



Sir John A. Macdonald Public School


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 @sjamps



School Start-Up Package

2017-2018

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 by Friday, September 8, 2017.

Required Forms

These forms must be completed in School Cash Online.

- School Startup 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 (sent separate from the School Start Up Package)
- Volunteers in Our Schools

Our School

School Day Organization:

Period	Times
Before School Supervision	7:50-8:00 a.m.
Entry Bell	7:55 a.m.
Period 1	8:05-8:55 a.m.
Period 2	8:55-9:45 a.m.
Recess	9:45-10:15 a.m.
Period 3	10:15-11:05 a.m.
Period 4	11:05-11:55 a.m.
Grade 1-8 Lunch Recess	11:55 a.m.-12:30 p.m.
Grade 1-8 Lunch	12:30-12:55 p.m.
Period 5	12:55-1:45 p.m.
Period 6	1:45 - 2:35
Dismissal	2:35 p.m.

Office hours: 7:15 a.m. to 3:30 p.m.

Agenda

We encourage **all students in Grades 1-8** to use an agenda on a daily basis. An agenda:

- Is used to teach students aspects of responsibility, self-regulation, independence , and more
- Is a tool for students to record homework, important dates and notes
- Is a useful way for teachers and parents to communicate

School agendas are available for purchase from the school. **We strongly encourage all children in Grades 1-8 to purchase an agenda for only \$5.00. If you wish to purchase an agenda, provide \$5.00 to your child's classroom teacher, or purchase one directly from the main office, by Friday, September 8, 2017.** Parents/guardians, please check your child's agenda daily.

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.

Announcements

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

Arrivals and Departures

Parents/guardians who **drive their children to school** are required to use the kiss 'n ride in the main parking lot. **Student drop-off and pick-up is not permitted in the bus loop, directly in front of the school.** To ensure the safety of all students your strict adherence to following is required:

- Please follow the directions of staff supervising the kiss 'n ride
- Parents must not leave their vehicles unattended in the kiss 'n ride (please use a parking spot if you need to leave your vehicle)
- Pull as far forward in the kiss 'n ride loop as possible so other vehicles can pull in behind you
- Please obey all traffic rules while driving through the parking lot and kiss 'n ride

For students who take the bus to school, you must exit the building from your usual entry/exit doors into the schoolyard. The main front door is not to be used for entry or exit from the school to the bus loop. 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/name 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.

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

Boomerang Lunch Program

To support our **boomerang lunches**, **any uneaten food and any waste material produced will be returned home and not become part of the school's waste collection.** This includes all packaging, uneaten food and leftovers. It's estimated that the average school age child using a disposable lunch produces 67 pounds of lunch waste per school year! Using reusable containers, thermos bottles and bringing the right amount of food will let children know they can be part of the solution to our waste problems. A Boomerang lunch provides you with information about the eating habits and preferences of

your child. By carrying home the leftovers you can see what's been eaten or not. Packing a waste free lunch not only helps the environment it can also result in healthier more nutritious snack/lunches.

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

At Sir John A. Macdonald PS, 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.

Our Shared Beliefs

Our Code of Conduct is based upon the following shared beliefs:

- Every person has rights which must be respected
- Every person has the right to:
 - Respect for self and belongings
 - Safety
 - Be involved in the process of identifying behavioural expectations, responsibilities and consequences
 - Dignity and self-esteem
 - Consequences which are clear, consistent and focused on student growth
- Every person has a responsibility to:
 - Carry out the Code of Conduct
 - Model the expected behaviours

Our Shared Expectations for Behaviour

To help achieve the greatest success at school and to develop a positive attitude toward staff, classmates and school in general, students are expected to:

1. Treat others the way they wish to be treated.
2. Have respect and concern for the safety of those around them.
3. Attend school regularly, be punctual and come prepared.
4. Participate actively and work conscientiously.
5. Refrain from bullying, fighting and using inappropriate language.
6. Be courteous at all times.
7. Co-operate with all school staff.

8. Play only games and activities which do not involve body contact, rough play or endangering the safety of others.
9. Care for all school property.
10. Wear clothing that is neat, clean and appropriate for our school environment. Clothing which displays offensive or degrading messages will not be tolerated.
11. Remove hats upon entering the school building.
12. Follow all school rules and routines.

Our Shared Understanding of Appropriate Consequences

Behaviour that conflicts with our school's Code of Conduct or that threatens the safety or well-being of anyone at SJAM is taken very seriously. When such situations occur, the school staff will respond appropriately to ensure the safety and well-being of our students, staff and community. Depending on the nature of the specific incident the consequences for such behaviour is varied and is applied in a situation-specific manner.

