

JOHN McCRAE
PUBLIC SCHOOL

Full Day Kindergarten 2014~15
“Agenda Pages”

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September 2014

Principal's Message to our John McCrae families with children in Kindergarten:

Welcome to our new Full-Day Kindergarten students and their families and welcome back to those students and their families that are returning for a second year with us. We have over 130 students in our Full-Day Kindergarten program this school year. We so look forward to working with you to support the learning of your child.

Please find attached the school pages that we attach in our Agenda for our students in Grades 1 – 8. Ms. Rhamey, our Vice Principal and I felt that you would appreciate having these for your referral. They include our Code of Conduct for our entire school community as well as other very important routines and expectations for all of our students. Please let us know should you have any questions or concerns.

Ms. Hall
Principal



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School Day Organization:

Period	Times
Before school supervision	8:45-9:00 a.m.
First Learning Block*	9:00-10:40 a.m.
Recess*	10:40 – 11:10 a.m.
Second Learning Block	11:10 – 12:50 p.m.
Lunch	12:50 -1:20 p.m. or 1:20 – 1:50 p.m.
Lunch Recess	12:50 – 1:20 or 1:20 – 1:50 p.m.
Third Learning Block	1:50 – 3:30 p.m.
Dismissal	3:30 p.m.
*Students will have a morning snack during the first learning block or at recess depending on the routines of the classroom.	

Office hours: 8:15 a.m. – 4:15 p.m.

Entry Bell: 8:55 a.m.

Late Arrivals and Absences

If a student is late, a parent or guardian will need to come to the office and sign the child in. **When a student is absent, parents are to telephone the school at 905-294-9122, option “2” and leave a voicemail message in the attendance mailbox.** Let us know the name of your child, their classroom and the reason for their absence.

Agenda

We encourage all students to use our agenda on a daily basis. An agenda:

- Will include important information about the school.
- Is a tool for students to record homework, important dates and notes.
- Is a useful way for teachers and parents to communicate.

Parents/guardians, please check your child’s agenda daily.

Allergies/Medical Conditions

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

Do not bring nut or nut products to school.

If your child has serious or life-threatening allergy or medical condition, let the school know immediately and speak to the school office about completing the appropriate medical forms.

Arrivals and Departures

Parents/guardians who **drive their children to school** should use our Kiss N' Ride when dropping off children in the morning.

In order to make our **KISS N' RIDE** operate as smoothly as possible we are asking that you:

- 1) Drop your child off **ONLY** at the stop sign where there will be a staff member to assist. Do not drop off along the Kiss n Ride as this will result in a standstill of vehicles.
- 2) There should always be only a **SINGLE** lane of cars. Please do not try and pass vehicles as this is very unsafe. The orange pylons are there to avoid more than one lane of traffic.
- 3) Always have your child exit the vehicle on the sidewalk side and where the teacher on duty is standing.

PARKING

Please make note of the **NO PARKING, NO STOPPING and NO U-TURN** signs along Stricker Ave and Fred McLaren Blvd. Stricker Ave is a very narrow street and it is difficult for our school buses to drop off the students if cars are illegally parked. If you must park, we suggest that you use Hammersley Blvd. or Roy Rainey Ave. and walk to school with your child.

PARKING LOT

In order for the buses to be able to safely drop off the students, there is **no parent parking permitted in the parking lot during arrival and departure times** during the day. There is exception for people who have an accessibility sign in their window to use our parking.

A few ways we can reduce the congestion:

- Allow your child to take the bus.
- Walk, if possible.
- Give your child time to get to the schoolyard on time.

For students who take the bus to school, drop off and pick up is in the bus loop on the east side of parking lot. Students will be dropped off so they can enter the tarmac directly. At the end of the day, students exit at the A1 doors and go and wait behind the fence on the north field and tarmac in a designated spot for their bus.

More information about bus routes and times can be found at www.schoolbuscity.com. Parents/guardians, it is important to remember **your child's bus number and pick-up/drop-off times**.

Students who use bicycles, rollerblades, skateboards or scooters to travel to school:

- Must wear a helmet.
- Must walk while on school property.
- Should lock bicycles on the bike rack.
- Must store rollerblades, skateboards or scooters in their locker or backpack.

The school is not responsible for any lost or damaged personal items.

Behaviour/Code of Conduct

Students are expected to demonstrate behaviour that is respectful and courteous at all times. This includes demonstrating respect for each other and our communities. These expectations are indicated in our school's Code of Conduct.

John McCrae Public School Touchstone
As we enter the doors of John McCrae,
we are prepared to be the best we can be.
We take responsibility for our own behaviour,
learning and healthy living choices.
We value initiative, perseverance, courage,
and unite to stand up to bullying.
We celebrate each other's differences and work together in an
environment of mutual respect.
Our school community is a safe and happy place.
It takes a world of differences to make a different world,
and we are doing it every day at John McCrae,
even when no one is watching!

