

# WELCOME TO FAYWOOD ARTS BASED CURRICULUM SCHOOL

Please note that our school is required to follow T.D.S.B. Policies and Procedures which can be found at [www.tdsb.on.ca](http://www.tdsb.on.ca)

## ADDRESS AND CONTACT

Phone: 416 395-2390 Fax: 416 395-2393 95 Faywood Blvd. Toronto, M3H 2X5

## ATTENDANCE/SAFE ARRIVAL PROCEDURES

If your child is sick and/or unable to attend school, call the school at **416-395-4398**.

Safe arrival is organized and operated to ensure the safety of all students. If a student is absent and a call has not been received, the Synervoice System will call-out as follows:

- Parents/guardians identified in TDSB's Student Information Systems who has access to student records, and emergency contact with priority 1 or 2 will receive a call.
- When you receive the call, you are **required to listen to the entire message and follow the prompts accordingly**.
- You will be asked if you are aware or unaware of your child's absence.
- If unaware, you will be asked to call the school immediately.
- If you are aware of the absence, you will be asked to enter the reason for your child's absence. The following options will be provided for you:
  1. Illness
  2. Doctor Appointment
  3. Dentist Appointment
  4. Family Matter
  5. Weather
  6. Other
- At the end of the message, you will have to press 2 to confirm you received the message.
- If you do not confirm receipt, you will receive a call on your mobile phone.
- If there is no response from a Priority 1 contact, this same process will be followed for Priority 2 contacts.
- If there is no contact with either Priority 1 or Priority 2, this entire process will be repeated 3 times in 10 minute intervals.
- This same process will be followed for the afternoon attendance.

In the evening, all parents/guardians of students who were late that day will receive a call informing them of their child/ren's absence or tardiness.

**With this in mind, it is important that the information on the Emergency Data Card is accurate.** If we are unable to contact a parent/guardian or the emergency contact, under the Toronto District School Board's (T.D.S.B) Safe Arrival Policy school staff members are required to contact the police. **Please let the office know immediately if your contact information changes at any time throughout the school year.**

It is extremely important that all students learn the value of being punctual and attending classes regularly. Students who arrive late interrupt their class as well as miss part of the lesson. **Students who arrive late must report to the office to sign in.** Frequent late arrivals or absences must be reported to our social worker. Please assist the school by reinforcing these values with your child.

### **HOURS OF OPERATION**

8:00 a.m. School Office Opens

8:30 a.m. Schoolyard Supervision begins

8:45 a.m. Morning entry bell – students line up

8:50 a.m. Instructional time begins

10:05 – 10:20 a.m. Morning recess – students in Grades 1 to 8

11:15-11:50 a.m. Morning Kindergarten recess

11:50a.m. -12:30 p.m. Kindergarten Lunch in classroom

11:35 a.m. – 12:40 p.m. Lunch for students in Grade 1 to 8

12:30 p.m. Afternoon entry bell for students – Grade 1 to Grade 8

1:50 p.m. – 2:05 p.m. Afternoon recess – students in Grades 1 to 8

2:50 p.m. -3:05 p.m. Afternoon Kindergarten recess

3:15 p.m. Dismissal of all students

3:30 p.m. Schoolyard supervision ends

4:00 p.m. School Office closed

### **ENTRY/EXIT**

Your children should be dropped off and picked up at their designated playground doors at entry and dismissal times. They enter and leave through the same doors every day. Kindergarten students must be dropped off directly to the teacher or ECE teacher in the Kindergarten Yard Area and picked up directly from the teacher or ECE teacher in the Kindergarten Yard Area.

#### **Doors for Entry:**

Door 4– Rooms 5, 6, 7, 8, 9, 10, 11 & 13

Door 6- Rooms 20, 22, 23, 24

Door 7- Rooms 25, 15, 16

**\*\*\*In inclement weather, students will be brought into the school through their entry door to be supervised until the entry bell**

## **AGENDAS**

Student agendas will be utilized by students from Grades 1 to 8. The agenda is an important communication tool between the home and the school. As well, it is useful for developing students' organizational and time management skills. Please check daily.

