

# Yorkhill Elementary School

350 Hilda Avenue Thornhill, ON L4J 5K2  
Phone: (905)764-5292 Fax: (905)764-5294  
email: [yorkhill.es@yrdsb.ca](mailto:yorkhill.es@yrdsb.ca)  
website: <http://yorkhill.es.yrdsb.ca>

## Our Touchstone

At Yorkhill Elementary School, we welcome everyone with open arms, open minds, and open smiles  
Looking past people's differences and valuing each others' strengths makes us stronger  
We accept ourselves for who we are and treat others as we would like to be treated  
Taking pride in ourselves and our work, we do our best and make good choices  
We learn from our mistakes and grow with every new opportunity  
Respect is essential. Bullying is not tolerated  
Communicating in a polite and gentle way, we use words to solve problems  
We encourage each other to live out our goals, hopes, and dreams  
We understand  
We care about those in need; selfishness has no place at Yorkhill  
We strive to make a positive difference in our world; to care about the environment is to care about ourselves  
We keep on moving. Forward is the only direction.

# **YS** we can!

## Start-Up Information Package

2016/17



# Yorkhill Elementary School



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Tel: (905) 764-5292 Fax: (905) 764-5294

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*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 2016-17 School Year. There are a few upcoming dates I would like to highlight, including: **Curriculum Night which will be held on Thursday September 15, 2016 and elections for School Council which will be held on at the general meeting on Monday September 12, 2016 at 7:00 p.m.** in the school library. These are wonderful opportunities to learn more about Yorkhill and become involved in our school community.*

*Please review and sign the documents contained in the accompanying Book of Forms. 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 Monday September 12, 2016.***

*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,*

*C. Burisch Principal  
Yorkhill Elementary School*

## Our School

### School Day Organization:

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

Office hours: 8:15a.m to 4:15 p.m

## Punctuality

**Punctuality is a life skill that is valued by school, employers in the workplace, and society. Regular attendance ensures continuity of program and assists students in achieving academic success. The first entry bell rings at 8:45 a.m. and classes begin at 8:50. Students are expected to be in the school yard at least five minutes prior to the 8:45 a.m. bell. Please ensure your child arrives to school on time.**

We will inform parents if a student's attendance is a matter of concern. Severe cases will be referred to the York Region District School Board's attendance counselor.

## 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.

The cost of the Agenda is \$5.00 payable through School Cash on-line.

## 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 peanuts, nuts, sesame seeds or products containing peanuts, nuts or sesame seeds to school.** 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

Parents/guardians who drive their children to school:

Bussed students arrive and depart at the front driveway from 8:35 -9:00 am and from 2:45-3:30 pm. Parents dropping off or picking up a child are to park in the Garnett Williams parking lot behind the school and use the path which connects this parking lot to the back of Yorkhill.

More information about bus routes and times can be found at [www.schoolbuscity.com](http://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 and rollerblades are not allowed on school property.

### **ACCIDENTS AND INSURANCE**

All accidents should be reported to a teacher and the school office so that a record of the incident can be completed. The York Region District School Board provides insurance plans with several options for insurance. Applications are available in the school office in September. **Parents are strongly encouraged to participate in one of these plans.**

### **SAFE ARRIVAL PROGRAM**

Our verification of your child's attendance is an important part of our daily routine. In the interest of ensuring your child's safety, we ask you to cooperate with us by following the steps below if your child is absent or is expected to be absent in the near future:

- For absences that are planned, please inform your child's teacher by note, giving the date and time of the expected absence.
- In all other cases, please call **(905) 764-5292 between 4:00 p.m. and 8:50 a.m.** to leave a message on our answering machine concerning your child's absence.
- In the case of a student returning from a prolonged absence (3 or more days), a written note explaining the reason for the absence is required.
- Attendance checks on students unaccounted for by **9:00 a.m.** will begin with a call to your home. If there is no answer at your home, we will make the following calls:
  - ✓ to your place of business
  - ✓ to the emergency contacts as listed by you
  - ✓ to the police for assistance if we are still unable to locate your child.

Students arriving late, or leaving the school early, must check in/out at the school office. A note from a parent/guardian is necessary in order to have a child dismissed early. Please make arrangements ahead of time as it is disruptive to classes to pass messages to students during instructional time.

### **PLAYGROUND SUPERVISION**

The field and playground are supervised by staff members from 8:35 - 8:45 a.m., during morning recess, and throughout the lunch hour. **Parents are advised to ensure their children are not in the playground before 8:35 a.m. or after 3:10 p.m. as there is no supervision at those times.**

### **STUDENT ILLNESS**

**On many occasions, parents** send notes requesting that their children remain indoors during recess because they are not feeling well. This is not possible because there are no facilities for proper supervision in the office or in classrooms. If your child is ill, he/she should remain at home until he/she is well enough to participate in all school activities, including going outside for recess.

- **CODE OF STUDENT CONDUCT**

Students are expected to demonstrate behavior 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.

## THE YORKHILL TOUCHSTONE AND CODE OF CONDUCT ARE BASED ON RESPECT

We believe that students learn best in an environment which is safe from physical and verbal abuse. Students learn best when they feel respected, valued and celebrated.

