



LITTLE ROUGE PS

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School Start-Up Package

2014 - 2015

Information Package and Book of Forms 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 by September 12, 2014

Required Forms

These forms must be completed.

- Consent Agreement Form
- Policy Agreement (Grades 4 – 8)

Additional Forms

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

- School Council Candidate Nomination Form
- Volunteers in our Schools
- Religious Accommodations Invitation Form
- Student Accident Insurance Enrolment Form

Our School

School Day Organization:

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

Office hours: 8 am to 4 pm

Agenda

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

- Is a tool for students to record homework, important dates and notes.
- Is a tool to keep track of long term assignments and set goals for learning
- Is a useful way for teachers and parents to communicate student success and concerns

Parents/guardians, please check your child's agenda daily. If you wish to purchase an agenda, please fill out the attached agenda form and return it with the payment by September 8th.

Absences/Lateness

If a student arrives late at school after the morning or afternoon attendance has been taken, the student **must** report to the office and sign in. Persistent lateness or unexplained absences will first be discussed with the student, and then with his/her parents. The school attendance counselor may be contacted to discuss the problem with the student and his/her family. Regular attendance and punctual arrival are important life-long habits for our students to develop.

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.

Please do not send any food that contains, or is labeled, “may contain”, peanuts, nuts, peanut and nut by-products, peas, pea butter or peanut butter. Nutella and WOW butter are not nut-free so they are not to be sent.

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.

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. Parents must provide the school with an unexpired EpiPen. The child must also carry their own EpiPen on their person at all times. To view both the Anaphylactic Reactions Policy and Procedure, visit the Board’s website at www.yrdsb.edu.on.ca

MEDIC ALERT

Parents - If your child:

- has a particular problem which could manifest itself during school hours (e.g. Asthma, Epilepsy)
- is allergic to emergency medication (e.g. Penicillin reaction)
- requires medication during the school day
- is allergic to certain foods or environmental conditions (e.g. Nuts, bee stings, etc...).

Please make sure the school office is notified of this so that proper precautions may be taken.

Additionally, please ensure that the appropriate school forms have been completed. It is the parent’s responsibility to provide this information to the school.

MEDICATION IN THE SCHOOL

If your child needs to take a prescription medication during school hours, there is a form in the office which has to be completed by the parent. Medication should be brought to the office in the original container showing the prescribing doctor’s name and administration instructions. Children are then asked to report to the office at the appropriate time to take their medication. The release form terminates June 30th of each school year, or when the prescription changes or expires.

COMMUNICABLE DISEASES

It is sometimes necessary to contact parents to take their children home because of illness or suspicion of a communicable disease. If your child complains of feeling ill before school, we request that he/she be kept at home. The Public Health Act gives the principal authority to exclude children who are suffering from a communicable disease. The periods of exclusion are:

Red Measles: 4 days from appearance of rash;

German Measles (Rubella): 7 days from appearance of rash;

Chicken Pox: Since chicken pox is most infectious 1 to 2 days before the rash is seen, the Canadian Pediatric Society does not suggest exclusion is necessary or useful. As long as the child feels well enough to take part in regular school activities they may attend school;

Meningitis: Exclude from school until permission from doctor to return;

Scarlet Fever: 7 days or until patient is well;

Epidemic Strep Sore Throat: Until treated with antibiotic for at least 48 hours

Head Lice: Return to school after treatment has been applied

Pink Eye: Return to school 24 hours after drops have been applied

Fifth's Disease: Students are permitted to attend school but please notify the office of a diagnosis. Any staff or visitors to the school who are pregnant need to be notified.

Arrivals and Departures

KISS- AND-GO – Note to Parents:

The traffic flow through the school's parking lot is quite substantial before and after school and we need to be very concerned about safety of the children entering and exiting cars and those walking to or from the building. Parents driving cars are asked to drop off/ pick students up in the **kiss-and-go** area only of the parking lot and to proceed with extreme caution through this area. Please have students exit the car on the side with the curb – not into the parking lot. **Please do not enter the bus loop to drop off/pick up students.**

Please **DO NOT PARK** in the bus loop and the kiss-and-go loop as these are designated fire routes. If you need to get out of your car, you must park your car in a parking spot. There are additional parking spots located on the road. Cars parked in the Bus Loop or the Kiss and Ride are subject to ticketing by the Town of Markham.

