



EDWARD T. CROWLE P.S.

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School Start-Up Package

2016-2017



Welcome Letter from Principal

Dear Parents/Guardians,

Welcome back to all returning E.T. Crowle students and their families and a warm welcome to those who are new to our school. We hope you had a wonderful, relaxing summer and are looking forward to the new school year.

E.T. Crowle has a dedicated staff with a strong commitment to student well-being and achievement. We are very excited to work with you and your children over the coming year. As a school community, we are committed to creating and fostering a warm, caring and supportive educational environment for your child. We strongly believe in and value a community school, where the school is an integral part of the community. We will provide your children with rich learning tasks that challenge their thinking, arouse their curiosity and value their interests and talents. We hope that your child will become engaged in our school activities and try some new things this year; a new sport, join a new club, be a student leader, pick up a new instrument or strive to reach a set goal. We want students to learn and have fun!

This package contains important information about E.T. Crowle, including forms you will need to complete and send back to the school, as well as, the Guide to the 2016-2017 School Year.

Included in this envelope is also your child's **Individual Student Registration Verification Form**. Please update and clearly mark all changes if applicable. **All Student Registration Verification Forms** must be signed, dated and returned to the school by Friday, September 9, 2016, even if no changes have been made.

Please remember that communication between home and school is key to a successful year. We look forward to speaking and working with you in the months ahead. Please do not hesitate to contact us if you have any questions. We welcome the opportunity to speak with you.

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

Sincerely,

Principal

Information Package and Form Checklist

The package includes important information about the school, and a number of forms that you need to complete for each child.

Return the completed forms to **your child's teacher/school office** by **September 9th, 2016.**

Required Forms

These forms must be completed.

- Student Registration Verification
- School Start-Up Permissions Form
- Policy Agreement

Additional Forms

These programs or opportunities are optional. These forms must be completed **only** if you or your child wish to participate.

- School Council Nomination Form
- Student Accident Insurance Enrolment Form
- Volunteers in Our Schools



Our School

School Day Organization:

Period	Times
Before school supervision	8:45 -9:00
Entry Bell	8:55
Period 1	9:00-9:40
Period 2	9:40 – 10:20
Period 3	10:20 – 11:00
Recess	11:00 – 11:30
Period 4	11:30-12:10
Period 5	12:10-12:50
Lunch	12:50 – 1:50
Period 6	1:50 - 2:30
Period 7	2:30-3:10
Period 8	3:10 - 3:30
Dismissal	3:30

Office hours: 8:00 a.m. – 4:00 p.m.

Agendas Grades 1 to 5

We encourage all students to use an agenda/handbook on a daily basis. An agenda:

- May 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/handbook daily. Agendas are purchased through **School Cash Online for \$5.00**

Allergies/Medical Conditions

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

To help create an allergen-safe environment, please refrain from bringing nuts or nut products to school. For more information on helping to create an allergen-safe environment, please see the section on Allergies in the Guide to the School Year.

If your child has a 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.

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Arrivals and Departures

Students should be entering and exiting the school from their assigned doors, not the front door.

Parents/Guardians who **drive their children to school** may **NOT** enter the school parking lot. If you wish to walk your child to his/her door, please use only legal parking on the street, and walk your child from there.

For students who take the bus to school, more information about bus routes and times can be found at www.schoolbuscity.com.

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

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

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.

Code of Conduct

At E. T. Crowle Public School, we are committed to promoting a climate conducive to effective learning, wherein the needs, rights and responsibilities of individuals and groups are appropriately balanced. Our goal is the development of citizens who will think clearly, make decisions wisely and behave responsibly.

The Board Code of Student Conduct is part of Policy #668.0, Caring and Safe Schools.

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 between School and Home

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

Agenda/Handbook

The Student Agenda serves as a useful way for teachers and parents/guardians to communicate. Parents/guardians, please check your child's agenda daily. Agenda's are **optional** however we recommend you purchase one for your child. **Cost \$5.00**

Canada's Anti-Spam Legislation (CASL)

Canada's Anti-Spam Legislation (CASL) 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, parents/guardians should visit the school website and, using the link provided, submit a valid email address.

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. Some classrooms also have blogs, Twitter feeds 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

Everyone is expected to wear clothing that is appropriate. Grooming, dress and appearance will demonstrate respect for the business of education. School is a place of learning, and to be successful, students must focus their attention and energy on school-related matters. It is important, then, that students dress and groom themselves appropriately for the task of learning. Clothing must demonstrate respect for self and others at all times. Our dress code defines the standard of dress for all students and provides clear guidelines to ensure a safe and respectful environment for teaching and learning. It is in effect while at school, on field trips and during



any other school-related activity or event. Articles of clothing, jewellery, etc. bearing sexist or sexually suggestive, lewd, racist, obscene, illegal, drug/alcohol related, violent symbols or language will not be permitted in any York Regions School. Similarly, articles of clothing that allow underwear to be visible or that allow for exposure of any part of the torso (i.e. bare midriff) is not appropriate. Tops must meet waistband of the pant/short when arms are extended. A discreet neckline will be adhered to. In addition, short "shorts" and micro-mini skirts are not permitted. Straps across the shoulder should be at least as wide as three fingers...the "three finger rule". Bra straps should not be visible with any top.