The words of the John McCrae School *Touchstone* guide each member of our school community (parents, students, staff, visitors, and volunteers) to make positive choices. By respecting ourselves and others and acting with courtesy and responsible citizenship, we create a positive learning and working climate that promotes student success.

All members of the John McCrae Public School community are expected to:

- respect and comply with all applicable federal, provincial and municipal laws
- respect differences in people, their ideas, and their opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of, race, ancestry, place of origin, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability
- respect the rights of others
- show proper care and regard for school property and the property of others
- take appropriate measures to help those in need
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully
- respect the need of others to work in an environment that is conducive to learning and teaching

The following student behavioural expectations will further ensure a safe learning and working environment that is conducive to learning and teaching.

Students are expected to:

- walk on the right hand side of the hallways and staircases quietly and safely

- ☑ be outside before school, during morning recess and at lunch recess unless they are being supervised directly by staff
- ☑ respect school property and the property of others in the school community
- ☑ use technology in accordance to the YRDSB Technology Agreement and Cell Phones, Pagers and other electronic device expectations and John McCrae’s specific digital technology expectations
- ☑ dress in accordance to the John McCrae’s Dress Code use appropriate language; always be encouraging, empathetic and supportive
- ☑ respect each other at all times, even when there are disagreements; seek assistance from staff if necessary
- ☑ recognize that each student has different strengths and needs and those needs may require accommodations and modifications
- ☑ actively participate in the prevention and intervention of disrespectful, inappropriate and bullying behaviour
- ☑ work in partnership with the school community to maintain an inclusive and engaging learning environment
- ☑ be helpful to others
- ☑ speak to a trusted adult when they feel that they or someone they know has been treated unfairly
- ☑ adhere to the recess playground expectations as outlined on page in the **Guide to the 2014-15 School Year.**

Digital Technology use at John McCrae P.S.

Digital Technology includes but is not limited to the following:

Desktop computers	Netbooks	Laptops
iPods/MP3 players	iPads	Tablets
Cell phones	Personal Electronic games equipment (e.g. DX)	Digital Cameras

At John McCrae, we recognize the importance of integrating digital technology into our learning but it must be used responsibly. In addition to the Information Technology Acceptable Use Agreement, we have the following requirement:

Digital technology will only be permitted to be used for specific instructional purposes under the direct supervision of school staff members. It is not to be used on school property during non-instructional time, which includes: recess, snack break, lunch hour, before and after school, and on the bus.

Progressive Discipline

Our school *Touchstone* states that, “We take responsibility for our own behaviour, learning and healthy living choices.” As a school community we take a whole school approach that utilizes a continuum of prevention programs, interventions, supports and consequences to address inappropriate student behaviour and to promote and foster positive behaviours. We are committed to work in partnership with parents and guardians in the support of students’ social, emotional and academic growth. Our instructional approaches are purposeful in their design to foster strong student engagement and strong relationships. Also we have a wide variety of

school wide teams, clubs and groups that further enhance student engagement and the development of healthy relationships.

From Caring and Safe Schools in Ontario, Ontario Ministry of Education, 2009, “When inappropriate behaviour occurs, disciplinary measure should be applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive. School should utilize a range of interventions, supports and consequences that are developmentally appropriate and include learning opportunities for reinforcing positive behaviour while helping students to make good choices.

The range of responses to behaviour at John McCrae P.S. will include:

- positive behavioural supports (i.e.; good news phone calls, growth plans, redirection)
- peer mediation
- withdrawal of privileges and/or withdrawal from class
- detention
- restitution
- restorative practices
- suspension
- expulsion

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.

Communication Home

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

Agenda

The Student Agenda serves as a useful way for teachers and parents/guardians to communicate. Parents/guardians, please check your child’s agenda daily

Email

To improve communication between home and school and reduce paper use, we coordinate an email distribution list. The list will be maintained and used only by school staff to communicate electronically to parents/guardians. Your email will not be sold, distributed or publicly posted.

Stay Connected Online

You can also stay connected online through our school website, www.yrdsb.ca/schools/johnmccrae.ps

In addition, you can follow Board news and updates at www.yrdsb.ca or on Twitter [@yrdsb](https://twitter.com/yrdsb).