For students who take the bus to school, please go to www.schoolbuscity.com to find information about bus routes and times.

Parents/guardians, it is important to remember your child's bus number and pick-up/drop-off times. Parents are responsible for their child's safe journey to and from a bus stop and their supervision while at a bus stop. Parents should make alternate arrangements if they are unable to meet their child at a bus stop.

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. These items are not allowed on school grounds during school hours.

The school is not responsible for any lost or damaged personal items. Note: Scooters, skateboards, walk and roll shoes and rollerblades are not allowed on school property.

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 (see table below).

Bully Prevention

At Little Rouge, we recognize the painful and damaging effects of bullying and we are committed to doing all that we can to bring it to an end. Helping our students to understand the effects of bullying and to recognize it as a form of aggression and violence is the cornerstone of efforts to prevent it. Unfortunately, we are often unaware of incidents as we do not see them and the students are reluctant to tell. We urge all students to tell an adult (teacher or parent) if they are the victim of bullying. Please be assured that bullying incidents that are brought to our attention will be dealt with in accordance with the Board's Safe Schools Policy.

Bullying is not just a school issue – it is a community issue. Thus, we all have to work together to bring it to an end so that we can ensure a culture of caring and peace.

Care of School Property and Personal Property

We attempt to foster in all our students a responsible and respectful attitude towards their school. Students are expected to return assigned textbooks to the school in the condition in which they were issued; students will be charged for lost or damaged texts. Students are responsible for the musical instruments they use and must pay for the repair of any damage caused by neglect or for the replacement if lost. Vandalism of any sort to school property is unacceptable and will be dealt with according to the consequences identified in our Behaviour Code.

As well, we make every effort to foster in all of our students a responsible attitude toward their own property and the property of others. However, in spite of this, there may be occasions where students have items that are lost or stolen. Thus, we encourage students to leave valuable items such as cell phones, ipods, MP3 players, cameras, valuable jewelry, electronic toys, etc., at home as the school cannot be responsible for lost or stolen items.

Students are encouraged to bring skipping ropes, balls etc. to school to use at recess. Play equipment should be well-labeled with the child's name. Sometimes balls are accidentally roofed – if this occurs, it may be a few days before the ball can be retrieved from the roof by a caretaker.

Code of Conduct

What should be seen/ heard	Range of Consequences
<p>Dress Code</p> <p><i>Students will...</i></p> <ul style="list-style-type: none"> Wear clothes that DO NOT portray/display: alcohol, tobacco or other drugs, profanity, sexually explicit words/pictures/symbols, words/pictures/symbols that are demeaning and/or offensive to anyone's race, culture, religion, or sexual orientation Wear shoes at all times. Consider safety when selecting summer footwear Remove caps, hats, and other head coverings when entering the school (religious requirements for head covering are respected) Refrain from wearing clothing that display visible undergarments (e.g. bra straps/ boxer shorts), and low cut tops or short shorts/ skirts Wear clothing that covers their midriff Wear non-marking soles in the gym 	<p>Dress Code</p> <p><i>Students will...</i></p> <ul style="list-style-type: none"> Make parental contact under staff supervision to arrange for students to go home and change clothing or for parents to bring replacement clothing Wear replacement clothing that meets dress code standards Serve a detention in class or detention room if repeated offenses Lose possession of caps, hats, bandanas or head coverings for up to a week
<p>Lunch Time</p> <p>Eating lunch in the classroom is a privilege.</p> <p><i>Students will...</i></p> <ul style="list-style-type: none"> Follow our "HANDS OFF" policy AT ALL TIMES (no play fighting) Display appropriate manners; sit while eating, and clean up their own lunch. Recycle materials appropriately – use blue and green bin Demonstrate respect for all lunchroom monitors – respond to their directions Be prepared to go directly outside when bell rings Once outside, only re-enter building with teacher/supervisor permission Spend the balance of the lunch hour 	<p>Lunch Time</p> <p><i>Student's will...</i></p> <ul style="list-style-type: none"> Be warned/timed out in the classroom Be removed to eat in alternate location Possibly clean and/or work with caretakers as a community service Have lunch privileges withdrawn (go home for lunch) either temporarily or for a longer duration based on the severity of the issue

