

# Alexander Muir Public School

Name \_\_\_\_\_ Grade \_\_\_\_\_

Teacher \_\_\_\_\_

2015-2016



## Alexander Muir Public School

75 Ford Wilson Boulevard  
Newmarket, Ontario  
L3X 3G1  
Phone: 905.895.9466



[alexander.muir.ps@yrdsb.ca](mailto:alexander.muir.ps@yrdsb.ca)



<http://alexandermuir.ps.yrdsb.ca/>



[@AlexMuirPS](https://twitter.com/AlexMuirPS)



[123alexmuir.wordpress.com](http://123alexmuir.wordpress.com)



<http://on.fb.me/1trf0CR>

### Principal

Mr. Richard Erdmann  
[richard.erdmann@yrdsb.ca](mailto:richard.erdmann@yrdsb.ca)

### Vice Principal

Ms. Monica Wand  
[monica.wand@yrdsb.ca](mailto:monica.wand@yrdsb.ca)

### Elementary Office Administrative Assistant

Mrs. Heather Komar

### Secretary

Ms. Lauren Malcolm

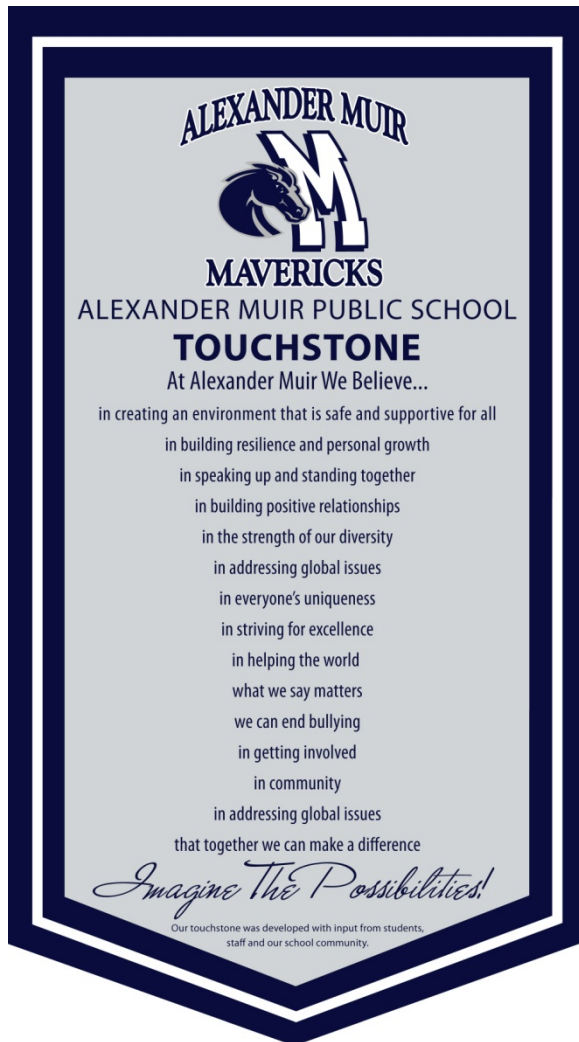


### School Hours

Entry Bell	8:00 – 2:30 PM
Recess	7:53 AM
Lunch	9:40 AM – 10:10 AM
Dismissal	11:50 AM – 12:50 PM
	2:30 PM



## ALEXANDER MUIR P.S. TOUCHSTONE



activities should remain at home until the condition improves. Exceptions are made on an individual basis (usually with a doctor's note) for children who may need to remain indoors for an extended period of time because of a physical condition or recovery from a serious illness or accident. **Students who arrive late must report to the office for late admission slip.**

## PROTECTING INSTRUCTIONAL TIME

In an attempt to use class time for effective instruction, we ask that parents, picking up children for appointments, notify the teacher in advance, thereby minimizing interruption in the child's class. Parents who are dropping off lunches and other supplies for their children are asked to label the item and leave them in the office. Office staff will inform the children during recess and lunch breaks. **We would also request that you do not call the school to pass on last minute messages to your child. The office is extremely busy throughout the day. Classes will only be interrupted in the case of an emergency.** We thank you for your cooperation.

## USE OF LOCKERS

Students in intermediate grades will have the use of a locker during the school year. Students will have the opportunity to use lockers before and after school, during recesses and at lunch. Lockers are to be kept clean and well organized. Lockers are the property of the York Region District School Board. School staff may have access to lockers when necessary. The school will keep a record of each student's locker combination. Misuse of lockers will result in the loss of locker privileges. The purpose of lockers is to store personal belongings and not meant for socializing.