We believe that teachers work best in an environment where learning and teaching are central to all school activities and where they too, are respected, valued and celebrated.

We believe that parents are partners in the education of all students.

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## USE OF NON-BOARD ELECTRONIC DEVICES

Students are not permitted to use cell phones/smart phones while at school. Cell phones and other personal communication devices must be turned off and kept out of sight for the duration of the school day, including recess and lunch, (i.e. 8:50 a.m. -3:10 p.m.) except with the clear permission of the classroom teacher for instructional purposes.

Students may use the courtesy phone in the office if they need to contact their parents. Students should not bring any electronic equipment to school such as iPods, MP3's, cameras, or electronic games.

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.

There are expectations 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 electronics 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.

## 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 HOME AND SCHOOL

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

### Agenda

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

### Canada's Anti-Span Legislation (CASL)

Canada's Anti-Span 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. As well, notices and email blasts are sent home when additional information needs to be circulated. We endeavor to send newsletters and other pertinent information home through email as much as possible. Please provide us with an email address if you prefer this mode of receiving information.

### Stay Connected Online

You can also stay connected online through our school website. Some classrooms also have blogs, Twitter feeds or newsletter to help you stay connected. Your child's teacher will provide more information.

Please call the school if you have any questions or concerns. Our office hours are 8:15 a.m. - 4:15 p.m. To keep parents informed, we publish and distribute a newsletter of school activities.

In addition, you can follow Board news and updates at [www.yrdsb.ca](http://www.yrdsb.ca) or on Twitter @YRDSB  
Synervoice: Occasionally, when a message is time sensitive, we will leave a voice mail message with important information.

## DRESS CODE

Students are to dress at all times in modest comfortable clothing that is respectful of themselves and others. This includes keeping midriffs and shoulders covered.

Students are asked to wear outdoor shoes during recess and lunch hour and clean shoes indoors.

The use of fragrances is not allowed.

## EMERGENCY INFORMATION

Let the office 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)

## EXCURSION/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

Homework is an important part of success in school. It helps reinforce the learning that takes place at school. Help your child develop the "homework habit" early. Schedule a "homework time" on a regular basis. Provide a quiet location where your child will be free of interruptions. Certainly help your child with his/her homework but do not do it for him/her.

## LUNCH TIME AGREEMENT

Students who remain at school for lunch will eat in their classrooms where they are supervised by teachers and school assistances. Unless students are going home for lunch, students are expected to remain on school property for the entire lunch period.

**Only Grade 8 students are permitted to go off school property at lunch time** (i.e. the plaza) however, they must have a written parental permission for each and every day they do so. The written permission must indicate the date for which permission is granted. The student must sign out at the office with their written permission, and sign back in when they return.

As part of our Eco- Schools efforts, all students bringing a lunch are asked to use reusable containers, such as Tupperware. Students will be required to take their trash home if they bring items such as foil, plastic, foam, etc.

Special forms will be sent home for students wishing to participate in pizza lunches, sub lunches, or the Kids Kitchen program, which are all available on specified days and payable through Cash On-Line.

If you choose to drop off your child's lunch at the school, please come to the office by 12:15 p.m. and leave it on the designated table at the entrance. Please ensure your child's name is clearly written on the lunch.

## PEANUTS, NUTS AND SESAME SENSITIVE ENVIRONMENT

In order to protect our many students with life-threatening allergies to peanuts, nuts and sesame seeds, we remind all parents and guardians that Yorkhill E.S. depends on your cooperation in ensuring that your child/children do not bring food to school which contains peanuts, nut products or sesame seeds.

## LOCKERS

Lockers are provided for all students in grades six to eight. Students in grade 6, 7 and 8 are expected to purchase combination locks. Students are responsible for keeping their combinations private and providing them to the homeroom teacher. At Yorkhill, it is the expectation that all students' belongings are secured in their lockers at all times.

## LOST AND FOUND

The Lost and Found boxes are located across from the gymnasium. Parents/guardians are invited to go through the boxes and retrieve personal property. We ask parents/guardians to sign in at the office prior to entering the hallways to check the Lost and Found boxes.

## 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 the 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 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 understand 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 main entrance of the school
- check in at the school's main office when they arrive. The office staff can get important messages and materials to your child.
- Sign in and obtain a visitor pass to wear while in the school. This pass signals to staff members and students that you have signed in at the office.

## 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 School Form and return it to the school office, Attention Jennifer Angel.

## BOARD SCHOOL YEAR CALENDAR: 2016-2017

<b>Labour Day</b>	Monday September 5, 2016
<b>Thanksgiving</b>	Monday October 10, 2016
<b>Winter Break</b>	December 26, 2016 – January 6, 2017
<b>Family Day</b>	Monday February 20, 2017
<b>Mid Winter Break</b>	March 13 – 17, 2017
<b>Good Friday</b>	Friday April 14, 2017
<b>Easter Monday</b>	Monday April 17, 2017
<b>Victoria Day</b>	Monday May 22, 2017

## Professional Activity and Training Days for 2016-2017

During PA and training days, students do not attend school.

September 26, 2016  
October 28, 2016  
November 25, 2016  
January 20, 2017  
February 3, 2017  
Friday, June 2, 2017  
Friday, June 30, 2017

## 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](http://www.yrdsb.ca)



















