



SIR WILFRID LAURIER PUBLIC SCHOOL

160 Hazelton Avenue, Markham, ON L6C 3H6

Phone: 905-927-1452

Fax: 905-927-9591

email: sir.wilfrid.laurier.ps@yrdsb.ca

website: www.sirwilfridlaurier.ps.yrdsb.ca



School Start-Up Package

2015-2016

Sir Wilfrid Laurier Public School

Welcome Letter from Administration

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 2015-16 School Year.*
- *There are a few upcoming dates we would like to highlight, including:*

*Labour Day: September 7
Thanksgiving: October 12
Christmas Break: December 21-January 1
Family Day: February 15
March Break: March 14-18
Good Friday: March 25
Easter Monday: March 28
Victoria Day: May 23*

Professional Activity Days:

*Thursday September 3rd
Friday November 27
Friday January 15
Monday February 1
Friday June 3
Thursday June 30*

- *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,

*Laurie Finn
Principal
Sir Wilfrid Laurier Public School*

*Katheryn Gravill
Vice-Principal
Sir Wilfrid Laurier Public School*

Sir Wilfrid Laurier 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 by Friday, September 18, 2015.

Required Forms

These forms must be completed.

- ☐ Consent/Agreement Form
- ☐ Policy Agreement

Additional Forms

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

- ☐ Religious Accommodation Form
- ☐ School Council Nomination Form
- ☐ Student Accident Insurance Enrolment Form
- ☐ Volunteers in Our Schools
- ☐ Information Technology Appropriate Use Agreement
- ☐ Lunch Time Agreement
- ☐ Caring & Safe Schools Agreement
- ☐ Religious Accommodations Invitation Form
- X Office Index Card will be sent separately

Our School

School Day Organization:

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

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

Agenda

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

- Includes 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. 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.

Sir Wilfrid Laurier Public School

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. 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.

Many staff and students have allergies to other foods 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 – 8:30 a.m.
- Pick their child up in the Kiss 'n Ride between 3:00 – 3:15 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:

- 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: skateboards, rollerblades, scooters and walk and roll shoes are not to be used on school property.

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

Sir Wilfrid Laurier Public School

Physical Safety - Refrain from:

- ☒ Physical or verbal harassment;
- ☒ Use of weapons - imitations or replicas;
- ☒ Use of laser pointers;
- ☒ Bullying, physical or verbal intimidation, or extortion;
- ☒ Rough play, fighting, play fighting, or games involving body contact; and
- ☒ Unsupervised use of baseball bats, hockey sticks, tennis rackets or the like.

Emotional Safety - Refrain from:

- ☒ Racist, sexist, or degrading remarks;
- ☒ Swearing or abusive language;
- ☒ Verbal or physical put-downs;
- ☒ Inappropriate gestures; and
- ☒ Teasing others.










Respect for Property - Refrain from:

- ☒ Stealing;
- ☒ Damaging or defacing school, community, or personal property; and
- ☒ Littering.

Restricted Activities – Refrain from:








- ☒ Attendance in unsupervised areas of school without permission (classrooms, library, photocopying room, mail room, staff room, washrooms, and hallways);
- ☒ Eating in classrooms or hallways without permission at unscheduled times;
- ☒ Running or using incessant noise in hallways, classrooms or washrooms; and
- ☒ Leaving school property without written parental permission.

Staff Responsibilities

-  Provide a safe and secure learning environment;
-  Maintain open and honest communication with students and parents;
-  Communicate clear and consistent expectations to students and parents;
-  Provide challenging programmes;
-  Modify programmes as needed to promote maximum progress;
-  Evaluate student progress regularly and share information with students and parents;
-  Respect the rights and cultures of students and parents;
-  Provide positive behaviour and language role models; and
-  Maintain positive classroom discipline.

Sir Wilfrid Laurier Public School

Parent Responsibilities

-  Maintain open and honest communication with the school;
-  Encourage their children to respect the rights and cultures of others;
-  Be actively involved with and supportive of their children as well as the school staff in order to ensure that maximum learning takes place;
-  Assist their children in accepting the consequences of their behaviours;
-  Instill in their children a respect for personal and public property;
-  Provide their children with clothing that is modest, neat, respectable, and in compliance with our Dress Code; and
-  Review and initial Student Agenda as appropriate.

Inappropriate Student Behaviour

The following are examples of behaviours which are not compatible with a positive learning environment and therefore not acceptable at Sir Wilfrid Laurier P.S.:

- ☒ Physically or verbally abusing any member of the school community;
- ☒ Fighting/play fighting or playing games that involve body contact;
- ☒ Disrupting one's own learning or the learning of others;
- ☒ Vandalizing school property or the property of others;
- ☒ Using profane or vulgar language;
- ☒ Throwing objects, including snowballs, on school property, in the bus, out of the bus window, or at a bus stop;
- ☒ Wearing inappropriate clothing (which is provocative, or has words, pictures or symbols which promote tobacco, alcohol, drugs, racism, sexism or hatred);
- ☒ Being late for school or class;
- ☒ Failing to complete assigned work;
- ☒ Being unwilling or unprepared to learn;
- ☒ Using potentially dangerous toys or sports equipment (example, baseball bats and hockey sticks);
- ☒ Chewing gum in school or on school property;
- ☒ Wearing hats in school;
- ☒ Using personal music players inside the building unless under the direct supervision of a teacher;
- ☒ Keeping a cell phone (turned off) anywhere but in a secured locker or school bag from 8:30 a.m. and 3:00 p.m. (used for emergency use only with the permission of the teacher and in the office);
- ☒ Use of a camera
- ☒ Leaving school property without written parental permission;
- ☒ Ignoring the school Dress Code;
- ☒ Playing with Pokemon Cards (or the like) and Blade Blades
- ☒ Being in an out of bounds, unsupervised area.