## CODE OF POSITIVE BEHAVIOUR

At **Alexander Muir Public School** we believe that everyone has a **right** to be treated respectfully and a **responsibility** to demonstrate positive character trait. We believe that we must take responsibility for our daily actions and continuously work on improving our personal character. We accomplish this by working towards providing a safe and positive learning and working environment for all Alexander Muir students, staff and community members.

The **Code of Positive Behaviour** is for everybody at our school: students, teachers, staff, parents, volunteers and visitors. Our Code of Conduct is to be followed both in school and on school related activities such as: buses, field trips, tournaments, and team sports.

## PUNCTUALITY & ATTENDANCE

Regular, punctual attendance is expected of all students. Please ensure that students arrive before the morning 7:53 a.m. and lunch 12:50 p.m. entry bells. Teachers begin their programs promptly and students who arrive late risk missing essential instructional time and disrupt classmates.

Students with serious illnesses that may prevent them from participating in physical education, recesses or other outdoor

## ***Our RIGHTS and RESPONSIBILITIES***

I have the **RIGHT to LEARN**. It is my **RESPONSIBILITY**:

- to be prepared for class with all my learning materials
- to listen attentively and share my ideas and opinions with others
- to keep my learning materials and belongings organized
- to be an active participant in learning by focusing my eyes, ears and mind on learning
- to avoid distracting or disturbing others
- to arrive on time and attend school consistently
- to complete and hand in assigned work on time

I have the **RIGHT to FEEL SAFE**. It is my **RESPONSIBILITY**:

- to keep my hands and feet to myself, and to use words to help solve problems
- to seek out adult help when needed and as soon as possible
- to report any issues/concerns to a staff member on duty or to the office
- to play safely at all times
- to take responsibility for my words and actions
- to avoid doing anything that hurts others either physically or emotionally



I have the **RIGHT to be TREATED RESPECTFULLY**. It is my **RESPONSIBILITY**:

- to be polite, helpful and considerate to other students, staff, volunteers or other members of the community
- to respect my independence and myself
- to treat others the way I wish to be treated
- to show understanding for the feelings of others
- to value all individuals and never judge anyone for who they are

I have the **RIGHT to LEARN IN A CLEAN SCHOOL**. It is my **RESPONSIBILITY**:

- to help keep my cubbie, coat hook, locker, desk and classroom clean and organized
- to support our EcoSchool initiatives (Rethink, Reduce, Reuse, Recycle!)
- to report any issues or vandalism to my teacher or the office immediately
- to take pride in my school

## ***DRESS CODE POLICY***

Respect for self and others are evident when students dress in a suitable and proper manner for all school activities. The dress code **applies to all students at all grade levels**.

**Clothing/jewelry that portrays the following is not permitted:**

- *alcohol, tobacco or other harmful substances or products through words, pictures, symbols or mascots*
- *profanity or sexually explicit words or pictures (implied or blatant)*
- *pictures, symbols or writing that directly or indirectly demean the ethnicity, race, culture, religion, national origin, gender or disability of an individual or group, or make reference to any gang or gang language*
- ***please avoid the use of perfumes/cologne or scents at school***

**The following clothing is not permitted:**

- *head coverings (caps, hats, bandanas) in the school (except for religious or medical reasons)*
- *shirts that reveal the stomach, have straps thinner than the width of 2 fingers or are low-cut*
- *pants that are worn below the waist (display/show visible undergarments); pajama pants*
- *shorts, skirts, skorts that are shorter than mid-thigh (these items should extend to finger tips when arms are hanging at sides)*

## DRESS CODE POLICY CONTINUED

### Students need to be prepared for inclement weather by:

- wearing boots, gloves, hats, scarves and proper coats during winter days
- dressing appropriately for rainy days
- wearing hats and sunscreen during warm, sunny days
- having a pair of indoor shoes at school

### Appropriate Footwear for School:

- Running Shoes with non-marking soles are required for physical education classes
- **For safety reasons** - no high heels or shoes with rolling wheels are permitted  
- flip-flops/beach shoes/sandals are strongly discouraged

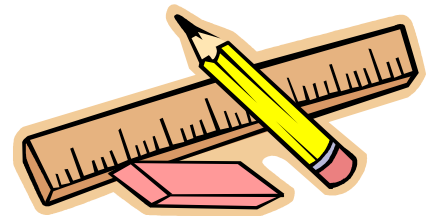
### Possible Consequences for Dress Code Policy Violation:

- Wear replacement clothing item/change into articles that meet dress code standards
- Warning/Reminder and/or Parent/Guardian contact
- Removal of cap/hat/bandana/jewelry item for the remainder of the day (may be kept in office)
- Cover up item/turn inside out
- Write out Dress Code
- Serve a detention/suspension (for persistent refusal to follow Dress Code)

## HOMEWORK POLICY

At Alexander Muir Public School we believe that homework provides students with the opportunity to reinforce and extend class work. Homework may include:

- reviewing class work previously studied
- previewing upcoming work to be done
- researching - preparation for projects, assignments, writing
- reading for enjoyment (completing daily reading logs)
- completing unfinished class work/assignments



### HOMEWORK RESPONSIBILITIES

#### Students will be responsible for their learning by:

- writing down homework in an agenda book/organizer and taking it home daily
- asking for assistance as necessary
- developing a homework routine and study habits
- having the right learning materials at home to complete homework
- completing the assigned work to the best of one's ability
- bringing the work back to school and handing it in on time as per teacher direction

#### Parents/Guardians will assist students by:

- ensuring students read every night
- providing a suitable environment for study
- encouraging effort, achievement and a positive attitude
- having the necessary materials and resources available
- supporting and helping students organize homework routines
- discussing the homework assignments with their child on a consistent basis
- consulting the classroom teacher if problems or questions arise

#### Teachers will support students and parent/guardians by:

- communicating homework expectations in a clear, consistent and timely manner via agenda planner or website/blog
- teaching and reviewing study skills in class
- ensuring that homework is written down for students to copy into their agendas and provide time to record this info
- assigning group projects as an in-school assignment only, with time in class allocated for completion

## **HOMWORK POLICY: CONTINUED**

### **Teachers will support students and parent/guardians by:**

- *defining clear and firm dates for assignments that are set in advance and adhered to*
- *providing feedback on completed homework that is consistent and immediate through descriptive feedback (oral and/or written)*
- *following up with students and contacting parent/guardian when necessary (i.e., if homework is not completed)*
- *providing tips to assist parents/guardians in helping their child (website & resource suggestions)*
- *providing appropriate time for families to plan and gather resources to complete assignments*

## **HOMWORK EXPECTATIONS**

**Primary** approximately 10-30 minutes \*

**\* 3 to 4 times per week**

**Junior** approximately 30-60 minutes \*

**Intermediate** approximately 40-90 minutes \*

**We recommend approximately 30+ minutes of daily "reading for enjoyment" either individually or with family members.**

### **Homework Examples:**

- *reading: parent to child; child to parent (books: book bag, library, classroom, magazines, comics, articles etc.)*
- *review and practice of concepts taught*
- *extra reading for assignments related to a theme*
- *reading of classroom and library books*
- *studying for quizzes and tests, additional practice of spelling and number facts*
- *work on assignments/research/projects (related to topics of study)*
- *journal entries, completion of unfinished class work*

## **SAFE ARRIVAL PROGRAM**

Our check of your child's attendance is an important part of our daily routine. In the interest of ensuring your child's safety we ask you to cooperate with us by following the steps below if your child is absent or is expected to be absent in the near future:

- call in daily to report your child's absence at 905.895.9466.
- if a future absence has been planned, please inform the main office and your child's teacher by note; giving the date and time of the expected absence.
- in all other cases, please call the school in order to leave a message concerning your child's absence on our answering machine.
- in the case of a student returning from a prolonged absence (3 or more days) a written note explaining the reason for the absence is required.

Attendance checks on students unaccounted for by 8:15 a.m. will begin with a call to your home from our school secretary. If there is no answer at your home we will make the following calls:

- to your cell phone;
- to your place of business;
- to the emergency person indicated on our office record card;
- to the police, for assistance, if we are still unable to locate your child.



Students arriving late must sign in at the school office. A note from a parent is necessary in order to have your child dismissed early. Parents must sign their child out at the office. **We would appreciate it if arrangements were made ahead of time as it is difficult and disruptive to pass messages to students during class time.**

## SAFE WELCOME PROGRAM

Please note that all exterior school doors are locked throughout the school day. The main doorway will be open each morning up until 8:15 a.m. After this time you must use the call button to gain access to the school. In order to keep students safe, identify intruders, and protect instructional time, **all visitors and volunteers including family members must follow the procedure listed below:**

- sign in at the office upon your arrival.
- wear a visitor or volunteer badge which is available in the office at all times.
- meet students in the school yard after school dismissal.
- no parents or visitors are allowed on the school yard during school hours. Please report to the office.

