



Dundas Public School
935 Dundas St. E.
Toronto, Ontario

September 2016



FROM THE PRINCIPAL'S DESK



Welcome back to school! The summer seems to have just whizzed by and here we are again at the start of a new school year. We hope everyone has had a relaxing summer and are recharged and ready for a great school year.

Over the next few weeks you will receive a number of forms for information purposes and others that need to be completed and returned to the school. We ask that these forms be returned as soon as possible or by the latest Monday, September 19, 2016. Please use the checklist provided to help you track and return the appropriate forms.

We are very excited to begin our school year and the running club is a big part of bringing our families together in the mornings on Monday, Wednesday and Fridays. Please join us as we also prepare for our Cross Country meet.

SAFE ARRIVAL PROTOCOL: ALL PARENTS AND VISITORS MUST REPORT TO THE DUNDAS PS OFFICE

This year we are asking all parents and visitors to begin their visit at the Dundas office. In the morning, if your child's class has entered the building please bring your child to the main office to sign them in. All late students will be escorted to the classroom by two children or a staff member. It is very important that we adhere to this routine. If you arrive early to pick up your child please report to the office and we will have your child brought down to the office. This way we will keep track of all unidentified adults in the building and ensure the TDSB Safe Arrival Protocol is being followed.

NUTRITION PROGRAM

It is important that all children register in our hot lunch program. Forms were sent home in the first week of school. We have different options of payment (monthly, term or daily), however we still need students to register for the day they will like to join the program. Our menu will be the following:

MONDAY – SANDWICHES/WRAPPS

TUESDAY- PASTA

WEDNESDAY- MEATLESS-BEANS/LENTILS

THURSDAY- CHICKEN

FRIDAY- FISH

All dishes will be accompanied by a vegetable and/or fruit.

PLAYGROUND UPDATE

We are in the process of getting feedback from our students and teachers on the types of creative play they would like to see at Dundas. Our students participated in a dotmocracy where students could put a coloured dot on the picture that showed their interest in different types of outdoor play. Our next meeting is on Sept. 22, 2016 where we will meet with, our steering committee, and a landscape architect to come up with a Master Plan for the school yard. Our Dundas Parent Council will be sending out a survey to get feedback from parents.

WELCOME TO NEW STAFF

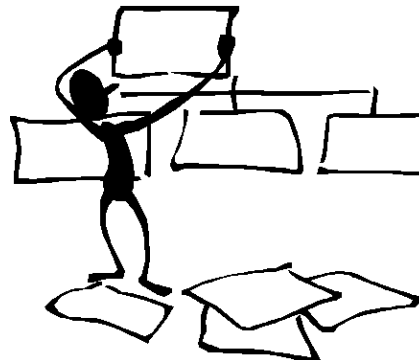


Please join us in welcoming new members to our staff. We would like to welcome the following staff members to the Dundas Team: Ms. Liang (FSK), Ms. Cisse (FSK ECE), Ms. Chapman (FSK), Ms. Jajeh (FSK ECE), Ms. Garcia gr.2/3, Ms. Haziprodomu (Gr.5 Ext Fr), Mr. Stellato (Core French), Ms. Wilson (Gr.4 Ext Fr), Mr. Flegas (gr. ½) and Ms. Burk (JK/SK). And in our office we would like to welcome clerical assistant Ms. Plegas who will be working Ms. Gallo.

