

Wilkinson JUNIOR PUBLIC SCHOOL

Parent Handbook 2013-2014

The purpose of this handbook is to assist you with school routines and procedures and to ensure that there is consistency.

Please keep this document for future reference. You will be informed of any changes or additions to the policies that may occur throughout the year.

SCHOOL HOURS

The hours for the students are as follows:

Entry	8:45
Recess	10:10-10:20
Dismissal of morning kindergarten students	at 11:20
Lunch	11:30-12:30
Entry	12:30
Recess	1:55-2:10
Dismissal of afternoon kindergarten students	at 3:05
Dismissal	3:20
Remediation	3:20-3:30

All students are expected to be on the school grounds approximately 5 minutes before the start of classes. Those students arriving after the bell will need to report to the office to receive an admit slip before going to their classrooms. This ensures that students arriving late are not marked absent and that the office staff does not worry parents with needless phone calls regarding students who are actually in class.

Students who have appointments during school hours are required to inform the office before leaving the school. A note or phone call to advise school personnel should also be directed to the office.

AGENDAS

Agendas will be available for purchase for students in grades 3-6. These agendas are \$5.00 each and the cost over and above will be paid for by the school. The agenda can be of great assistance in developing organizational and time management skills. It is also an excellent way to increase communication between the home and the school.

ASSEMBLIES

Once a month the students come together for an assembly, which gives the students and classes the chance to share what has been happening in their classrooms.

Each month, students will be recognized for academic achievements or their success in the area of personal/social responsibility. At times, special performances by outside groups are also included.

ATTENDANCE / SAFE ARRIVAL/ LATES

It is extremely important that all children learn the value and importance of being punctual and attending classes regularly. As these are lifelong skills, we would ask that you assist and support us in reinforcing their importance with the students.

The teachers take attendance immediately following entry and the attendance is sent to the office. Whenever a child is marked absent, and the school is unaware of the reason, the office staff will attempt to contact a parent/guardian at home or at work to determine the child's whereabouts and ensure that no harm has come to him or her on the way to school.

If we are unable to contact a parent/guardian or the emergency contact provided on the student's emergency card, the principal may contact the police and initiate a search.

To avoid unnecessary and/or embarrassing situations, please assist us by informing the school office whenever your child is absent. If the office is closed, a recorded message may be left on the school answering machine. In your message, please include your child's name, teacher, the date and the reason for the absence. The school phone number is 416-393-9575.

The safety of all of our students is of prime importance. Please ensure that all contact numbers for you and anyone else involved with the child are up to date. Please inform the school immediately if any of the contacts or phone numbers change.

Please ensure that students start the day on time. Students arriving late results in your child missing valuable teaching time, important messages during the opening announcements and causes disruptions to the class already in progress. We all experience an emergency or unexpected set back occasionally that makes it difficult to arrive on time and we ask that you call the office to let us know. Please have your child report to the office upon arrival so that we know they have arrived safely and the attendance is changed from absent. We appreciate your cooperation in this matter.

CO-CURRICULAR PROGRAM

Co-curricular activities are a very important part of school life here at Wilkinson Public School. We provide a wide range of activities for all grade levels. Student participation in these activities helps to broaden their experiences and strengthen social skills.

We would ask your support in encouraging your children to participate in a variety of activities throughout the year. Once students have joined an activity, it is expected that they will attend regularly.

Your support and encouragement at games and various events is always welcome.

CODE OF BEHAVIOUR

As part of a larger society, parents, educators, and community role models are challenged to help children develop responsible behaviour by creating an environment where all members are safe, free from intimidation, and able to attain personal goals.

We are committed to ensuring that all students in Toronto District School Board schools are safe and secure. We believe that all students and staff have the right to learn and work in schools where they feel safe. We also believe that the Board and its administrators

are required to make every reasonable effort to ensure that this right is upheld.

The Toronto District School Board's Safe Schools Policy, is in effect at Wilkinson Public School. While this school will continue to promote non-violent methods of conflict resolution through the curriculum and other special programs, acts abuse, bullying, intimidation and physical violence.