Following the entry bell in the morning, all doors, except the front door, will be locked.

## CREATING A SAFE AND HEALTHY SCHOOL FOR CHILDREN WITH ALLERGIES



School staff and parents are responsible for creating a safe and healthy environment for all students. In our school, we have students attending who have life threatening allergies. It is important that all parents help to make our school an allergy safe environment and minimize the risk of potentially fatal allergic reactions. Products that may contain peanuts and/or nuts are not permitted at school. Please check the list of ingredients for peanut oil/butter/sauce/flour/meal, mixed nuts, ground nuts, and artificial nuts. Examples include: cookies, chocolate, granola bars, some cereal bars and some chocolate nut spreads; including products that say “may contain peanut/nuts”. Imported products have different labelling requirements, please read the labels carefully when sending these products to school. Please help us to develop a routine of washing hands after eating. If you are unsure about a chosen product, please do not send it to school. We thank you for your cooperation. Remember .... we must all work together to keep all students safe! **Please note that students requiring an epinephrine auto-injector** (i.e., EpiPen, Allerject, Twinject) **must have two auto-injectors at school as per Board Policy #661.0.**

***It is especially important that parents communicate any life-threatening allergy to the school. If your child has a serious allergy or other serious medical condition, please notify the Principal so that we have accurate records and establish the protocol to follow with your child.***

## MEDICATION

Staff are not trained to administer any type of medication to students. Office staff will distribute medication only if parents have completed the appropriate forms (Request for Administration of Medication or Self Administration). Administration of medication is supervised and recorded in the office. A signed form from the parents must be obtained and kept on file according to Board procedures. If your child needs to take medication, please call our school secretary and request the necessary form. With the exception of epinephrine auto-injectors and asthma inhalers, students are not to carry medication with them unless the office is made aware of an ongoing emergency medical condition. Please ensure that short term medication comes to the office immediately with the appropriate signed form which is available from the office.

## HOME & SCHOOL COMMUNICATION

Parents and teachers will have the opportunity to communicate through agendas, phone calls, report cards and interviews. Some teachers may communicate via email, newsletters and class websites. School newsletters will be sent home on the first Wednesday of each month and will contain important information about upcoming events and school priorities. In addition, the Wednesday File, containing weekly updates, is sent every week. The school outdoor sign also lists important events. We also have a convenient Community Board located just inside the main office. The school website is: <http://alexandermuir.ps.yrdsb.ca/>. Parents are welcome to contact the school at 905.895.9466. The School Council plays an important role in home and school communication. Please consider joining and attending monthly meetings. We are also Follow us on Twitter @AlexMuirPS and follow our school blog at [123alexmuir.wordpress.com](http://123alexmuir.wordpress.com) too!

## TEXTBOOKS & LIBRARY BOOKS

Textbooks and library books are valuable and necessary resources in the school. It is our goal to help students to accept responsibility for resources that have been provided for their use. Students who damage or lose textbooks will be expected

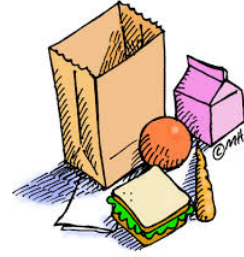
to pay a replacement cost. The cost will vary according to the type of book.

## **BOOMERANG LUNCHES**

Please pack your child boomerang lunches and snacks. A boomerang lunch is more economical and helps decrease the amount of garbage in the school and on the school yard. Boomerang lunch means students will bring their refuse home to be recycled at home.

### **Tips for packing a boomerang lunch:**

- use reusable lunch bags and containers (no glass bottles or containers please),
- buy larger beverages and pour into reusable drink containers,
- purchase larger snacks and divide into appropriate individual size portions,
- eat fruit and vegetables that do not require plastic wrap.



### **Lunch Accommodations**

If parents are home during the day, students are permitted to go home to allow for a natural break in the day (please speak to the school about proper procedures). For students who stay at school for the lunch hour, lunch will be eaten in the classroom. Adult School Assistants supervise the classrooms and hallways, as well as the playground. The playground is supervised for 40 minutes during the lunch hour. During rainy or extremely cold days, recesses are inside and supervision will be provided by School Assistants and teaching staff. **Students who bring their lunch to school may not leave the school property during the lunch hour unless they have a note from their parents and the office is informed.**

## **LOST & FOUND**

A lost and found box is located in the hallway on the main floor. Please label your child's belongings so that lost items may be easily located and returned. Parents and children are encouraged to check the box when articles go missing. At the end of each term, unclaimed articles will be sent to a local charity.