Sir Wilfrid Laurier Public School

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 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.

Consequences Include:

- Informal discussion with the supervising teacher who counsels the student about the behaviour with the purpose of avoiding it in the future;
- Immediate consequences;
- Detentions during recesses, before or after school;
- Assignment of a community service in the school or on school property;
- Withdrawal from class in order to complete assigned work in another location;
- Communication with parents;
- Formal discussion in which the student, teacher, parents, and principal formulate a plan or behavioural contract for changing the behaviour;
- Removal of privileges such as participation in special events or extra curricular activities;
- Involvement of resource personnel such as attendance counselor;
- Restitution in which students compensate for damages or losses to others' property;
- Suspension from school from 1 to 20 days according to the Safe Schools' Policy;
- Expulsions from the York Region District School Board (result only from serious offenses which come under the Safe Schools' Policy).

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

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.

Sir Wilfrid Laurier Public School

Stay Connected Online

You can also stay connected online through our school website, newsletters, and our Twitter feed @layurieryrdsb. Some classrooms also have blogs and/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.

Expectations

- ☒ students must groom themselves in a manner that is acceptable from the viewpoints of cleanliness and appearance;
- ☒ ripped or torn clothing should not be worn;
- ☒ halter tops, muscle shirts, and tube tops (with or without spaghetti straps) are not allowed;
- ☒ backs and midriffs must be covered at all times;
- ☒ short shorts are not permitted;
- ☒ bandanas, hats, and caps are not to be worn in school (except for religious or medical reasons); and
- ☒ wearing clothing that promotes tobacco, alcohol, drugs, racism, sexism, or hatred is not permitted.

Consequences

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/or parents will be informed.

Electronic Devices

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.

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)

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.






Sir Wilfrid Laurier Public School

Homework

Homework Policy

We believe that homework is an important component of a child's education. It enhances communication between home and school, and provides opportunities for students to review concepts and strengthen skills. The responsibility for homework is shared among students, teachers, and parents. We believe, as does the York Region District School Board, that homework should be defined as activities that are associated with the in-school programme, which are completed outside the normal classroom time.

At Sir Wilfrid Laurier P. S. we believe that homework should:

-  Supplement and support in-school experiences through related out-of-school activities;
-  Encourage the development of self-discipline, organization, and good work habits;
-  Help develop positive and enthusiastic attitudes toward independent and lifelong learning;
-  Assist students to prepare for subsequent planned learning activities; and
-  Provide parents with insight and information into their child's learning experiences, and invite their participation in appropriate ways.

SHARED RESPONSIBILITIES

Students are expected to take responsibility for their own learning and:

1. Complete assigned work to the best of their abilities;
2. Maintain notebooks in an organized way;
3. Follow school guidelines, expectations, and standards;
4. Meet timelines for homework completion;
5. Record assignments daily;
6. Develop a homework routine;
7. Locate appropriate resources and materials;
8. Ask for assistance when necessary;
9. Complete late or incomplete assignments during recesses or after school; and
10. Accept consequences if homework is not completed on time.

Parents assist their child as they:

1. Provide a quiet place to work;
2. Establish a routine time;
3. Provide necessary materials and resources available;
4. Provide support;
5. Encourage effort, achievement, and a positive attitude;
6. Monitor homework;
7. Periodically review their child's notebooks at home;
8. Support school expectations and standards; and
9. Maintain communication with the appropriate school staff.

Teachers support their students and parents as they:

1. Assign homework as per the Homework Policy;
2. Work with grade partners to implement policy consistency;
3. Coordinate a well-balanced amount and variety of homework among teachers and subjects areas;
4. Provide relevant assignments;
5. Provide clear guidelines, expectations, and standards at the beginning of each school year;
6. Modify homework expectations to meet individual needs;

Sir Wilfrid Laurier Public School

7. Encourage participation in broader learning experiences;
8. Take into consideration individual and family commitments;
9. Provide consistent follow-up to assigned work;
10. Regularly review notebooks to ensure that they are complete and accurate;
11. Encourage students to take advantage of time provided for extra assistance;
12. Acknowledge homework through positive recognition;
13. Maintain communication with parents;
14. Demonstrate sensitivity to and an awareness of times when many deadlines are set.
15. Demonstrate sensitivity to the need to schedule French Immersion reading and English reading.

Lunch Time Agreement

All students who leave school property for lunch must have parent/guardian permission, otherwise students must stay at school. Complete the enclosed **Consent/Agreement Form** to indicate your preference.

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.

Visitors

All visitors, including parents/guardians, must:

- Use the buzzer at the main entrance of the school. Front doors are locked 15 minutes after the morning bell.
- Check in at the main office. Office staff will deliver 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 **School Volunteer 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 2015-16 School Year** included with this package or on the York Region District School Board website at www.yrdsb.ca.