



MAPLE LEAF PUBLIC SCHOOL



School Start-Up Package 2017-2018

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Inspire Learning!

Welcome to Maple Leaf PS 2017-2018



Dear Students and Caregivers

On behalf of the staff, welcome back to Maple Leaf PS for a new and exciting year. We hope everyone enjoyed a safe and relaxing summer. To families joining us for the first time, a special welcome. Please join me in welcoming two new members to our staff: Mr. Testa is our Music teacher, and Mrs. Richmond, our Vice-Principal.

Our focus for 2017-18 comes directly from the feedback we have received from the school community through the School Climate Survey. We are dedicated to making sure that every student feels **welcome, worthy and safe**. We began this work last year. This year, we plan to make sure that every member of our school community hears about this work and is invited to be engaged in this work with us.

Most importantly at the start of the new year, we want every caregiver and student to know the value we, staff and administration, place on developing a positive team that works together to understand and meet the needs of each student. Regular and ongoing communication will get maximum results and help us to immediately work through any concerns that may come up along the way. Be sure to connect with your child's teacher right away to establish a positive communication system that will work for everyone.

Communication between home and school is an area where there needs to be some improvements. At the whole school level, communication will be increased. We will be making use of our email distribution list and our school website to communicate electronically in a timely manner. Families can also read paper copies of all communication posted on our Community bulletin board in the foyer. Stay tuned for information about bullying prevention activities, progressive discipline, student wellness, parent/caregiver engagement. We want all families to feel welcome and worthy members of this school community. The most efficient way to reach me is via email: amanda.leblanc@yrdsb.ca or by calling the school between 8:30-4:00 when Mrs. Agostino or Mrs. Charko will help connect you.

Please mark the following dates in your calendar: Meet the Teacher Night is Tuesday, October 3rd and Photo Day is Thursday, October 19th .

Within this package there are some forms that require your immediate attention so that we can keep our students safe.

1. School Start-Up Permissions Form
2. Policy Agreement Form. This refers to the Board's:
 - a. Caring and Safe Schools Policy
 - b. Use of Technology Agreement
 - c. Student Transportation Policy
 - d. Student Personal Information
3. Lunch Attendance Form
4. Primary Student Dismissal Form

Please note that the following sections of the Schools Handbook will be updated this year: Dress Code (in process), Homework Policy and Code of Conduct. Students, staff and caregivers will be asked for input prior to revision and posting on the school website and community bulletin board.

Along with our Maple Leaf Start-Up Package you are receiving the YRDSB Guide to the School Year for Students and Parents. Please review it at your earliest convenience.

Parents and caregivers are encouraged to be actively involved in their child's education. You can do this in small ways by communicating regularly with the teacher, reviewing the agenda for students in grades 1-6, using the Communication Bag for Kindergarten students, supporting with daily reading for all students K-8 and supporting homework activities. You may have more time to give and we want you to know that we welcome volunteers in our school. We need volunteers to support our school to be the best we can be. This could include among other things: helping with our incredible universal morning snack program, field trips, classroom readers, office support, library helper, bulletin boards. Perhaps you are not available during the school day; we need parents to support with policy review that can happen after school hours: this Fall we will review the Code of Conduct and Homework Policy. We also need parents who are interested in supporting our School Council. The Volunteer Form and School Council Nomination Forms are included.

Please help us maintain safety and security in our school by keeping us updated with any emergency contact information, following our Safe Arrival procedure, by entering the school only through the front door and only proceeding to classes with permission at the office. We want to ensure all members of the community feel welcomed and valued; we need to do this while following YRDSB policies. Volunteers have provided a Vulnerable Sector Screening, sign in at the office and wear a volunteer badge. All visitors have arranged a meeting in advance with the staff member, signed in at the office and wear a visitor sticker.