<p>outside. Clothing appropriate to weather conditions must be brought</p> <ul style="list-style-type: none"> • Only leave school grounds to go home to eat with parental/office permission 	
<p>Recess</p>	<p>Recess</p>
<p>Students will...</p> <ul style="list-style-type: none"> • Follow our “HANDS OFF “ policy AT ALL TIMES (no play fighting) • Treat classroom equipment or equipment that is brought from home with care • Stay in assigned areas to play /within supervision boundaries • Refrain from chewing gum (in the school as well as outside) • Demonstrate proper, respectful language at all times (no profanity) • Report incidents to teachers/monitors on duty • Ensure that they are playing in a manner that is safe for themselves and for others • Stay well away from the parking lot • Go outside for recess unless being directly supervised by staff • Be ACTIVE and have FUN! <p>During indoor recess, students will remain in classrooms and engage in appropriate activities for the classroom (e.g. not throwing balls).</p>	<p>Students will...</p> <ul style="list-style-type: none"> • Walk with teachers, school assistant or peer mediators, dialogue and proactively problem solve the issue • Spend a “time out” against a school wall in the yard • Be sent to the office • Attend the Reflection Room/detention during another recess • Serve an in or out of school suspension for repeated offenses
<p>What should be seen/ heard</p>	<p>Range of Consequences</p>
<p>Hall/ Gym</p>	<p>Hall/ Gym</p>
<p>Students will...</p> <ul style="list-style-type: none"> • Follow our “HANDS OFF” policy AT ALL TIMES • Walk quietly in hallways at all times • Pick-up after themselves and promote school cleanliness • Refrain from eating/drinking in 	<p>Students will...</p> <ul style="list-style-type: none"> • Serve student detention in classroom • Be brought to office for appropriate follow-up with Principal/Vice-Principal • Serve an in or out of school

<p>halls/gym</p> <ul style="list-style-type: none"> • Refrain from visiting lockers between classes • Wear non-marking soles in the gym • Refrain from playing in the gym without teacher supervision 	<p>suspension for repeated offenses</p>
<p>Washroom</p> <p>Students will:</p> <ul style="list-style-type: none"> • Use washroom facilities for their intended purposes • Clean up after themselves • Use the green bins for wet paper towel • Refrain from putting inappropriate items in the toilets and sinks (e.g. Food, clothing, footwear) 	<p>Washroom</p> <p>Students will...</p> <ul style="list-style-type: none"> • Be asked to clean up a mess that they have created • Have supervised bathroom visits • Be asked to pay for damages/ repairs incurred as a result of misuse of washroom facilities
<p>Classroom</p> <p>Students will...</p> <ul style="list-style-type: none"> • Follow our “HANDS OFF” policy AT ALL TIMES • Arrive promptly for class • Come prepared with appropriate learning materials (including indoor shoes) • Speak in kind, respectful voices • Listen when one person is talking • Refrain from chewing gum • Stand/sit still and listen during O Canada and announcements • Do their share to keep their classroom tidy 	<p>Classroom</p> <p>Students will...</p> <ul style="list-style-type: none"> • Be removed to an alternate location • Be referred to the Office if problem/behavior persists • Phone parent for parent/student discussion • Serve detention • Receive a loss of privilege determined by teacher (e.g. loss of locker if consistently forgetting to bring all items needed for class) • Serve an in or out of school suspension for repeated offenses
<p>Buses</p> <p>Riding the bus is a privilege.</p> <p>Students will...</p> <ul style="list-style-type: none"> • Follow our “HANDS OFF” policy AT ALL TIMES (no play fighting) • Stay in their seat with no legs or arms in aisles or out windows • Use quiet voices • Respect directions given from bus driver and bus buddies • Use appropriate language toward 	<p>Buses</p> <p>Students will...</p> <ul style="list-style-type: none"> • Be referred to the office by teachers on duty or line monitors • Be written up by the bus driver and referred to the office • Receive a warning • Have bus privileges withdrawn <p>Please note: Only bus students are to be in the bus loop - non bus students interfering in</p>