DRESSING FOR SCHOOL

Please ensure that your child is dressed appropriately for the weather, as they will be expected to spend some time each day outdoors. All students are expected to go outside for recesses.

It is essential that all students wear shoes inside the building at all times. In the event of an emergency such as fire or even a fire drill, students will not be allowed to stop and put on shoes or boots. The chances of slipping on a floor are also reduced with proper footwear. Running shoes are necessary for all gym classes.

As we always have a significant number of items in our lost and found area it might be advisable to label backpacks, lunch bags, shoes, boots and articles of clothing, with your child's name. Possessions not claimed by the end of each term are donated to a local charity.

EVALUATION AND REPORTING

Frequent and effective communication between home and school is critical to a child's progress. If at any time, you have questions regarding your child's program or progress, please feel free to contact the teacher involved.

In November parents will receive a progress report. Regular reports will go home in February and in June. Students will be evaluated on many aspects of their school performance, including class participation, classroom tasks, homework assignments, test and quiz results and projects. There will be a focus on learning

skills and work habits, including responsibility, organization, independent work, collaboration, initiative and self-regulation.

EXCURSIONS

Throughout the year, students may have the opportunity to participate in excursions that will extend their learning and enhance classroom programs.

Most excursions will have a cost. Lack of funds should not be a reason for any child to be excluded from a trip. Should cost be a factor in your decision not to permit your child to take part in an organized excursion, please contact your child's teacher or the office and other arrangements can be made to cover the cost. All cases will be dealt with in a confidential and sensitive manner.

Prior to each excursion, parents/guardians will receive a permission form detailing the purpose, destination, time, special requirements, transportation arrangements, supervision and cost of the excursion. One copy of this form must be completed, signed and returned to the classroom teacher by the due date.

Written permission is required for all students to participate in any excursion.

For those children who have epipens or inhalers, these items must be taken on every excursion.

HOMEWORK

Through regular homework, children are able to develop routines, habits and time management skills, as well as strengthening their understanding and knowledge of concepts taught in class. The T.D.S.B. has homework guidelines that outline the amount of time that may be spent on homework most evenings. This will vary depending upon the teacher, time of year and individual student needs. The T.D.S.B. has updated the policy on homework and is available for viewing by parents online at www.tdsb.on.ca.

J.K. - Grade 3 10-30 minutes

Grades 4-6 30-60 minutes
A rule of thumb is 10 minutes per grade.

INCLEMENT WEATHER

Throughout the year it is very likely that we will experience rainy or extremely cold weather. Please ensure that on these days your children do not arrive at school too early. Arriving five minutes prior to the bell would be best.

On days when the weather is a factor, the children will be kept inside during recess.

In the event of extreme weather conditions and unsafe travelling conditions, classes could be cancelled by the T.D.S.B. Should this occur, the T.D.S.B. will make every attempt to inform parents as soon as possible through announcements that will be aired on local radio stations, such as CFRB 1010.

Should a severe storm develop after the start of classes and there is an early school closing, no student will be permitted to leave the school until adult supervision for them has been verified by telephone or by personal contact with a parent or guardian.

LUNCH PROGRAM POLICY

Due to limited facilities and supervision, the lunch program is designed for students who come to Wilkinson Public School by bus or for students who have no one at home over the lunch period and no other arrangements can be made.

For those students who *must* stay at school over the lunch period, a form will need to be completed, signed and returned to the school office. Students staying at school for lunch are expected to stay on school property at all times, unless a phone call to make other arrangements is received by the office. If a parent has indicated that they want their child to stay at school for lunch and it comes to our attention that the child has not stayed and thus defied the wishes of the parent, we will inform the parent as soon as possible.

Any student who is unwilling or unable to behave in an appropriate manner will have his or her lunch program privileges suspended.

Due to the increasing prevalence of peanut allergies, we would request your co-operation, in not sending any peanut products into the school at any time.