All hats are to be removed when entering the school and shoes must be worn at all times. For safety concerns flip flops are not an acceptable choice of footwear for school.

Emergency Information

Office staff should be notified 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/Community Walkabouts

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

The staff of E. T. Crowle Public School believes that homework is an essential part of a student's education. We believe that homework should:

- Teach students responsibility, self-discipline, and the kinds of work habits and organizational skills which they need to be successful in school, and later in the work place;
- Encourage lifelong learning and extend learning beyond the school;
- Provide parents with insight into what their child is learning;
- Provide parents with an opportunity to be actively involved in their child's education;
- Be a shared commitment among teachers, students and parents;
- Extend and support in-school experiences through related out-of-school activities



Homework Expectations

This Homework Policy is intended as a guideline, which suggests things like frequency and amount of time per night, while recognizing that both the type and amount of work may vary from week to week. This Homework Policy has also been designed to align with our School Improvement Plan with a focus on student achievement.

Suggested Time to be spent on Homework

Grade	Nights per week	Minutes per night*
K - 2	5	20 – 30
3 - 5	5	30 – 60
6 - 8	5	60 – 90

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

*May vary by student based on individual needs.

Homework Responsibilities

Student

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

Teacher

- Ensure homework is assigned on a consistent basis.
- Teach students the required organizational skills.
- Clearly outline instructions, expectations and evaluation criteria.
- Check homework consistently.
- Advise parents if students develop a pattern of incomplete homework.

Parent

- Review agenda daily to ensure homework 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 your children with their homework, but don't do the work for them.
- Contact the teacher promptly if there are ongoing homework concerns.

Lunch Time Expectations/Agreement

- Although there is lunch supervision, WE ENCOURAGE THOSE WHO HAVE THE OPTION TO GO HOME, TO DO SO. We do understand that there will be days when students who usually go home will remain at school; i.e. Pizza Lunch days, participation in co-curricular activities, return from extended morning field trips, etc.

Those students who do not eat at school are NOT to return until outdoor supervision by teaching staff is available after 1:30 p.m.

For supervision purposes, we expect that children who stay at school will remain on school property throughout the full lunch period, unless a parent has specified otherwise in writing. Students who stay at school may not eat their lunch and then leave. They must remain on school property the entire lunch hour.

Behaviour Expectations

- Show respect for, and listen to the Adult Lunchroom Assistant's instructions and directions
- Eat at your seat
- Use inside voice
- Ask for permission to use the washroom
- Clean up after yourself
- Wait to be dismissed
- Respect school rules
- A parent note/phone call must be received by the office or classroom teacher if you are leaving school for lunch
- Obtain a washroom pass from an Adult Supervisor or Prefect before coming back in to the school once you are dismissed to go outside
- During indoor lunch periods engage in an appropriate activity, such as completing homework or a suitable indoor activity that was prearranged with your classroom teacher (e. g., a board game or cards)

Students who are disorderly, disrespectful or litter may have their lunch privileges withdrawn and a parent/guardian will be required to make alternate arrangements.

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



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.

Student Personal Information

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.

Please see the section on **Student Personal Information** in the **Guide to the School Year** for a list of examples of when permission will be sought. Parents must sign the **Policy Agreement Form**, acknowledging that they have read and understood this information.

If 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.

Use of Non-Board Electronic Devices

Each school has its own guidelines about electronic devices. At a minimum, cell phones and other personal communication devices must be turned off and kept out of sight during all instructional periods, except with the clear permission of the principal or the 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. Infractions will be dealt with as student discipline, under Board Policy #668.0, Caring and Safe Schools and its related procedures.

Check with the school's main office to find out if students may bring electronic devices into the classroom, use them in school, or if they must leave these items in their backpacks/lockers. 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.

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

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



Visitors

Visitors, including parents/guardians, must:

- Use the main entrance to the school, buzzing to enter elementary schools.
- Check in at the main office upon arrival.

The office staff will get important messages and materials to your child.

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 **Volunteers in Our Schools Form** and return it to the school office.

Additional Information

You can find more information on these and other topics in the **Guide to the School Year** included with this package or on the York Region District School Board website at www.yrdsb.ca.