<p>other students and the driver</p> <ul style="list-style-type: none"> • Line up and enter bus in a calm and orderly fashion • Refrain from eating or drinking on the school bus • Immediately upon dismissal line up at bus pylon • Exit the school through their designated door 	<p>the bus lines will be referred to the office.</p>
<p>Entry and Exit</p> <p>Students will:</p> <ul style="list-style-type: none"> • Remove hats upon entry into the school • Use assigned doors for entry and exit (including recess) • Report to the office for a late slip if late • Walk on the right side of the hallway • Yield to parents and guests in the school 	<p>Entry and Exit</p> <p>Students will:</p> <ul style="list-style-type: none"> • Surrender hats to the office • Be reminded to follow school procedures • Be redirected to the appropriate door • Be referred to the office/attendance counselor for chronic tardiness

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. Some classrooms have newsletters, moodles, blogs, etc. to help you stay connected. Your child’s teacher will provide more information.

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

Discipline

At Little Rouge we believe in using a **Restorative Approach** when dealing with conflict and discipline. We believe that although consequences for inappropriate behaviours and actions are necessary, it is as important to focus on helping students to assume responsibility for their actions and to guide them in re-building and restoring the relationships that may have been harmed by their actions. The following questions are used as we work through this process with students:

- What happened?
- What were you thinking at the time?
- What have you thought about since?
- What do you think you need to do to make things right?

When students have contravened the Behaviour Code, in addition to using a restorative approach, **Progressive Discipline Strategies** will be applied:

- Student/Teacher conferences
- Counseling
- Detention
- Referral to the Principal
- Parent contact/involvement
- Removal of privileges
- Restorative action
- Community service
- Restitution for damages
- Alternative programming
- Removal from class
- Involvement with outside agencies as needed
- Suspension

Consequences will be based on the individual needs of the student and the nature of the situation. Every effort will be made to provide discipline that is fair, consistent, positive and relevant.

Electronic Devices

Students are not to bring cell phones, handheld games, mp3 players, laser pointers, or any other electronic devices to school. These kinds of devices are often very valuable and provide great temptation for theft. As Little Rouge P.S. and the Board are not responsible for theft or damage to personal property, parents and students are asked to leave all valuables at home. If a student needs to bring a cell phone to school for safety reasons, it must be kept in his/her locker during class and recess times. Any cell phones that are not put away, will be taken from the student and Emergency Information returned at the end of the day. If a cell phone is taken away more than once, it will only be returned to a parent and not the student.

Cell phone cameras are not to be used on school property.

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)

Emergency Procedures

Safety and Security

The safety and security of students and staff is an ongoing priority at Little Rouge PS. We ask that parents support and respect the following guidelines when visiting the school.

- During school hours all doors will be locked. Please use the front door buzzer to gain entry to the school and report directly to the office
- Before the entry bells (9:00 a.m. and 1:55 p.m.), students may enter the front doors only if accompanied by a parent. Students should be joining their class at the appropriate entry door.
- Once morning anthem and announcements have started, students entering the building must come to the office where they will be issued a late slip.
- Parents should not go to their child's classroom unless they have made prior arrangements with the classroom teacher and signed in at the office.
- If it is necessary for students to be released early from class, parents should make the request at the office. Parents should not go to the classroom to request a student be released early.
- Parents/visitors who are dropping off lunches, homework or other items for students may bring these items to the office and attach a note with the child's name and grade. Parents should not make deliveries to classrooms.

