



Queensville Public School

20317 Leslie Street Queensville, Ontario L0G 1R0

Phone: 905-478-4191

Fax: 905-478-4047

email: queensville.ps@yrdsb.ca

website: www.queensville.ps.yrdsb.ca



School Start-Up Package

2017-2018



Welcome Letter from the Admin Team

Dear Parents/Guardians,

Welcome to all our new and returning families. We hope you had a wonderful, relaxing summer and are looking forward to the new school year. This package includes important information about our school, including forms you need to complete and the Guide to the 2015-2016 School Year.

There are a few upcoming dates we would like to highlight, including: Meet the Staff evening on Thursday, September 17th (more information will follow about the format of this evening) as well as the first PA day on Monday, September 28th. We hope to see new members out to our first School Council meeting at the end of September or beginning of October.

We have a dedicated staff with a strong commitment to student well-being and achievement, and to creating an environment where everyone feels safe, welcome and respected. We look forward to speaking and working with you in the months ahead. Please do not hesitate to contact the school if you have any questions. We welcome the opportunity to speak with you.

Please note that students in Grades 1-6 will be receiving generic school agenda planners this school year. The school information that was included in these planners in past years has been included in this package. Individual classroom teachers will provide suggestions for students/families around tools to support homework organization and regular home-school communication.

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

Sincerely,

Mrs. Stephanie Gilbert
Principal

Mrs. Heather Stevens
Vice 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 the school by September 25th, 2017.

Required Forms

These forms must be completed.

- School Startup Permissions Form (Blue)
- Policy Agreement (Yellow)

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 (Purple)
- Student Accident Insurance Enrolment Form
- Volunteers in Our Schools (Pink)



Our School

School Day Organization:

Period	Times
Before school supervision	8:35-8:50 a.m.
Period 1	8:50-9:40
Period 2	9:40-10:30
Recess	10:30-11:00
Period 4	11:00-12:00
Period 5	12:00-12:40
Lunch	12:40-1:40 p.m.
Period 6	1:40 - 2:20
Period 7	2:20 - 3:00
Period 8	3:00 - 3:20
Dismissal	3:20 p.m.

Office hours: 8:00 a.m. to 4:00 p.m.

Agenda/Handbook

We encourage all students to use an agenda on a daily basis. An agenda is a tool for students to improve organization for academic and personal successes, to communicate between students, parents/guardians and the school, and to provide helpful information for learning, studying, and other pursuits.

Organization – record daily homework, record assignments and test dates, list other important events and dates, list reminders of things to bring to school or general reminders.

Communication – ask questions or communicate with teachers, teachers send notes and reminders home, record assignment or test results.

Information – a program of developing study skills, mathematics facts, writing ideas, Canadian facts, time zones, quotes about personal development and learning, and more!

Taking the time to go through your child's Agenda with them is a valuable exercise. Finding all of its benefits and using it on a regular basis will help your child achieve success.

The school will provide each child in Grades 1-6 with a generic agenda planner. In addition, some classes may use GoogleApps for communicating homework and agenda items.

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, **do not bring nut or nut products to school.** We also do not allow any home baked items into the school for classroom activities and/or events due to the risk of cross-contamination. Parents are asked to speak with their child's homeroom teacher before sending any food items into the school for sharing with classmates.

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.

Arrivals and Departures

For students that walk or are driven to school, Leslie Street is a busy road at any time of the day, but especially first thing in the morning and at the end of the day. For the safety of all our students, when dropping off your children in the morning, **please wait with them until the crossing guard has given the 'all clear' signal to indicate that it is safe for them to cross Leslie Street.** Staff supervising the bus area will direct students to the school yard gate where staff supervision begins at 8:35 a.m. At end of day dismissal, all students will wait behind the school gate with the staff supervisor until their bus arrives or a parent is present for pick-up. **Please meet your child near the dismissal gate and cross Leslie Street with your child when the crossing guard has given the 'all clear' signal to indicate that it is safe to cross.** We appreciate that parents leave the dismissal area promptly, once your child has been picked up, as it is an area of high congestion and the road is close by and very busy. We remind everyone that the school day ends at 3:20 p.m. If you are delayed, please contact the school as soon as possible. Thank you for supporting our arrival and dismissal routines to ensure the safety of all of our students.

For students who take the bus to school, the drop off and pick up zone is in front of the school on Leslie Street just before the cross walk. At morning arrival, students are met by a staff member to exit the bus and proceed through the school gate, directly to the school yard, for staff supervision until the morning bell rings at 8:45 a.m. and students enter the school. On rainy or inclement weather days, students proceed directly into the school for supervision. At end of day dismissal, bus students wait in their bus line in the designated area, behind the school gate, until their bus arrives and the supervising staff member directs them to proceed to board their bus..