Returning students and families will have seen the construction as it progressed this spring and summer. We are excited to have our students returning to a freshly renovated school. We are looking forward to an exciting school year where everyone feels **welcome, worthy and safe** so that our students can soar to their fullest potential!

Go Lions!

Ms. Amanda LeBlanc
Principal
amanda.leblanc@yrdsb.ca
(905)895-9681

Mrs. Linnet Richmond
Vice Principal
linnet.richmond@yrdsb.ca



MAPLE LEAF PUBLIC SCHOOL

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 Tuesday September 12, 2017.

Required Forms

These forms must be completed.

- Religious Accommodation Form
- School Startup Permission Form
- Policy Agreement
- Lunch Attendance Agreement
- Lunch Contract
- Permission Form to participate in local field trips, house league sports, clubs
- E-Mail Distribution
- Primary Dismissal Form

Additional Forms

This form must be completed if you wish to participate.

- Volunteers in the Schools
- School Council Nomination Form
- Student Accident Insurance Form (available at the office)

MAPLE LEAF PUBLIC SCHOOL



Maple Leaf P.S. Timetable

Before School	
Supervision	8:45 - 9:00
Instruction	9:00 - 10:40
Recess	10:40 - 11:10
Instruction	11:10 - 12:50
Lunch	12:50 - 1:50
Instruction	1:50 - 3:30
Dismissal	3:30

Office Hours: 8:30 a.m. - 4:00 p.m.

Attendance and Safe Arrival

The Safe Arrival Program requires that we contact parents/guardians of all children who are absent. Before 8:45 a.m. each day, please call 1-855-203-2994 (this line is open 24 hours a day) or go online to yorkrdb.schoolconnects.com to notify the school of your child's absence, appointments or whether they are running late for school. After 8:45 a.m. please call the school at 905-895-9681. It is the parent's responsibility to notify the school by phone or by note to your child's teacher when your child is absent or late.

Chronic lateness is a concern to us. Children coming late regularly miss opening exercises and an important part of the instructional day. Poor habits and attitudes around punctuality develop and can remain with students into adult life, always beginning their day in a "catch up" state of mind.

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 food containing nut products.

Announcements

Important information is shared with students during the morning announcements. Students should listen attentively and respectfully during this time.

Arrivals and Departures

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 or in another school designated area.

The school is not responsible for any lost or damaged personal items. Note: Scooters, skateboards, and roller blades are not to be use on school property between the hours of 8:00 a.m. and 4:30 p.m.

MAPLE LEAF PUBLIC SCHOOL



Agenda

We encourage all students to use an agenda 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 daily. The school has purchased an agenda for each child in grades 1 – 5. Donations will gladly be accepted to help offset the cost to 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 Preparedness

The Board has a number of policies and procedures in place to address emergency situations when normal school operations cannot continue or where student and staff member safety may be at risk. This could include a fire, flood or acts of violence. All schools have individual plans and conduct drills throughout the year.

There will be six fire, two lockdown and one hold and secure drill annually so students become familiar with emergency preparedness procedures. These drills are important so that in the case of an actual emergency, students and staff members know what to do to be safe.

In a hold and secure situation, York Regional Police will ask that outside doors of a school remain locked. Normal school operations will continue inside the building but no one may enter or leave the building until police indicate it is safe to do so. This will occur regardless of weather.

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

Stay Connected Online

You can also stay connected online through our school website. In addition, you can follow Board news and updates at www.yrdsb.ca or on Twitter [@yrdsb.ca](https://twitter.com/yrdsb.ca)



MAPLE LEAF PUBLIC SCHOOL

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 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, visit the school website and, using the link provided, submit a valid email address.

Lunch Time Agreement

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

Do not bring nuts or nut products to school.

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.

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. Please see attached pamphlet for further information.

School Cash Online

You can now pay online with credit/debit for school lunch program, field trips, fundraising, etc. Parents that opt to participate will receive notification via email of student fees owed (both required and optional), and make secure online payments by credit card or Interac and receive a receipt. See the attached registration form for this option.