Fire Drills and Lockdown Drills

Six fire drills are held throughout the year to prepare the students and staff in the event of an actual emergency. During these drills, pupils are expected to evacuate the school quickly and quietly under the supervision of the staff. **Therefore, it is important that children wear shoes at all times in the school.** Two lockdown drills are held every year, one in September during Safety Week and one in the spring.

Each school in York Region has in place an emergency plan to guide staff in handling any unanticipated or serious disruption to the school. The plan assigns tasks to individual staff members and calls for assistance from the Area Office. It has the support of both Fire and Police Officials.

We ask, in case of an emergency at the school that you:

- **NOT GO TO THE SCHOOL, as cars and people will get in the way of those officials in charge of responding to the emergency and the emergency vehicles.**



LITTLE ROUGE PS



- **NOT PHONE THE SCHOOL, or Area Office, as we shall need the telephone lines for emergency communications**
- **LISTEN TO THE RADIO for up to date announcements on any emergency situation.**

In case of an emergency requiring evacuation, we have made arrangements to move our students to Legacy P.S.

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.

Family Vacations

Family vacations in school time should be avoided where possible, as our staff prepares diligently to maximize the use of instructional time. However, if families must plan vacations that involve removing children from school for a period of time, advance notice of the anticipated absence is required in the form of a written note from a parent. Children may be responsible for completing modified assignments upon their return to school. However, assigning work to be taken on the vacation can pose difficulties for the student and may not be feasible for the teacher. Much of the work and learning activities that students are engaged in are dependent on an understanding or exposure to concepts and strategies discussed in class. Without participating in daily classroom lessons it is often difficult for children to complete related activities and assignments.

Homework

LITTLE ROUGE PS - HOMEWORK POLICY

The York Region District School Board defines homework as "learning activities which occur outside the normal classroom time and enable students to practice skills, consolidate knowledge and skills, and/or prepare for the next class".

In accordance with the York Region District School Board, Little Rouge students, teachers, and parents view homework as a valuable component of a child's education. We believe it serves to complement and enhance learning opportunities for students and provides them with opportunities to review concepts and strengthen skills through practice. Furthermore, it creates a partnership between parents, teachers, and students in order to promote and reinforce student learning. Homework is also designed to encourage the development of self discipline, good work habits, and to promote a positive attitude towards independent study and lifelong learning. Completion of homework is a part of the evaluation of learning skills. The school agenda is an effective tool that allows students to develop organizational and time management skills and demonstrate responsibility in assuming ownership of their own learning.

Homework should be balanced and take into consideration physical, social, emotional, and family well-being.

Role of the Student

1. To be responsible for his/her own learning:
 - record daily homework assignments in agenda/organizer
 - developing a homework routine and study habits
 - complete assigned homework and return to school within agreed timelines
 - communicate extenuating circumstances to the teacher if homework is not completed
 - select a suitable environment away from distractions
 - gather all necessary materials from school and home
 - set goals and use time productively
2. Speak to the teacher when problems with homework occur
3. Take into consideration extenuating circumstances, however barring these extenuating circumstances, the students will accept consequences put in place by the teacher when work is incomplete

Role of the Teacher

1. To communicate homework expectations to students and parents at the beginning of the year.
2. To support students and parents:
 - provide ongoing communication regarding curriculum expectations through the use of an agenda/organizer/email/phone/moodle or class website
 - provide homework on a consistent basis
 - monitor the amount of homework allotted for the class by working with grade partners to implement policy consistently and to prevent overload
 - provide time for students to record homework in agendas and provide them with ample time to complete assignments
 - assign homework that is meaningful and reinforces lessons taught in class
 - teach strategies re: study skills, time management
 - due dates for long term assignments or projects are posted and reviewed
 - take up homework assignments and/or provide timely feedback through ongoing assessment
 - when necessary, inform parents of incomplete homework
 - provide clear instructions about tasks
 - take into consideration extenuating circumstances when students are unable to complete assigned homework/assignments
3. **Equity Considerations:**
 - modify homework or timelines to meet students' needs and abilities
 - recognize there may be students who do not have access to technology at home and therefore do not establish that the use of technology is an expectation for the assignment or task. If the teacher deems it necessary then the student must be provided with the time or tools necessary to complete the assigned work
 - ensure that assignments completed at home are used for formative assessment purposes only and not for evaluation purposes