POSITIVE REINFORCEMENT

- Always try positive vs. negative reinforcement first
- Praise; verbal (in person, call home, announcement) and written (posted on classroom, personal note, newsletter)
- Granting of additional privileges and responsibilities: free time, collect/distribute materials, library/office helper etc.
- Awards/rewards (certificates etc.)

PREVENTATIVE STRATEGIES

- Post, discuss and review student responsibilities, expectations and consequences
- Modify teaching styles and program to match student learning styles and abilities

RESTRICTIVE INTERVENTION

- Interview with student
- Detention of the student
- Formal interview with student and/or parent
- Additional meaningful assignments
- Withdrawal of student from the learning situation
- Removal of privileges/removal of student from his/her class
- Written agreement between student and school
- Replacement of and/or payment of any damaged or mistreated items
- Performance of a suitable task
- Referral to the Board personnel or an outside agency
- Suspension as provided for in The Education Act

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

Classroom Celebrations

We recognize that food and eating is a pleasurable and social activity and we do not want it eliminated in the school. However, some guidelines are necessary. To this end, we have several requests related to food allowed in the school.

1. **No nuts or nut products at any time in any classroom**
2. **No foods containing other known allergens in homeroom classes where anaphylactic students attend (ie. No shellfish in a room where a child is allergic to shellfish, etc.)**
3. **For religious, health, and dietary reasons, FOOD SHOULD NOT BE PROVIDED FOR CHILDREN'S BIRTHDAYS**
4. **Food will only be part of celebrations for unique and "special" classroom events, organized by a staff member**
5. **WE CANNOT ALLOW HOME-BAKED OR HOME-PREPARED FOODS TO BE SHARED IN THE CLASSROOM**

If a classroom celebration is being organized by a teacher and food is included then **the teacher is responsible to:**

- Ensure that all food provided is "nut free", as indicated on ingredient labels.
- Ensure that all food is "allergy safe" related to known allergies that exist for students in the classroom
- Convey to parents who may be providing food that all food must be "nut free", as indicated on ingredient labels, and "allergy safe" when applicable, and that absolutely **NO HOME BAKED PRODUCTS** will be allowed
- Ensure that any cooking/baking/food preparation occurring at school conforms to all of the above, as well as to ensure **that any ingredients sent from families' homes for class cooking/baking/food preparation come to school in SEALED and ORIGINAL PACKAGES/CONTAINERS**
- Encourage healthy choice options

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

The Student Agenda serves as a useful way for teachers and parents/guardians to communicate. Parents/guardians, please check your child's agenda 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. **The email distribution list is our primary source of official school correspondence. It is used to send home regular "e-blasts" about upcoming school events, links to our monthly school newsletter, and more.**

Stay Connected Online

You can also stay connected online through our school website and our Twitter feed @SJAMPS. 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 at www.yrdsb.ca, on Twitter @YRDSB, YouTube channel YRDSBMedia, and the Board app YRDSB Mobile.

Dress Code

Our Appropriate Dress Policy is designed to support and enhance our school's Code of Conduct. At Sir John A. Macdonald Public School we believe that:

- A reasonable standard of dress, which identifies school as a place of dignity and learning, is required at all times.
- The way one dresses for school is indicative of the attitude the person has towards school.

Sir John A. Macdonald PS



- Dress and language should be appropriate to a school setting where learning is the focus.
- If the student's clothing is deemed inappropriate, he/she will be asked to change. Parents/guardians may be notified to either pick up the student or bring in a change of clothing.

The following is a guideline to assist parents and students in understanding these expectations:

1. Shirts, blouses and dresses must completely cover the abdomen, back and 2/3 of the shoulders. Tube tops, halter-tops and other tops with narrow shoulder straps or "spaghetti" straps are unacceptable. Tank tops must be fitted under the arms. Shirts or tops must cover the waistband of pants, shorts or skirts or be long enough to be tucked in.
2. Clothing or accessories may not display offensive, vulgar language or images and must not advertise products which students may not legally purchase.
3. "Short shorts", and mini-skirts which are above the middle of the thigh are deemed inappropriate attire.
4. Pants must not sag below the waist and underwear must not be visible.
5. Head apparel, except for religious or medical reasons, must not be worn inside the school.
6. See-through clothing is not permitted. All undergarments are to be covered.