Teacher Assignment Chart 2016-17

Grade	Teacher
FSK A	Ms. Liang/Ms. Cisse
FSK B	Ms. Chapman/Ms. Jajeh
JK/SK	Mr. Heung/Ms. Gates
JK/SK	Ms. Derrick/Ms. Lo
JK/SK	Ms. Burk/Ms. Forbes
JK/SK	Ms. Yeates
Gr.1/2A	Mr. Flegas
Gr.1/2B	Ms. Truong
Gr.1/2C	Mr. States
Gr.2/3	Mrs. Garcia
Gr.3	Ms. Duong
Gr. 4 Ext Fr.	Mme Wilson
Gr. 4	Ms. Nahrabeki
Gr.4/5	Mr. Waldman
Gr.5 Ext Fr	Ms. Haziprodomu
Gr. 5	Ms. Campbell
HSP(pr)/Music	Ms. Eldridge
HSP(jr)/Music	Ms. Lucas
Resource (1.0)	Ms. Gale
Library/Media Literacy	Ms. Locke
Reading Recovery (0.5)	Ms. Weigand
Core French (0.5)	Mr. Stellatos
Phys.Ed/Health	Ms. Landry

RE-ORGANIZATION OF SCHOOL



Above we have shared with you the school organization for the current year as well as teaching assignments. Although we always do our best to plan for the school year, there are always factors in September, such as new or departing students, that might affect how classrooms are organized and in which class a child will be in. As you may know the TDSB is required to be in compliance with Ministry of Education's plan to reduce primary class sizes. This means that 90% of Grade 1 to Grade 3 classes will have no more than 20 students with the remaining 10% having no more than 23.

We have worked hard to organize for this year with the numbers of students we expect to have and are hopeful that our classes will require minimal changes. If any changes to classrooms are necessary, we will provide more information in the first few weeks of school. If required, adjustments to class size will take place mid to end of September.

This means that children may have a teacher other than the one they were placed with in June.

We regret any inconvenience caused by this uncertainty, however, funding for schools is strictly administered by the Ministry of Education and all schools go through the reality of possible reorganization each fall. Please bear with us as we move into the new school year. Every effort will be made to ensure a minimum of disruption to all students and their families.

For more information about class sizes, you can visit the TDSB web site at www.tdsb.on.ca>Parents>Smaller Class Sizes.

SCHOOL SCHEDULE



Our school schedule is shown below. As with every year the Kindergarten schedule is different from the Grade school schedule.

Dundas P.S. School Schedule

Yard Supervision (West Yard Only)	8:30– 8:45
Entry Time	8:45 – 8:50
Instructional Time	9:00 – 10:05
Recess	10:05 – 10:20
Instructional Time	10:30– 11:30
Lunch	11:30 – 12:30
Entry Time	12:30 – 12:35
Instructional Time	12:35 – 1:50
Recess	1:50 – 2:05
Instructional Time	2:05 -- 3:15
Dismissal	3:15
Yard Supervision (West Yard Only)	3:15 – 3:30

The West Yard is supervised before and after school for 15 minutes only. This means that there is supervision from 8:30 – 8:45 a.m. and 3:15 until 3:30 afterschool. Parents/Guardians are responsible for students before and after that time.

Please note Kindergarten students must be dropped off in the Kindergarten play area and parents/guardians must hand students off to the teacher. At the end of the day, parents, guardians, caregivers, must pick up their children at the designated area identified by the Kindergarten teacher.

STUDENT DAILY PLANNERS/AGENDAS



Every year we encourage parents and students in grades 1-6 to use our school's student planners. There is a Primary and Junior student planner with the Dundas code of conduct, school contact information and general school and board information and policies along with information like multiplication tables, measurements etc. We strongly encourage all students to use their agenda, as they are a great way to communicate with parents and teachers.

VOLUNTEERS AND VISITORS



In order to ensure the safety of our students, the TDSB now requires all volunteers to obtain a police reference check. **This process can take 2 to 3 months to complete.** Dundas needs all the volunteers we can get in order to go on class field trips, and in general, have as many enrichment activities and programs as possible. We ask all parents to please consider getting their police checks done and help us bring as many activities and programs to our students.

