he/she may do so from the Office or from individual classrooms under direct teacher supervision.

Students are responsible for the care and security of their personal devices. The school is not responsible for damage, loss or theft.

ELL SUPPORT (*English Language Learners / English as a Second Language*)

see Board's Guide to the School Year

ELL Support is an additional school service provided to enable your child to succeed in his/her grade-level classroom. ELL teachers work with classroom teachers to help your child develop English language skills, cultural awareness and learn strategies which are needed to work successfully with the Ontario Curriculum. You can support your child at home by:

- Creating a quiet place and regular time to do homework and study.
- Encouraging your child to show you all his/her school work.
- Helping your child to find opportunities to use English outside of school.
- Being patient - understand that learning a language is complex and takes many years to master.
- Our ELL teachers are always available to support you with any questions or concerns. As well, we encourage you to visit the websites below for information regarding Report cards, EQAO or other areas.

<http://www.settlement.org/>

<http://www.edu.gov.on.ca/abc123/eng/>

Finally, there is so much research that suggests that the more highly developed a student's first language is, the more successful he/she will be in acquiring a second language.

EMERGENCY INFORMATION

see *Board's Guide to the School Year*

For the safety and well being of your child, please inform Office Staff in writing (*send a note or use email*) when any of the following information changes:

- Permanent residence address, work / home / cell numbers or other contact information
- emergency contacts and telephone numbers
- changes in medical information
- changes in custody *agreements (copies of documents must be in the student's file, in order for us to support you)*
- medical alert or changes in health condition (*e.g. allergies, medications*)

NOTE: *If your home address changes, please contact the office to inquire about the correct paperwork required.*

EPI PENS

In an Elementary School ALL Epi Pens are to be kept in the Main Office. All Staff members are aware of the procedure and know exactly where to locate student Epi Pens. If your child has a serious allergy, a second Epi Pen is to be worn in a pouch on the student's body. Our Board requires that two Epi Pens accompany each student on an overnight Field Trip or on a Field Trip to a Board Site, such as Milne Outdoor Education Centre. It would be a safe idea for all students to take a second Epi Pen on any out of school trip. Perhaps the "home" one could be used for this purpose.

All Epi Pens are sent home on the last day of school for safe keeping and replacement, if required, prior to the next school year. Please bring your son/daughter's Epi Pen into the Office and update his/her paperwork the week before the school begins.

FIELD TRIPS / COMMUNITY WALKS

Teachers may take classes on walks around the community to support classroom programs. As well, many physical education classes and other activities are held outdoors, weather permitting.

You will be informed should transportation and/or admission costs be involved.

HOMEWORK

see *Board's Guide to the School Year*

EXPECTATIONS

Homework is an essential part of learning, as it is an extension of what the child has learned in class; and should always be directly related to what the student is learning in class.

Kindergarten to Grade 3 – *up to 30 minutes per day including nightly pleasurable reading*

- Nightly reading to and by children (books from book bag, library, classroom, etc.)
- Review and practice of concepts taught;
- Completion of unfinished class work;
- Assignments related to a theme;
- Additional practice of spelling and number facts.

Grades 4 to 6 – up to 45 minutes + 30 minutes per day of pleasurable reading

- Reading assignments;
- Review and practice of concepts taught;
- Completion of unfinished class work;
- Assignments/research/projects related to topics of study;
- Additional practice of spelling and number facts, or other areas of need;
- Studying for quizzes and tests;
- Book reports;
- Journal entries.

Grades 7 to 8 – up to 90 minutes + 30 minutes per day of pleasurable reading

- Reading assignments;
- Review and practice of concepts taught;
- Completion of unfinished class work;
- Assignments/research/projects related to topics of study;
- Studying for quizzes and tests;
- Book reports;
- Continued emphasis on independent study as a means of preparing students for high school.

RESPONSIBILITIES

Students will be responsible for their learning by:

- Writing down homework in an Agenda book/organizer;
- Asking for clarification and assistance as necessary;
- Completing assigned work;
- Meeting time lines for homework completion;
- Developing a homework routine and study habits;
- Locating appropriate resources and materials;
- Organizing learning materials to bring home as homework;
- Bringing homework and assignments to school and submitting them on time.

Parents shall assist students by:

- Ensuring students read every night;
- Having the necessary materials and resources available;
- Providing support and supervision if necessary;
- Encouraging effort, achievement and a positive attitude;
- Helping students organize homework routines, and providing a quiet place and time to do the work;
- Discussing the homework assignments with their child and/or teacher.