Code of Student 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. Students are expected to follow these rules of behavior on school property and during Board or school-sponsored events and activities.

Code of Student Conduct (under review)

Students will show **responsibility** by:

- ◆ Being responsible for their own learning
- ◆ Being prepared for all classes
- ◆ Completing assigned work on time
- ◆ Arriving on time and attending regularly
- ◆ Signing in and out of the school in the office
- ◆ Keeping lockers clean and well organized
- ◆ Remaining on school property unless written permission by a parent is given
- ◆ Attending field trips
- ◆ Not bringing peanut products to school
- ◆ Using the student agenda as outlined by staff



Students will show **respect** by:

- ◆ Following school safety expectations
- ◆ Not chewing gum in the school
- ◆ Following the dress code
- ◆ Treating staff, students and visitors politely and considerately
- ◆ Using language appropriate for the school setting. Verbal abuse, harassment, racial, religious or cultural slurs or offensive language will not be accepted.

Students will show **initiative and perseverance** by:

- ◆ Participating in school activities and doing their best at all times
- ◆ Reporting problems in classrooms, halls, the school yard, the bus or to and from school to the appropriate staff member
- ◆ Asking for academic support when needed
- ◆ Helping staff, students or visitors when possible
- ◆ Helping to keep the school clean and tidy

Students will show **fairness** by:

- ◆ Solving problems in a reasonable way
- ◆ Sharing school supplies and equipment with others
- ◆ Including all students in games and activities

Students will show **empathy** by:

- ◆ Asking if someone needs help or support
- ◆ Learning about other cultures and families
- ◆ Understanding that everyone is different and important
- ◆ Not bringing peanut products to school

Students will show **optimism** by:

- ◆ Expecting the best from themselves and others
- ◆ Solving problems and expecting a positive outcome

Students will show **honesty and integrity** by:

- ◆ Taking responsibility for their own actions
- ◆ Telling the truth in all situations
- ◆ Sharing information from school at home
- ◆ Sharing information from home at school
- ◆ Asking for help when needed from school staff

Students will show **courage and initiative** by:

- ◆ Informing school staff of situations that may be dangerous or uncomfortable for other students
- ◆ Doing their best all the times
- ◆ Asking for help from staff or students
- ◆ Telling someone to change behaviour that is against school rules and routines

Staff will support students and parents by:

- ◆ Following the school rules and routines
- ◆ Providing high quality programs based on the Ministry of Ontario Curriculum
- ◆ Providing an atmosphere that promotes a climate of trust and acceptance
- ◆ Showing respect for individual differences
- ◆ Helping students resolve conflicts in an appropriate manner
- ◆ Disciplining in a fair manner
- ◆ Regularly communicating with parents about school and class events, curriculum, assignments, lateness, attendance and behaviour concerns
- ◆ Providing a safe and secure learning environment
- ◆ Completing accurate and detailed report cards

Parents will support students and staff by:

- ◆ Knowing the school rules and routines
- ◆ Following the sign in and out safety procedure in the office
- ◆ Making sure that students attend regularly and on time
- ◆ Following the Safe Arrival program outlined in the student agenda
- ◆ Supporting field trips and special events
- ◆ Keeping informed about class and school events
- ◆ Attending school events
- ◆ Providing appropriate meals and snacks for students
- ◆ Checking the student agenda each evening
- ◆ Helping with homework and assignments
- ◆ Encouraging students to resolve conflicts and solve problems in an appropriate manner
- ◆ Contacting the school with questions, comments or encouragement

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



MAPLE LEAF PUBLIC SCHOOL

Dress Code – Under Review

Student Dress Code

The student dress code is important in order to support respect for the learning environment and educational process. Respect for self and others is evident when students dress in a suitable and proper manner for all school activities. The dress code has been created for all students at all grade levels.