MEDICATION

The T.D.S.B. permits the administration of medication to students during school hours, only in the following situations:

- *the medication is required for the student to continue to attend school
- *the medication, by necessity, must be taken during school hours
- *it is not appropriate for the student to self-administer the medication

In order for any student who meets the above conditions to receive medication at school, a parent or legal guardian must give written authorization, with clearly written instructions from a physician. The physician and parent or guardian must complete the appropriate T.D.S.B. form, which can be obtained from the school office (416-393-9575).

All medication must be given to the principal, vice-principal or office administrator to be stored in an appropriate area. **No medication is to be kept in the possession of the student, with the exception of inhalers to control asthma, and in some situations epipens. Students carrying these items must be instructed to never share them with anyone and must know how to use them safely and correctly.**

PHYSICAL EDUCATION INFORMATION & INTRAMURAL INFORMATION/PERMISSION

Please read and *sign* the permission form that you give consent for your child to participate in the physical education (gym class)

program and any intramural sports here at the school. Please note that page two requires two separate areas be signed on the same page. *Please return this page to the school.*

SCHOOL COUNCIL

The School Council meetings are announced through the newsletter. Everyone is welcome to attend the meetings. Our first will be of particular interest for anyone who might be interested in one of the elected positions such as chair or treasurer.

SCHOOL VISITORS

We are very proud of our school and openly welcome visitors to our building. However, in the interest of everyone's safety, we ask that all visitors report to the office upon arrival. If you need to speak to your child or a teacher, please come to the office and do not go directly to the classroom. Please remember to call ahead to make an appointment to see your child's teacher so that the teacher can be prepared to give you the attention you deserve

STUDENT USE OF TELEPHONES

Throughout the year, students request to use the school telephone for a variety of reasons. In the case of illness we will contact a parent or guardian. However, students are not permitted to use the school telephone to ask parents for permission to change after school social plans or schedules in order to remain at school to watch a game being played or to go to a friend's house. Students should not ask to use the phone to request that someone bring forgotten items from home for them. Personal responsibility is a life skill that students need to acquire at an early age. As students mature they must be more responsible in both ensuring they are prepared for class and that social arrangements are organized without causing an inconvenience to others.

TEXTBOOKS & LIBRARY BOOKS

All required textbooks are supplied free of charge and are the property of the T.D.S.B. Each student is responsible for returning all textbooks in good condition.

Replacement or repair costs will be charged for any damaged or lost texts or library materials.

VALUABLES

The school cannot be responsible for lost personal articles. However, every effort will be made to help students find misplaced items. Please ensure that your child's name is on all belongings.

Students are requested to leave expensive items at home; as the school will not be responsible for them should they go missing. The school will also not take responsibility for any loss or damage that may occur to bicycles left in the yard.

Rollerblades, skateboards and scooters should not be ridden on school property due to safety concerns. Aluminum and wooden baseball bats are also not permitted to be brought from home.

School Year Calendar 2013-2014 Holidays and PA Days

***Please note: there are no classes for students on the dates listed below**

Professional Activity days	October	November	December	January	March	June
Elementary Schools	11	15	20	24	7	6

Dates to Remember: School Year Holidays
Labour Day: September 2, 2013
Professional Activity Day: October 11, 2013
Thanksgiving: October 14, 2013
Professional Activity Day: November 15, 2013
Professional Activity Day: December 20, 2013
Christmas Break: December 23, 2013 to January 3, 2014, inclusive (last day of school is December 19, 2013; school resumes January 6, 2014)
Professional Activity Day: January 24, 2014
Family Day: February 17, 2014
Professional Activity Day: March 7, 2014
Mid-Winter Break: March 10 to 14, 2014 (inclusive)
Good Friday: April 18, 2014
Easter Monday: April 21, 2014
Victoria Day: May 19, 2014
Professional Activity Day: June 6, 2014
Last day of school for students: June 27, 2014

Important Dates for Wilkinson Public School

School Council Meetings	First Monday of the month
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