Teachers will support students and parents by:

- Organizing a place in the classroom where homework is written down for students to copy into their Agenda book/organizer;
- Providing clear guidelines for homework completion;
- Working with grade partners to implement this policy consistently;
- Assigning homework on a consistent basis;
- Checking the completion of homework;
- Following up with students and contacting parents when necessary, if homework is not done;
- Coordinating a variety of homework;
- Monitoring the amount of homework;
- Modifying homework expectations to meet different learning styles.

LIBRARY

One of the most important resources in our school is the Library Resource Centre. We are committed to the role of the Teacher-Librarian in implementing resource and literature-based programs. Our Teacher-Librarian works in partnership with the teachers to ensure that our Library is a centre for learning.

LOCKERS / LOCKS

Lockers are school property and will be assigned to students by their homeroom teacher. Students on the second floor will have lockers. There are no lockers on the first floor or in our Portables. Depending upon availability, students may sometimes be requested to share lockers.

Students should not store valuables in lockers. Cleanliness and trust is a necessity around lockers.

Lockers used by grade 5-8 students, should be kept locked with a good quality combination lock. Do not share your locker combination number with other students unless you are sharing a locker with that person. Lock combination numbers are maintained by the homeroom teacher. Lockers may be opened with an administrator's permission and/or the York Region Police.

It is expected that students will adhere to the following guidelines in return for locker usage:

- Gr. 7 & 8 students must leave their backpacks in their lockers.
- No food is to be left in a locker for more than one day.
- No writing or drawing is permitted on the inside of lockers. Students may tape appropriate pictures on the inside of their lockers but these must be removed at the end of the school year.
- The outside of the locker door is to be kept clean and free of written or printed material.
- Locker doors are to be treated with care – kicking or slamming of doors will not be permitted.
- Lockers are not to be shared unless assigned that way by the office or classroom teacher.
- Students may only access lockers at designated entrance and dismissal times or with special permission from a staff member.
- Lockers are the property of the school and mistreatment will result in loss of locker privileges.

LOST and FOUND

It is suggested that all student possessions be labeled to avoid loss. Lost and found areas are maintained in the red bins in hallways, on the first floor and upstairs. Students may visit these areas to search for lost items. Parents are also asked to visit the school and search for family possessions. Items not claimed are donated to a charitable organization, three times per year.

PHYSICAL EDUCATION

Students are required to participate actively in this subject area. They are expected to change into shorts or track pants, a T-shirt and running shoes. We suggest that one pair of running shoes be left at school as "inside shoes" / gym shoes. These shoes must not have soles that leave marks on the floor tiles.

Students who bring a doctor's certificate requiring exemption from any part of the Physical Education program will be assigned an activity related to the program.

PINK EYE (Conjunctivitis)

Pink eye is an infection of the eye caused by bacteria. It is spread by direct contact with the discharge from the affected eyes or contaminated clothing.

A person is contagious during the time the eyes are reddened with sticky discharge. Students may return to school 24 hours after administration of prescription medication has begun.

PLAGIARISM / ACADEMIC HONESTY

see *Board's Guide to the School Year*

Plagiarism /Academic Dishonesty is the act of violating the rules as outlined by the teacher in respect to essays, projects, texts, exams, quizzes, etc. Such action will result in behavioural interventions being applied.

REPORTING

see *Board's Guide to the School Year*

What is Growing Success?

It is the Ministry of Education policy on Assessment, Evaluation and Reporting for Grades 1-12, in Ontario Schools. This policy, implemented as of September 2010, outlines more effective ways for teachers to share student progress information with parents and guardians. You will now receive a progress report and two report cards during the school year. The purpose of the Progress Report is to give an overview of what students have learned, describe significant strengths and identify next steps for improvement. The look of the report card has also changed and is a better match for our revised curriculum.

Elementary Progress Report → captures **general progress in working towards achievement** of curriculum expectations and your child's development of learning skills and work habits during the fall of the school year.

Elementary Provincial Report Card → captures **achievement of expectations** at two points in the school year and your child's development of learning skills and work habits during the two periods of the school year.

Reporting Period Timelines

- A Progress Report is sent home in November.
- The first Report Card Period covers September to January. The Report Card is sent home the end of January or early February.
- The second Report Card Period, covers from January to June. The Report Card is sent home the end of June.

Report Card Format

- On the first page, is a report on your child's **development** of LEARNING SKILLS and WORK HABITS from September to November, in the following areas:

RESPONSIBILITY
ORGANIZATION

INDEPENDENT WORK
INITIATIVE

COLLABORATION
SELF REGULATION

- On the second page, teachers will highlight your child's general **progress towards** the achievement of curriculum expectations in all subject areas.
- On both pages, teachers will focus comments on your child's strengths and identify next steps for improvement. It is very important that you discuss your child's learning goals and the success criteria that has been established in class. Student success depends on the feedback the teacher gives to the child.