The following clothing is not permitted:

- ◆ any head covering (except for religious reasons), including bandanas and sweat bands
- ◆ tops that reveal the stomach, have straps thinner than the width of 3 fingers or are low cut
- ◆ pants that are worn below the waist and pajama bottoms
- ◆ short skirts or shorts - mid thigh length is appropriate for school
- ◆ Metal chains

Clothing or jewelry that portrays the following is not permitted:

- ◆ alcohol, tobacco or other harmful substances or products through 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

Students will be inside on rainy days and extremely cold days. They do need to be prepared for inclement weather by:

- ◆ Wearing boots, gloves, hats and coats during winter days
- ◆ Wearing boots, coats for rainy days
- ◆ Wearing hats and sunscreen during warm, sunny days

Consequences for not following the Dress Code will be as follows:

- ◆ Change of clothing either by changing at school or going home with permission
- ◆ Phone call home
- ◆ Borrowing a new, large t-shirt kept in the office

Persistent refusal to follow the Dress Code will result in:

- ◆ Phone call or letter home
- ◆ Time in the office

All undergarments must be covered at all times

Homework

The Ministry of Education defines homework as “work that students do at home to practice skills, consolidate knowledge and skills, and/or prepare for the next class.”

The Board has a homework policy that supports student learning and recognizes the importance of personal and family well-being. The amount, frequency and nature of assigned homework will vary depending on the student’s strengths and needs, well-being, grade, subject and other factors. For more information about time guidelines and how parents can provide support, please see the Guide to the School year and Board Policy and Procedure #320.0, Homework. This Policy was recently revised by the Board. Maple Leaf PS will review the Homework Policy to reflect these changes.

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. Please find attached School Council Welcome Letter and Nomination Form.

Student Nutrition Program

Maple Leaf provides a healthy morning snack for every student. Students can choose to eat the snack when/if they are hungry. If parent/guardian does not want their child to take food provided please let us know. Cash donations are welcome.

MAPLE LEAF PUBLIC SCHOOL



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 x2015.

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 classroom teacher. The school is not responsible for personal items that go missing at the school.

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 your child's teacher 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 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

All visitors, including parents/guardians, must:

- Use the main entrance of the school, buzzing to enter elementary schools.
- Check in at the school's main office when they arrive. The office staff can 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 fill out the attached form.

For More 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.

MAPLE LEAF PUBLIC SCHOOL

School Council Information **Please consider participating in the School Council**

Who

The Council is made up of:

- interested parents
- teaching staff
- support staff
- Principal and Vice Principal
- community representatives

What

School Councils exist to provide parents, staff, students and community representatives with a more responsible and active role in education programs and services within their local community.

When

Meetings take place on the second Tuesday of each month and elections to the Council take place each September.

First official School Council Meeting: Tuesday, September 26, 2017 at 7:00 p.m.

Where

We meet in the school Library, on the 2nd Tuesday of each month (unless it is a recognized faith day), from 7:00 – 8:30 p.m.

Why

Using a team-work and “many hands make light work” approach to fundraising and other areas of interest for our children, School Councils promote positive attitudes toward both the education of students in the school and public education in the community, effective two-way communication between home and school, and increased parental participation in the education of their children. While the Council does have “elected” positions (i.e. to serve in roles such as Treasurer, Chairperson), we always encourage any parents who are interested in being part of the team to join us – not every member has to be in an “elected” position!

How

Unless you are interested in being nominated for an elected position, all you need to do is come to the meetings or offer your “muscle” to help out with the various activities of the School Council. Not all activities are related to fundraising either, so don’t let that scare you away! Helping to distribute hot lunches in the school, unpacking plants from a vehicle – there are lots of ways to help your child’s school.

Only those wishing to take on an “elected” position need to complete a nomination form included in this package. Everyone else – just come on out and we look forward to meeting you!

For more information please contact the school office or Christine Stafford at christine.stafford@olacc.com