## **HEALTHY & ECO SCHOOL FOCUS**



Staff and students are committed to the principles of a Healthy School. This entails improving practices related to healthy eating, daily physical activity, and social and emotional well-being. In order to understand the impact of balanced nutrition on learning and healthy living, parents are encouraged to provide children with well-balanced, healthy lunches and snacks. In this regard, parents are asked not to send or drop-off junk food lunches for children. We also work diligently to maintain our gold ECO CERTIFICATION. We recycle and reduce our use of paper & electricity. We encourage litterless /boomerang lunches and reusable water bottle use. **Rethink, Reduce, Reuse, Recycle & Reclaim**

## **FIELD TRIPS**

Field trips are an important part of the curriculum and allow students to have experiences that add to their learning in the classroom. Students are expected to participate in field trips and other special events. Those who are unable to accompany the class on a trip are expected to be at school where they will work on the regular program.

Field trips and presentations will be offered to children at all grade levels at a reasonable cost. School staff will endeavour to organize trips and other activities in a manner that is respectful of family budgets and other circumstances. No child will be excluded because of inability to pay. Parents are asked to speak confidentially with a teacher or principal if financial assistance or alternate payment arrangements are necessary.

## **BICYCLES, SCOOTERS, SKATEBOARDS & ROLLERBLADES**

Students who ride their bicycles/scooters to school must wear a helmet, keep their bicycle/scooter locked on the appropriate rack, and walk the bicycle/scooter on school property. Skateboards, rollerblades and wheeled shoes are to be left at home. These items are not allowed in the school and are not to be used on school property.



## TECHNOLOGY AND ELECTRONICS @ SCHOOL



The use of personal technology from home at Alexander Muir is at the discretion of school administration, staff and parent/guardian (with a signed school form). The staff and school cannot be responsible for loss, damage, theft, viruses, or any other issues related to the use of personal technology at the school. Parents/Guardians and students are solely responsible for personal equipment at all times. Students wishing to bring personal technology, of any kind, to school must keep these items in their locker at all times. They are not to be used during school hours unless directly permitted and supervised by staff for educational purposes only. These are expensive items to replace. **The school is not responsible for lost or stolen items.**

Please also note that: **Cameras, camera phones and other video/audio recording devices are not to be used by students at school outside of supervised classroom use without the knowledge and permission of the school administration or staff member.** We need to ensure the privacy of all individuals is protected at the school. Privacy for the individual (students & staff) is our priority. Please note:



**Posting on the Internet, of images, sound or video recordings taken at school, on school grounds, or on a field trip is NOT PERMITTED without the express permission of the School Administration (Principal and/or Vice Principal)**

### RIGHTS & RESPONSIBILITIES

It is your responsibility to follow the acceptable computer & Internet use policy at all times. You are responsible for your actions. You are responsible to know what the expectations are and follow them on a daily basis. Don't give out your password; you are responsible if someone uses it! **Ignorance is not an excuse!** Use of the Internet and personal technology is a **privilege** at school. You can lose this privilege. If you are unsure, ask your teacher/staff member or the Principal/VP.

## VALUABLE ONLINE RESOURCES

### Online Databases:

1. <http://www.statcan.gc.ca/estat/licence-eng.htm>
2. <http://www.ourontario.ca>
3. <http://teenhealthandwellness.com>
4. <http://resources.elearningontario.ca>

Username:  
Password:

### Online Encyclopedias:

1. [www.go.grolier.com](http://www.go.grolier.com) (ask your teacher for access information)
2. [www.thecanadianencyclopedia.com](http://www.thecanadianencyclopedia.com)

Username: dsbyork  
Password: dsb7692

### Options for Images:

Please read over the copyright information for each of these websites. In most cases you'll need to credit them as a source—in some cases you'll need to seek permission (e.g., when images have a trademark).

1. <http://imagescanada.ca>
2. [www.pics4learning.com/index.php](http://www.pics4learning.com/index.php)
3. <http://freeimages.com>
4. <http://freestockphotos.com>
5. <http://office.microsoft.com/en-us/default.aspx>
6. Canadian Clipart Collection (Licensed by Ministry and installed on school computers)

### Searching the Internet:

1. [www.linktolearning.com](http://www.linktolearning.com)
2. <http://kids.yahoo.com/directory>
3. <http://kidsclick.org>