Students play a large role in their own learning. We encourage them to self-assess their own work and to look critically at the criteria to determine their own next steps.

For additional information about assessment, evaluation and reporting:

- Ask our Principal or Vice Principal
- www.edu.gov.on.ca – search: "Growing Success"
- www.edugains.ca – click on: "AER Gains"

SCHOOL CASH ONLINE

Beginning Sept. 2016, all YRDSB Schools will be accepting Online payments for school events.

School Cash Online provides the following benefits:

- A convenient payment option that saves you time
- The same as paying your hydro bill on line
- No need to send cash or cheques to school with your child
- Quick registration that takes less than 5 minutes
- Your purchases appear on your statement as "School Cash Online – YRDSB"
- Reduction of paper – part of our Eco School initiative
- Electronic Permission Forms for Events

Beginning in Sept., parent/guardians who participate will receive notification via email of student fees owing (both required & optional) and can make secure Online payments by credit card or Interact banking and receive a receipt.

To view a presentation about School Cash Online, go to:

<http://www.kevsoftware.com/movies/ParentRegEnglish/>

Get Started by registering NOW! – go to our School Website: <http://castlemore.ps.yrdsb.ca> - on Main screen scroll down to bottom, right & click on "School Cash Online" icon. You will need your child's YRDSB Trillium School Number (9-digit number your son/daughter uses to access school computers or library system) and legal name to register. If unsure of the number, please check with the School Office.

SCHOOL COUNCIL

see *Board's Guide to the School Year*

Mission Statement:

Our School Council believes that collaborative partnerships among the school, the family, and the community are essential to improving student learning and increasing a shared sense of accountability for public education.

Purpose and Objectives:

1. Facilitate the building of a viable school community, which works together in the best interests of our students and their education.
2. Foster parental and community involvement through regular communication and dialogue between all partners in education.
3. Encourage effective parental involvement by focusing on the following areas:
 - parenting skills
 - communicating
 - volunteering
 - learning at home
 - decision making
 - collaborating with the community
4. Help to co-ordinate the services for school, family and community partnerships related to social, health, recreational and nutritional programs that assist in the education of children
5. Participate in the school improvement planning process.
6. Provide input into decisions made by the school administration, the Board and the Ministry.

Meetings: First Thursday of the month 6:30 – 8:30 p.m. Castlemore P.S. Library

Dates will be posted on the Outside Sign, in our school Newsletters and on the School Council Bulletin Board.

You may leave a telephone message for our School Council Executive at: 905 887 1543, Ext 532.

SPECIAL EDUCATION

see Board's Guide to the School Year

Castlemore Public School offers a variety of programs to students requiring small group or individual instruction. This special programming is provided by a Special Education Resource Teacher (SERT), through In-class Support and/or Resource Withdrawal.

Students requiring a greater level of assistance, work with a qualified Special Education Teacher for up to half their school day, in the Student Support Centre.

Admission to these programs comes after intensive assessment and consultation. Parents are involved throughout the decision making process. Recommendations for identification and placement are made with staff and parents at an Identification, Placement and Review Committee meeting (I.P.R.C.).

STUDENT PARLIAMENT

Castlemore P.S. is pleased to have a Student Parliament to help promote citizenship and student leadership. It is made up of representatives from Grades 7 & 8, and is supported by Staff Advisors.

STUDENT PERSONAL INFORMATION

see Board's Guide to the School Year

Schools routinely collect, use and release student personal information, in keeping with the education Act and other laws. Whenever your child's personal information is collected, its use will be explained to you.

A list of examples for when permission will be sought can be found in the Board's Guide to the School Year booklet. Parent/guardians must sign the *Policy Agreement Form*, acknowledging that they have read and understood this information.

Should you have any questions about your child's privacy protection, please contact the school principal or the Information Access and Privacy Office at 905-727-0022 ext.2015.

VACATION WITHDRAWAL / PROLONGED ILLNESS

see *Board's Guide to the School Year*

Parents/guardians should understand that a child, who is registered in school, is expected to attend school on all days identified in the school year calendar. Parents/guardians are responsible for the continuity of their child's learning when he/she is absent from school.

FAMILY VACATION

Family vacations during school days can have a significant effect on student learning.

BEFORE leaving, please obtain a **Request for Absence form** from the School Office, fill it out and submit it to the Office. Should the vacation plan exceed two weeks, the parent/guardian should meet **with the Principal prior to leaving, to form a Course of Study plan, which is a written plan of how the parent/guardian will be providing academic learning at an acceptable Canadian level for his/her child during the absence from our school.** It is not the responsibility of the school or classroom teacher to provide instructional lessons during periods of parent withdrawal. This plan will be filed in the student's OSR.