Role of the Parent

To play a significant role in the child's homework setting:

1. Regularly communicate with teacher through the use of an agenda/organizer/email/phone/moodle/class website and to remain informed about ongoing homework expectations and/or assignments
2. Communicate with teacher regarding their child's activities and/or any extenuating circumstances if homework is not completed. Avoid allowing your child to have excuses for consistently incomplete work.
3. Provide your child with a study area that is free from distractions (i.e. phone calls, television, social media, gaming, and electronic devices) and ensure his/her materials are easily accessible.
4. Help your child establish a set time for homework completion.
5. Monitor homework completion.
6. Check and sign agenda daily according to teacher expectations.
7. Support your child, but let him/her do the actual work.
8. Encourage and promote the importance of daily reading at home.
9. Take your child to community resources, i.e. Library, Museum, and encourage use of newspapers, magazines and computers as applicable.
10. Recognize the importance of the social/emotional/physical well being of your child, and encourage participation in a variety of activities

HOMEWORK EXPECTATIONS

Expectations increase as students move from one grade to the next. Homework timelines should be adjusted based on a child's needs or developmental stage (i.e. ELL, IEP students, social/emotional). If specific homework has not been assigned by your child's teacher, possible homework activities may include:

Kindergarten to Grade 3 – *up to 40 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
- Educational, interactive/technology based games (i.e. link to learning)

Grades 4 to Grade 6 – *up to 70 minutes per day including nightly 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
- Reading responses
- Educational, interactive/technology based games (i.e. link to learning)
- Journal entries

Grades 7 to Grade 8 – *up to 90 minutes per day including nightly pleasurable reading*

- Reading Assignments
- Review and practice of concepts taught
- Completion of unfinished class work
- Assignments/research/projects related to topics of study
- Studying and reviewing for quizzes and tests
- Reading responses
- Educational, interactive/technology based games (i.e. link to learning)
- Journal entries
- Continued emphasis on independent study to prepare students for high school

Library Resource Centre

The Library Resource Centre plays a central role in our school program. The students are encouraged to make extensive use of our Library for recreational reading and research. Scheduling is very flexible to meet the needs of the students and their teachers. Whenever a child wishes to exchange books or use the library resources, a library pass is obtained from the classroom teacher. Books may be borrowed every day. Students from Junior Kindergarten to grade two are permitted one book at a time; grades three to eight are allowed two books.

Library materials may be borrowed for a maximum of two weeks after which they may be renewed. Students are responsible for returning their resources on time. Students will be charged for lost or damaged books.

Lost and Found

The Lost and Found Box is located on the first floor outside of the caretaking office. Students and their parents are encouraged to check the box for any misplaced clothing or belongings. Several times a year, the contents of the lost and found are displayed for all students to view before unclaimed items are sent to a local charity. **Parents are asked to label their children's clothing so that misplaced apparel can be easily returned to the owners. Found watches, small items or jewellery are stored in the office.**

Lunch Time Expectations/ Agreement

All students who do not go home for lunch should stay at school during lunch time. Complete the enclosed **Consent/Agreement Form** to indicate your preference. **Any change from this routine requires**

a dated note from a parent to be handed to the teacher. Students who leave school grounds at lunch with their parents' consent are not the responsibility of the school.

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 1:35 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 voices
- 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
- Obtain a washroom pass from an Adult Supervisor 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.

