



SIR WILFRID LAURIER PUBLIC SCHOOL

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School Start-Up Package

2017-2018



Mission

To advance student achievement and well-being through public education, which motivates learners, fosters inclusion, inspires innovation and builds community.

Vision

To be a leader in public education by empowering all students to become engaged and caring citizens of the world.

Values

Our School Board operates based on a set of values which guides our actions:

Inclusivity

We demonstrate equity and inclusivity in all that we do. We demand an environment in which all students, staff, parents, and our community feel valued and have a sense of belonging. We expect empathy, mutual respect and understanding to be demonstrated in our words and actions.

Relationships

We value positive, meaningful relationships with students, staff, parents, and our community. We value diversity of opinion, sincere dialogue and community engagement.

Innovation

We continuously strive to provide the best educational programs for all students. We empower staff and students to take initiative and to be innovative leaders.

Engagement

We encourage active participation in all learning and activities by creating an environment that engages students, staff, parents, and our community.

Responsibility

We are individually and collectively responsible for creating the best possible school community to support the achievement and well-being of all individuals. We are responsible for the delivery of effective and sustainable educational programs and stewardship of Board resources.

Optimism

We approach all situations with optimism. We cultivate confidence and resiliency in all students and staff.

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 2017-2018 School Year.

There is one date we would like to highlight: Meet the Teacher Night on Thursday, Sept 28th, 2017. 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.

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

Sincerely,

Deborah Joyce
Principal

Kathryn Gravill
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 your child's teacher by **Friday, September 15, 2017.**

Required Forms

These forms must be completed if you or your child wishes to participate.

- Policy Agreement Form - Elementary
- School Start Up Permissions Form - Elementary
- Consent for Recording Student Information by School Staff for Public Disclosure form 1

Additional Forms

- Volunteers in Our Schools
- Faith Request for Curriculum Accommodations Form
- School Council Candidate Nomination Form
- Student Accident Insurance Enrollment form

Our School Office Hours: 8:00am - 4:00pm

School Day Organization

Period	Times
Before school Supervision	8:15 am -8:30 am
Block 1	8:30 am -10:10 am
Recess	10:10 am -10:40 pm
Block 2	10:40 am -12:20 pm
Lunch	12:20 pm -1:20 pm
Block 3	1:20 pm – 3:00 pm
Dismissal	3:00 pm

Elementary School Holidays – No school

Labour Day: September 4, 2017
 Thanksgiving Day: October 9, 2017
 Christmas Break: December 25, 2017 to January 5, 2018
 Family Day: February 19, 2018
 March Break: March 12-16, 2018
 Good Friday: March 30, 2018
 Easter Monday: April 2, 2018
 Victoria Day: May 21, 2018

Elementary Professional Activity Days – No school

Monday, September 25, 2017
 Friday, October 20, 2017
 Friday, November 24, 2017
 Friday, January 19, 2018
 Friday, February 2, 2018
 Monday, June 4, 2018
 Friday, June 29, 2018

Agendas

We have agendas available to purchase for those who would like to buy one. An agenda:

- 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. Agendas will be available to order from your child's homeroom teacher during the first two weeks of school on a first come first serve basis at a cost of \$5.00.

Allergies / Medical Conditions

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

To help create an allergen-safe environment, do not bring nuts or nut products to school. In addition, do not send in food for the class other than the food you provide for your child/ren. This includes birthdays and special events.

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. These forms are required every school year to reflect any update with allergies.

Many staff and students have allergies to other food such as shrimp, sesame and eggs. A note detailing the specific allergies in your child's homeroom will be sent home early in the school year.

Arrivals and Departures

Parents/guardians who **drive their children to school**,

- Drop their child off in the Kiss 'n Ride between 8:15 – 8:25 a.m. **PLEASE DO NOT BE LATE TO SCHOOL**
- Pick their child up in the Kiss 'n Ride Between 3:00-3:10 p.m.
- There is no parking in the Kiss 'n Ride

For students who take the bus to school, students will be met by staff at the school drop off location and directed to the back of the school.

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 in their locker or backpack or in another school designated area

The school is not responsible for any lost or damaged personal items. Note: skateboards, rollerblades, scooters and walk and roll shoes are not to be used 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 re-usable 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.

The School's Code of Behavior supports the Board's Safe School Policy. In order to promote a positive environment for learning, **all members** of Sir Wilfrid Laurier P.S. community are expected to demonstrate respectful, reasonable, and responsible behavior.

We follow a **Restorative Practice Approach** when discussing behaviour expectations and code of conduct with our students. It is the responsibility of all members of the SWLPS community to create and maintain a safe, positive and supportive teaching and learning environment for everyone. As a community of learners, we expect all our members to demonstrate behaviour based on ten important character traits.