The parent/guardian is required to contact the school office every 15 days by fax or email, following the child's first day of absence; to advise the particulars of the continued absence and the expected date of return to school. A child **without** a Course of Study plan must be removed on the 16th day of the absence.

On the 16th day of absence, the school must submit copies of the Request for Absence and the Course of Study to the Attendance Counselor, who makes the decision about retaining the child on the register. This decision is re-visited every 15 days. If it is decided that the child may no longer remain on the register, the date of removal from the register is the day following the last 15 day period that was approved.

Depending upon the final duration of the absence, the parent/guardian may be required to attend our Newcomer's Centre to re-register the child and have the child assessed for grade placement. It is also possible that the child may be required to attend school at an alternate location if space is not available at their home school.

Should unusual circumstances, such as flight delay, prevent your child's return to school on the expected date, please be sure to contact the School Office on that date to explain.

If a parent/guardian removes his/her child from school, without notification, the child will be withdrawn from the Register after 15 days and the withdrawal date will show as the first day of the absence.

PROLONGED ILLNESS

In the case of a student who is unable to attend school for medical reasons, the student's name will be retained in the register **for the time specified on appropriate supporting medical documentation OR** up to the end of the current school year, **whichever is applicable.** Appropriate supporting medical documentation must be kept on file in the OSR.

Should the need for home-based instruction arise due to a prolonged absence, please contact the School Office.

VISITORS

see *Board's Guide to the School Year*

ALL VISITORS - Parents, Guardians, Volunteers, other Y.R.D.S.B. Staff, Contractors, etc.

... to our school, are expected use the Main / Southeast Entrance to our school. They must use the buzzer, check in at the Office, sign "in" and "out" at the Office and pick up and wear an identification badge when in our school building. Students and staff encountering a guest in our building should be able to identify this visitor by his/her "Visitor" or "Volunteer" Badge.

VOLUNTEERING in our SCHOOL

see *Board's Guide to the School Year*

We welcome and encourage the important role that parents/guardians and community members play in education. There are many opportunities for you to get involved at the school. For more information, contact the school office staff or review Policy and Procedure #280.0, Volunteers in Our Schools.

ALL School Volunteers are to:

- Read & understand the Volunteer Expectations
- Read & understand the Volunteer Handbook
- Complete a Preferences / Interests Form
- Sign a Confidentiality Agreement
- Complete a Trip Driver Authorization Form (*if applicable*)

NEW Volunteers are to:

- Obtain & Submit a Police Vulnerable Sector Check (PVSC) completed within the last six months

RETURNING Volunteers are to:

- Sign a Volunteer Annual Offence Declaration Form if you have a PVSC, dated within six months, on file in the School Office.

For more information and forms, drop in to the Office or go to our School website:

<http://castlemore.ps.yrdsb.ca> - click on "Parent" Tab

For More Information ...

You can find more information on these and other topics in the **Board Guide to the 2016-2017 School Year** (Board Booklet) included with this package, on the York Region District School Board website at www.yrdsb.ca or our School website <http://castlemore.ps.yrdsb.ca> under the Parent or Student Tab.

Index for the Board Guide to the School Year is on the next page.

NOTE: Page numbers may change, due to late revisions.



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5 Day CYCLE CALENDAR

YORK REGION DISTRICT SCHOOL BOARD 2016-2017																												APPENDIX 1					
ALL ELEMENTARY SCHOOLS - DAY 1 - 5 Calendar																																	
Term 1 - Sept 6 - Feb 3		Legend: B Board Holiday, March Break E Elementary Professional Activity Day E/S Elementary/Secondary Professional Activity Day M Mandatory Holidays (Labour Day, Thanksgiving, Christmas, Family Day, Easter, Victoria Day)										Holidays Labour Day September 5 Thanksgiving October 10 Christmas Break Dec 26-Jan 6 Family Day Feb 20 March Break March 13-17 Good Friday April 14 Easter Monday April 17 Victoria Day May 22										All Professional Activity Days, June 28th and 29th are day 'zeros'.											
Month	No. of Instruct. Days	No. of P.A. Days	1ST WEEK					2ND WEEK					3RD WEEK					4TH WEEK					5TH WEEK										
	E	E	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F						
September	18	1				1	2	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
October	19	1	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	0	2						
November	21	1		3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	0	1	2	3			
December	17	0				4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	26	27	28	29	30	
January	16	1	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31									
February	18	1			2	3	0	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4					
March	18	0			5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	
April	18	0	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5								
May	22	0	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31								
June	20	2				3	0	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	0	0	0						
TOTALS	187	7																															



**Go Tigers
Go!**