Dress Code

- ripped or torn clothing should not be worn
- halter tops, muscle shirts, and tube tops are not allowed

- all undergarments must be concealed
- when wearing shorts and skirts, the hem must at least reach the fingertips when arms are placed at the side of body
- when wearing tights/leggings, the hem of the shirt must at least reach the fingertips when arms are placed at the side of the body
- backs and midriffs must be covered at all times
- bandanas, hats and caps are not to be worn in school (except for religious or medical reasons)
- wearing clothing that includes inappropriate messaging stated or implied that includes but is not limited to tobacco, alcohol, drugs, racism, sexism, hatred and swearing is not permitted
- shoes worn must not mark the floor

Dressing appropriately for weather conditions

- during the cold winter months, students can stay warm by wearing layers of loose-fitting clothing; including a hat, mitts, winter coat and boots
- if children walk, bright-coloured and reflective pieces of clothing help make them visible to motorists and traffic
- it is advisable for students to bring extra pants and socks in case they get wet
- during hot sunny weather, students should wear a hat and suitable clothing to cover their skin, and put on sunglasses (that provide UV protection) to protect their eyes as well as apply sunscreen 20 minutes before exposure to the sun.

Electronic Devices

Cell phones and other personal communication devices must be turned off and kept out of sight at all times, except with the clear permission of the classroom teacher. The school is not responsible for personal items that go missing at the school.

Emergency Information

Let office staff know as soon as possible if any of the following information changes:

- address, work or home numbers or other contact information
- emergency contacts and telephone numbers
- changes in custody agreements
- medical alert or changes in health condition (e.g. allergies, medications)

Excursions

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 whenever school vehicles are used for longer trips.

Homework

Homework is described as those learning activities which are completed outside the normal classroom time and which purposefully support and provide practice with the in-school program. Homework supports the development of literacy skills; supplements and supports student achievement through related out-of-class activities and encourages the development of learning skills and work habits.

Suggested Time to be Spent on Homework

<i>Grade</i>	<i>Nights/Week</i>	<i>Minutes/Night</i>
K-2	5	10-20
3-5	5	30-50
6-8	5	60-80

These time guidelines have been designed to allow students to participate in other outside school activities.

Students will:

- Use their school agenda to track and prioritize assignments and deadlines.
- Seek clarification from teachers if the assignment is not understood.
- Take home and return required books and materials.
- Complete assignments to the best of their ability and submit them on time.

Teachers will:

- Ensure homework is assigned on a consistent basis.
- Teach students the required organizational skills (i.e. using an agenda).
- Clearly outline instructions and expectations.
- Check homework consistently.
- Advise parents if students develop a pattern of incomplete homework.

Parents will:

- Review agenda daily to ensure homework assigned is complete.
- Establish a regular homework routine.
- Ensure students have an appropriate place to work (quiet, consistent) and are equipped with the necessary materials (pencils, erasers, etc.).
- Support the child with their homework, but don't do the work for them.
- Contact the teacher promptly if there are ongoing homework concerns.

Lunch Time Agreement

All students who do not go home for lunch should stay at school during lunch time. Complete the **Lunch Time Agreement** in the September Start up Package to indicate your preference.

Personal Information

Your child's personal information is protected under the Municipal Freedom of Information and Protection Act (MFIPPA). Whenever personal information is collected, its use will be explained to you. Please see list below for examples of when your permission will be sought.

Typical Uses (No Permission Needed)	Typical Disclosures (Permission Needed)
<ul style="list-style-type: none"> • In-school displays • Yearbooks • Teaching videos • Assemblies, graduation • Honour Roll • Transition between elementary and secondary school • Video surveillance for safe schools purposes 	<ul style="list-style-type: none"> • Public displays • Media interviews • School website • Digital yearbooks • Pre-transfer approval • Ministry reporting requirements • Webcasts, video conferences • External third parties e.g. lawyers, agencies

Please note that this is not an exhaustive list.

If you have any questions about privacy protection, please contact the Information Access and Privacy Office at 905-727-0022 x2015.

School Council

As parents/guardians, there are many ways you can be engaged in your child's learning at home and at school. This includes getting involved with the school council. Contact school office staff for more information.

Snacks and Lunches

Students are expected to sit at their desk and eat the snack or lunch that was prepared for them. They are not to share food with other students. Parents/Caregivers should consider Canada's Food Guide when preparing the snack or lunch. **ECO LUNCH PROGRAM BOOMERANG LUNCH:** everything that a child brings in their lunch (food, saran wrap, etc) goes home. This also applies to Kid's Kitchen lunches, all containers go home. Be sure to label containers and lunch bags as well.

Visitors

All visitors, including parents/guardians, must:

- Use the main entrance of the school.
- Check in at the school's main office when they arrive. The office staff can get important messages and materials to your child.
- Sign in and obtain a visitor or volunteer pass to wear while in the school.

Volunteering in the School

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. If you are interested, please complete the **School Volunteer Form** and return it to the school office. You will also need to submit a Vulnerable Sector Screening which has been completed within the last six months (requirement for new volunteers) OR sign the Annual Offence Declaration (returning volunteers).

For More Information

You can find more information on these and other topics in the **Guide to the 2014-15 School Year**.