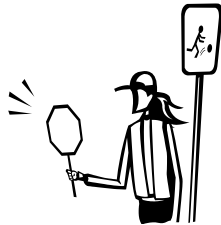
Police Reference Check Process:

- Pick up a blank police reference package at the school office
- Read all the instructions carefully, and fill the forms completely
- Attach a money order, or a **certified** cheque in the **exact amount** indicated on the form (this expense is a one-time fee)

- Bring the completed package, with the money order or **certified** cheque (NO cash or personal cheques) to the office at North Prep
- We (Dundas Office) will submit your completed form
- Once your reference check has been completed, the result will be sent to **your home**
- Once you receive your reference check approval from the police, you must bring your confirmation to the North Prep Office.
- Once you are entered in to the TDSB system, you can begin to volunteer at the school.
- You will be able to go online and renew your offense declaration on a yearly basis after that.

Please remember that when you are coming to Dundas, either as a volunteer, or as a visitor, you should **start your visit at the Office**. Please come and sign in, and you can pick up a “Volunteer” or “Visitor” tag identifying yourself to students and staff.

STUDENT DROP-OFF ZONE



Just a reminder that our **drop off zone for students** is located on Boulton Avenue further down from the bus drop off zone. Parents/caregivers who drive their children to school are asked to use the drop-off zone. Parents/caregivers can park their car for up to **15 minutes** in order to take their children into school or the daycare.

We kindly ask that parents **not** use the staff parking lot because of safety reasons. The parking lot is very small and can barely accommodate staff. We will be monitoring this situation and if necessary cars will be tagged and/or towed at the owner's expense.

Again, we encourage all parents who drive their children to school to please use the drop-off zone to drop children off and for pick up. Thank you for your understanding and cooperation.



Starting the day with the National Anthem and a greeting is a nice way to get ready for a day of learning. When morning announcements are being made, we ask that all students, teachers and parents please **stop** in the foyer. We often have important information to share and students and parents alike, so we ask that everyone stop in the hallways while these announcements are being made. Additionally, we often have students making announcements. These students take time to practice what they are going to say and are excited for the opportunity. Stopping and paying attention lets students know that they are being listened to, that what they are saying is important, and it makes everyone feel respected and acknowledged. Thank you for your support.



ABSENCES & LATE ARRIVALS

If your child will be absent from school, we ask that you call the school before our start time and leave a message on our Safe Arrival Line, 416-393-9565.

If your child arrives late, please make sure they come to the office and get a late slip and sign in. It is extremely important that the office is aware of all late arrivals and children are marked late in our computer. Teachers will send attendance folders to the office immediately after they have checked their attendance list. Our automated Safe Arrival system will call all the homes of students who are marked absent and the school has **not** been notified. If your child will be absent or

arriving late, please either inform the teacher or call our Safe Arrival Line (24hrs) at 416 393-9565 and leave a message. If we do not receive notification in a timely manner, the Safe Arrival system will begin the call outs. If a student goes to class late without a late slip, there is no record that the child is on school property and the system will call home again. We wish to avoid any misunderstandings, and calls home about children not at school when they are supposed to be in attendance. These are alarming and upsetting. Therefore, whenever you are late coming to school, you must get a late slip at the office and please notify the school of any absences.



**ANAPHYLAXIS
NO NUTS OR SESAME SEEDS PLEASE!**

Anaphylaxis is a serious allergic reaction that can be life threatening. This medical condition can cause a severe reaction to specific foods or other materials, and can result in death within minutes. Although foods such as peanuts, milk, eggs, and sesame seeds are the most common cause of anaphylaxis, insect stings, medicine, or latex can also cause a reaction. In recent years, anaphylaxis has increased dramatically among students. The TDSB is committed to maintaining a safe and healthy learning environment for all students and works with Toronto Public Health and other partners to ensure the successful implementation of Sabrina's Law, which came into effect on January 1, 2006.

Although this may or may not affect your child's class directly, we want to raise awareness about this life-threatening condition. Students who have severe allergies to such food substances are exposed to a severe health risk when such products are consumed in their environment or shared with them. As prevention is the best approach, we ask that you speak with your child about not sharing their snacks or lunches with other students and please do not send food and snacks with nuts or sesame seeds in them.