Concerns related to this policy are dealt with on an individual basis, with the specific nature of the problem, the past behaviour of the child, and the student's age all being considered. Repeated occurrences may result in consequences under our school's Code of Conduct.

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.

Entry Routines

Generally speaking, **all students are expected to enter and leave the school building through specific doors assigned for their class' use.** All students are expected to arrive punctually for school and to report on time to all classes. During inclement weather days, when it is extremely cold or when it is raining, we alter our entry and exit plans. On such days students are not to wait outside in the yard. Instead, children are welcomed into the school when they arrive and are supervised in the hallways at designated waiting areas.

Excursions/Community Walkabouts

Teachers may take classes on walks around the community to support classroom programs. Your child's teacher will endeavour to provide you with advanced notification whenever a community walk is planned, but specific permission forms are not required for this type of event. 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 Ministry of Education defines homework as "work that students do at home to practise 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

Lockers

Lockers are issued for students in Grades 4-8, depending on availability and classroom location. At times students will be required to share a locker with another student in his/her classroom. Lockers provide a place for students to store their outdoor clothing, backpacks, lunches, and more while they are in class. Students may elect to secure their locker with a combination lock provided from home. Students who choose to lock their lockers must provide the combination to school staff. Shared lockers cannot be locked at any time, or for any reason. Lockers, regardless of being locked or not, should not be considered a safe location to store valuables and as such, **the school is not responsible for personal items that go missing at the school.** Lockers remain the property of the York Region District School Board, and are used under permission from the school and are not the private property of the student. **School administration have the right to enter a student locker at any time for reasonable cause.**

Lost and Found

Please make sure that all articles worn by your children are clearly labeled. This will avoid disappointment and confusion when something is misplaced. Our Lost and Found box is located in a central location, near the Main Office. If your child has lost an article of clothing, feel free to come to the school to view the articles which have been turned in.

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.

Requests for Religious Accommodation

There may be circumstances where students and families request accommodation for religious beliefs in curriculum areas including the Arts and Physical Education. Accommodations may include different instruction and assessment opportunities, or full withdrawal. If you are interested in discussing an accommodation based upon your religious beliefs, speak with your child's teacher and the school principal or complete the **Faith Requests for Curriculum Accommodations form** available through the school.

By providing a range of accommodations, we are building a sense of community and belonging for all students.

For more information, see Board Procedure #261.8, Equity and Inclusivity: Religious Accommodation.

Medication at 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.

Recess

We expect that all students will go outdoors at recess and at lunchtime unless administration decides the weather conditions are too severe. When dressed appropriately for the weather, children can enjoy outdoor play/activity. **Children who are well enough to come to school should be able to go out at recess and at lunchtime.**

Safe Arrival

To best ensure the safe arrival of all students we ask you to **PLEASE NOTIFY THE SCHOOL IF A STUDENT IS GOING TO BE ABSENT OR LATE**. This will save a phone call to your home or office. We have an answering machine on at all times when the school is closed. If a child is going to be late or absent, or if a parent wishes their child to leave school prior to regular dismissal time, a note should be sent on the day **BEFORE** the absence whenever possible.

If a student is not in school and his/her absence has not been explained by a note or telephone call, school office staff will take the following action:

1. Call home.
2. Call the parents at work.
3. Call the emergency number listed on the student's Emergency Form.
4. Call the York Regional Police.

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. **School Council nomination forms are due by Friday, September 8, 2017.**

School Yard Supervision

Yard supervision begins 7:50 a.m. Please do NOT drop your child/children off before this time for their own safety. Students who are dropped off before 7:50 a.m. will be outside unsupervised as we are not able to provide supervision inside or outside before this time. Also, **it is important for parents who pick up their children at the end of the day to be at the school promptly at 2:35 p.m.**

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.

Telephone Use

To ensure that the telephone lines are available for school business and emergency purposes, students' use of the telephone in the main office is restricted to emergency purposes. **Students must get permission from a staff member before using the school telephone. At times, students may use telephones in the classrooms, with permission and under the supervision of a staff member.** Transportation arrangements MUST be made prior to arriving at school. Students are not permitted to use the phone to make these arrangements, unless extenuating circumstances necessitate it.

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.

Students may bring electronic devices into the classroom as directed by the teacher. Many of our SJAM teachers are working towards a BYOD (Bring Your Own Device) program - and your child's teacher will provide more information if this is the case in that specific learning environment. Students who need specific devices as per their Individual Education Plan, such as voice recorders and other mobile technology - are encouraged to use their devices. 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.
- 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, please connect with your child's teachers to learn more about volunteer opportunities, or you may 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.