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

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

- Should wear a helmet
- Must walk while on school property
- Should lock bicycles on the bike rack
- Must store rollerblades, skateboards or scooters at the Main Office.

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



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

Code of Student Conduct

Students and staff have the right to learn and work in schools where they feel safe. Staff and students, along with the police, parents and the community, can foster a positive and safe school environment in which all parties work in cooperation with one another. Each school establishes a Code of Conduct that reflects the provincial and Board Code of Conduct. Queensville Public School promotes responsibility and respect in a safe learning environment.

Be Responsible and ...

- Bring all required materials to class
- Take home all necessary materials for homework
- Complete all assigned work
- Participate actively in class
- Attend all classes regularly and punctually
- Take ownership for your own actions

Be Respectful and ...

- Respect self, others and property
- Follow instructions of adults
- Take appropriate measures to help those in need
- Respect the right of individuals to a positive learning environment
- Treat others fairly, respecting race, ancestry, place of origin, colour, ethnic origin, religion, gender, sexual orientation, age and disability
- Use appropriate language
- Be polite

Be Safe and ...

- Walk when in the school building
- Refrain from fighting, rough play and aggressiveness
- Adhere to the Board Code of Student Conduct and *Caring and Safe Schools* Policy

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

Discipline...

Our goal is for students to make wise decisions and to become strong problem solvers. Restorative practices and consequences are used together to promote positive student behaviour.



Staff and school administration use the following strategies in a progressive manner. Some inappropriate student behaviours may require specific consequences based on YRDSB Caring and Safe Schools Policy #668.0.

Possible strategies include:

- Counselling/Verbal Prompting
- Problem Solving Sheets
- Apologies
- Detentions
- Peer Mediation
- Parental Contact (interviews, phone calls)
- Withdrawal of Privileges
- Community Service
- Exclusion from Class
- Student Contract/Growth Plan
- Repayment of Damages
- Suspensions
- Expulsion (discretion of YRDSB)

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 or Handbook serves as a useful way for teachers and parents/guardians to communicate. Parents/guardians, please check your child's agenda/handbook daily. We may also communicate through regular newsletters.

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, and Twitter feed @QueensvillePS. Some classrooms have Twitter feeds, use GoogleApps or newsletters 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.ca, on Twitter @YRDSB or by downloading the Board app "YRDSB Mobile."

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.

Indoor shoes are required for all students. Outside winter coats are not to be worn in classrooms. All undergarments must be covered at all times.

The following clothing is not permitted:

- Any head covering (except for religious reasons), including bandanas
- Shirts that reveal the stomach, have straps thinner than the width of 2 fingers or are low cut (no spaghetti straps)
- Pants that are low cut or worn low, revealing undergarments
- Pajama bottoms
- Short skirts or short shorts – length needs to be midway between top of leg and knee
- Pants, shorts, skirts with revealing rips
- T-Shirts that portray the following are not permitted:
 - alcohol, tobacco or other harmful substances and inappropriate words or pictures for school
 - 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.

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

- Immediate change of clothing either by changing at school or going home with permission
- Phone call home by the teacher to make parents aware of the situation

Persistent refusal to follow the Dress Code will result in:

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



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

Academic success is related to a reasonable amount of regular, systematic and effective home study and parental involvement.

- Homework is associated with the regular in-school program.
- Teacher, parent and student feedback provides reinforcement of learning.
- Grade appropriate learning strategies and evaluation practices (i.e. organization, time management) will be incorporated.
- Homework will be monitored and form part of the student's term mark in the learning skills section of the report card.
- Teachers regularly assist students with organizational and planning skills, including supervising agendas.
- Students are expected to keep their agendas up-to-date and record dates of homework and projects.
- Teachers will ensure that the maximum allotted time for homework does not increase by more than 10 minutes per grade, beginning with 10 minutes in grade one, for a maximum of four nights per week.

Parent's Role

Your role is important.

- Monitor what your child does. This is your window into the school's programs.
- Provide a quiet, equipped homework setting.
- Provide a regular, consistent time, free from distractions, phone calls and television.
- Provide support, suggestions, interest, clarification and encouragement.
- Inform teacher (by note, phone, email) when homework cannot be completed.
- Utilize community resources, newspapers and magazines.
- Remember the importance of family reading and dinner table discussions for your child's development of values, vocabulary, knowledge and reasoning.



Lunch Time Agreement

Students who leave school property for lunch must have parent/guardian permission, otherwise students must stay at school. The **School Startup Permissions Form** must be completed for all students and returned to the school.

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 laptops. 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.