Lunch and Snack Programs

Every Friday, students have the opportunity to purchase a **Pizza Lunch** that complies with the Healthy Schools Act. Order forms are sent home with students and are posted on the school website. **Frozen Yogurt, Popcorn and Cookie Snacks**. The 'Be the Change' Team sells a variety of healthy snacks that comply with the Healthy Schools Act. Order forms are sent home occasionally with students. All proceeds from this initiative go towards social justice initiatives that make a difference both globally and locally.

As a school that is committed to environmental responsibility, Little Rouge encourages litterless and/or boomerang lunches. Please send your child with lunches packed in reusable containers for food and drinks. Reduced garbage saves disposal costs and saves the environment. Any uneaten food or unfinished lunches are to be taken home, as are unrecyclable materials such as food wrappers. As well, Blue recycling bins are available in every classroom. In conjunction with the Town of Markham, Little Rouge Public School participates in a green bin program which supports local composting.

Milk Program

The school offers a milk program daily. A note will be sent home to order milk (white or chocolate) for the school year. The milk is delivered to the students at the beginning of the lunch hour.

Physical Education

The schedule for each class will be shared with students at the beginning of the school year. Each teacher will provide guidelines about the physical education clothing that is required for these classes. Students are expected to wear appropriate gym clothing for each class. Physical Education is an important part of the school program and all students are expected to participate. If a student is not to participate for some medical reason, a note from the parent or doctor should be provided to the classroom teacher. Please note, due to safety and liability concerns, students are not allowed to be in the gym without the supervision of a staff member.

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** booklet for a list of examples for 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.

Supervision and Recess Routines

The school yard is supervised by staff whenever students are out in the yard during the school day. The yard is not supervised before 8:45 a.m. in the morning, and so students should plan to arrive at the school after that time. Students must go immediately to the back tarmac or kindergarten enclosure where supervision is provided. Students are not to enter the school until signaled by a bell.

After school, staff will supervise the loading of buses. Other students are asked to leave the school grounds directly after dismissal and report home to parent/day care providers. Please note: School grounds are not supervised after dismissal.

All students are expected to be outside for recess breaks and, thus, should be prepared with outdoor clothing suitable for the weather. **Children well enough to attend school, are expected to be outside at recess to play with their peers.** The only exceptions to outdoor recesses are during rainy or exceptionally bitter winter weather. **If students need to enter the school before school or during recess breaks, they should first report to a teacher on duty to obtain permission.**

Please note: The students are not permitted to leave the school grounds during recesses.

Technology

It is exciting and challenging to use technology to complete work, communicate with friends, or share information. Technology is a powerful tool that comes with a large responsibility attached to it. Just like there are rules in the classroom for how to behave, there are also rules for how to use computers safely and respectfully in the school. As such, grades 4 - 8 students at Little Rouge PS must sign the attached "Policy Agreement". This agreement is designed to ensure a safe and supportive school environment.

Students are **accountable** for:

- following the Board's Safe Schools Policy and the school's Code of Conduct;
- respecting others' privacy and personal information when using school/Board technology;
- keeping personal information private (e.g., not publishing photos, names, addresses, or phone numbers on the Internet);
- using school/Board technology responsibly for educational purposes as assigned by a supervising teacher;
- reporting known technical, safety, or security problems; and
- treating school/Board technology with respect.

Students, parents, and guardians must be aware of requirements for the safe and wise use of the information

technology resources in our schools. Actions that are not in accordance with the Board's Safe Schools Policy and the school's Code of Conduct may range from withdrawal of privileges to suspension from school. For more information regarding the Board's Safe Schools Policy and Internet safety please visit the Board's website at www.yrdsb.ca.

Visitors

All visitors, including parents/guardians, must:

- Use the main entrance of the school (which is the west side of Little Rouge PS)
- Use the buzzer at the main entrance of the school. Front doors are locked 15 minutes after the morning bell.
- 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 **Volunteers in the Our Schools** form and return it to the school office.

For More Information

You can find more information on these and other topics in the **Guide to the 2014-2015 School Year** included with this package or on the York Region District School Board website at www.yrdsb.ca.