OUR CHARACTER TRAITS - We demonstrate the following character traits everyday:

Respect
Responsibility
Honesty
Empathy
Fairness

Initiative
Perseverance
Integrity
Courage
Optimism

Consequences of inappropriate student behaviour

The purpose of any consequence is to help the student reduce and eventually eliminate the inappropriate behaviour as well as to ensure that the rights of all students and staff are respected. In most cases, inappropriate behaviour is dealt with by the supervising teacher or school assistant. Where there is a serious incident or repeated incidents of inappropriate behaviour, the student may be referred to the vice principal or principal. Consequences of inappropriate behaviour will be logical and appropriate to the nature and severity of the behaviour as well as to the age and special needs of the student.

Maintaining our School Code of Conduct is the responsibility of all members of our school community. By following this policy, we will ensure the preservation of a safe, orderly, working and learning environment. The above mentioned expectations extend to all school related activities, including field trips, excursions and while traveling on a school bus.

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.

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**

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.

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, newsletters, and Twitter feed @laurieryrdsb. 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, or on Twitter @YRDSB.

Dress Code

In order to promote a positive and respectful learning environment, students at Sir Wilfrid Laurier P.S. are expected to wear appropriate clothing. Wearing clothing that promotes tobacco, alcohol, drugs, racism, sexism, or hatred is not permitted.

The Sir Wilfrid Laurier P.S. staff will address dress code expectations in a respectful and discreet manner. When necessary, students will be asked to change their clothing and parents will be informed.

Electronic Devices

Cell phones and other personal communication devices must be turned off and kept out of sight (in their lockers) 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. If students need to make a phone call during the day, they can ask to use a school phone. Cell phones are to be used for safety purposes before school starts and after school ends.

As per Board Policy, "Cell phone camera functions (and cameras) are not permitted to be used on school property without the explicit permission from the teacher." We feel that capturing school memories through photos or video is a long-standing tradition which we would like to continue and, so, special permission from the teacher may be granted for certain school trips and special occasions. Any pictures taken must be done so with good intent, in good taste, and with the person's permission. Photos or video clips **must never** be shared or displayed via the internet (eg: Facebook, MSN, Youtube, Instagram, and other social media) or in any other way without the **explicit** consent of **all** people depicted. Abuse of this will result in consequences laid out in the Board's Safe Schools' Policy and may even be subject to criminal charges.

Some classrooms at various grade levels will support a *Bring Your Own Device (BYOD)* program, allowing students, with parental permission, to bring personal technology such as smartphones, iPads, laptop computers and more, to school to support instruction in the classroom. Your child's teacher will provide additional information if the *BYOD* program is being considered in his/her classroom.

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) Forms are to be completed in the officer for every school year.

Excursions/Community Walkabouts

Teachers may take classes on walks around the community to support classroom programs. As well, many physical education classes and other activities are held outdoors, weather permitting. You will be informed whenever school vehicles are used for longer trips.

Homework

The amount, frequency and nature of homework assigned will vary depending on:

- individual student strengths and needs,
- individual and family well-being,
- learning exceptionalities, accommodations and modifications,
- language proficiency and program adaptations for English Language Learners,
- student learning progression,
- proximity to tests, examinations and due dates,
- age,
- grade,
- subject, and
- course.

Types of Homework

In order to be effective, homework types vary depending on the student, the nature of the learning and the timing within the teaching-learning cycle. The quality of homework is more important than the quantity.

Pre-learning homework introduces an upcoming topic of study. Pre-learning can stimulate interest, activate prior knowledge or determine readiness.

Checking for understanding homework uses strategic questions to assess current levels of understanding and helps teachers determine next steps for instruction.

Practice homework provides the opportunity to practise what has been learned in class and requires a genuine understanding of the skill or concept.

Study homework is time spent reviewing material taught in class to consolidate understanding and/or prepare for upcoming assessment.

Completion homework is work not completed during class time.

Time Guidelines

Teachers use their professional judgment to assign homework, adjusting requirements to support individual student learning and well-being (without exceeding maximums).

The following timelines are intended to show daily recommended **maximums** across all subjects and courses.

Grade	Daily maximum
Kindergarten	10 minutes
Grades 1-3	20 minutes
Grades 4-6	40 minutes
Grades 7-9	50 minutes
Grades 10-12	90 minutes

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. If a student needs to leave school at lunch, a written note in the student's agenda or a separate dated note to the office staff is required.

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.

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
- Sign in and obtain a visitor or volunteer pass to wear while in the school.

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.

You are required to:

- Submit a Police Vulnerable Sector Check (PVSC) completed within the last 6 months (requirement for new volunteers) OR sign the Annual Offence Declaration (returning volunteers) and;
- Sign a Confidentiality Agreement

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.

Label your child's lunch bag, water bottle and clothing with their name, so that if they lose a personal item it can be returned to them.

We encourage student lunches and snacks be packed the night before so students have them in time for lunch time and snack time. This helps students have their food on time and enjoy the rest of recess with their peers and also helps reduce phone calls home.

We have a number of lunch programs available at our school. If you sign up for a specific lunch program, please make a note or update your calendar for the days the lunch program is available. This will avoid students having no lunches and calls home.

Sending in clearly marked extra clothing for students is very helpful in case they get wet/dirty while at school. This will help reduce the number of phone calls home for dry/clean clothes.