Serious allergies are dangerous and potentially fatal because oils and residues from nuts can be spread so easily. Please check food labels carefully. If your child has a severe allergy, please inform the classroom teacher as soon as possible.



**SAFE WELCOME PROGRAM/
SECURE ACCESS SYSTEMS**

A reminder to parents that we have a secure access system installed at our main entry located by the flag. The secure access gives our school staff more control over who enters our school. This means that when you arrive at our school after 9:00a.m., the outside doors will be locked and a buzzer system will need to be used to gain access to the school. Using this system will provide a safe and welcoming environment and a single point of entry where visitors will be welcomed and directed to the main office to start their visit.

EXTRA CURRICULAR ACTIVITIES



Morning announcements will be especially important in the first few weeks of school. Many clubs will be starting soon, and all times for meetings for information and distribution of permission forms will be made during morning announcements. Keep an eye out for Cross Country Running, Boys Slo-pitch, Girls Volleyball and Boys Basketball forms coming home with your child in the next few weeks.



LOCKDOWN AND FIRE DRILLS

At the beginning of each school year, our students and staff prepare for the year ahead by establishing the foundations for a successful year. One of the ways we know we can help students be successful is to create a safe environment in which to learn. Though no one ever wants to see an emergency happen at a school, it's important for school staff to be equipped to deal with those situations, should these occur.

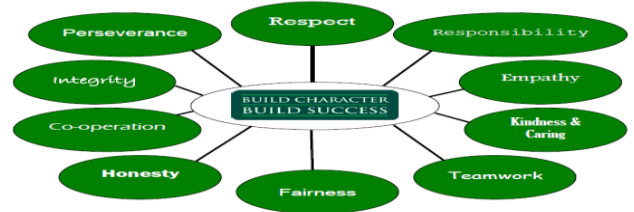
The safety of students and staff is a top priority at our school and to that end, as with all emergency drills, it is essential that we are prepared and understand the importance of procedures that will help ensure the safety of everyone in our school.

The TDSB has taken steps to ensure your child's safety while in school. Each school has developed emergency preparedness plans that include steps staff will take in the event of an emergency, how staff will get students away from possible dangers, and how students' families will be contacted.

One aspect of emergency preparedness is the lockdown and fire drill. All schools are required to conduct a minimum of two lockdown drills and six fire drills each school year. Lockdown drills, like fire drills, are an essential component to ensuring student and staff safety. It is important that all staff and students are prepared and know how to respond in cases of emergencies. The drills last approximately 5 minutes and ensure plans are effective and can also systematically identify any safety concerns.

Communication is also very important in any emergency situation. The emergency contact information kept on file is important in helping this happen. It lists the people who can pick up a student from the school. If you have not yet

provided this information to the office or have updates to the information on file, please make sure our office staff have that information as soon as possible.



CHARACTER DEVELOPMENT: A PARTNERSHIP WITH FAMILIES

With a new school year ahead, we continue to develop character in all students and this is a shared responsibility between home and school. There is a need for family, community and schools to engage cooperatively to encourage students' learning and maturing as social beings.

Throughout the year, we will continue to focus on the 10 attributes identified at the TDSB and we encourage parents to reinforce these attributes at home whenever possible: Respect, Responsibility, Empathy, Kindness and Caring, Teamwork, Fairness, Honesty, Co-operation, Integrity and Perseverance.

Some tips for supporting Character Development in the Home, include:

- Use the language of character development and be clear about your values
- Model and teach respectful manners
- Listen to your children and spend time with children in shared activities
- As a family, take part in community service projects or civic activities
- Establish family traditions and enjoy family celebrations together
- Teach your children to be responsible and discerning with their choices in media and entertainment and online activities
- Teach your children how to resolve conflict in a peaceful, respectful way
- Become involved in your child's school life from Kindergarten to Grade 12
- Live character every day

For more information, please visit www.tdsb.on.ca/character