## **SNACK**

We have a morning meal snack program that all students have access to. The program depends on contributions from families. A contribution form will be sent out in September, December and March.

## **CHARACTER ASSEMBLIES**

Every two months, the students and staff have a recognition assembly which celebrates the great work that our students have been doing with a focus on the T.D.S.B. Character values. The Assemblies will be on the last Friday of October, December, February, April and June. Parents are always welcome!

## **CHILDCARE**

The Faywood Child Care Centre operates from 7:00 a.m. to 6:00 p.m. within our school building. Please contact Rose, the supervisor directly at 416 633-8420 for information. **Note that out of area Child Care children can attend the school as long as they remain registered in the Child Care Centre.**

## **SCHOOL COUNCIL and the FAYWOOD HOME AND SCHOOL ASSOCIATION**

As mandated by the Ontario Ministry of Education, Faywood's School Council is a forum for parents to advise the Principal and the Board on academic objectives, school improvement plans, student engagement and other matters of concern to the school community. In collaboration with the principal, staff and community members, the school council strives to improve student achievement and performance. Meetings are open to the school community and all parents are welcome to attend.

The Faywood ABC Home and School Association is a member of the Ontario Federation of Home and School Associations, which is independent of the Ministry or TDSB. Its role is to foster communication between the school and the parent community and to organize fundraising events and activities for the school community in order to provide funds that enhance the experience of our students.

## **CO-CURRICULAR ACTIVITIES**

Co-curricular activities are a very important part of school life at Faywood. We provide a range of activities for students. Student participation in these activities helps to broaden their experiences and strengthen social skills. Please encourage your child to become involved!

In order to fully participate in co-curricular activities, the T.D.S.B. requires that a parent or legal guardian complete and return the Form 511K - Physical Education Information and Intramural Information/Permission form.

## **CODE OF CONDUCT- Cell Phones, IPODS, iPads and Gaming Devices**

We know that students often carry cell phones, IPODS, gaming devices and toys for use on the way to school and after school to communicate with family and friends and play with. We ask that students keep those phones, devices and toys in their bags or locked up safely in their lockers for the duration of

the school day. Should you need to communicate urgently with your child, please call the office and we will facilitate messages or urgent communication.

On days where we have indoor lunch due to inclement weather and/or if the teacher requests they bring in their device for teacher directed school work they may use their devices. We thank you for supporting our efforts to maintain a safe school environment.

## **CODE OF CONDUCT – APPROPRIATE DRESS**

All students are expected to attend school appropriately dressed. The following clothing is not appropriate to wear to school:

- Clothing which leaves undergarments visible or midriff's uncovered
- Clothing that displays inappropriate messages and language which contravenes Board and School policy
- Hats or headgear (scarves and bandanas) in the school, except for religious reasons

Students who arrive at school inappropriately dressed will be sent to the office for parents to be contacted.

Since students will spend some time outside each day, they must come to school dressed for the weather conditions. Inside the school, students must wear shoes at all times. In the winter, it is helpful for students to have “indoor” shoes to wear, in addition to their winter footwear. In the event of emergency or fire drill requiring evacuation of the building, students will not be allowed to stop and put on shoes or boots. The chances of slipping on the floor are also reduced with proper footwear. Running shoes are necessary for all gym classes.

## **CODE OF CONDUCT – RESPECT FOR SELF, OTHERS AND THE SCHOOL ENVIRONMENT**

### **SPECIFIC BEHAVIOUR EXPECTATIONS**

#### **A) Recess & Outdoor Behaviour**

- 1) Students must line up in a straight line at their designated entry/exit door, ready to come into the school in a safe and orderly fashion
- 2) Act respectfully when speaking to others and listen carefully for instructions. If a whistle or bell sounds, then stop, look, and listen
- 3) When the outdoor signal rings, students will stop what they are doing and proceed directly to their assigned door (Primary/Junior/Middle School) to line up

#### **B) Indoor Behaviour**

- 1) Walk quietly; do not run in the hallways
- 2) Be polite and respectful
- 3) Be mindful of others – use an “inside” voice

#### **Consequences for Inappropriate Behaviour**

Consequences will follow the T.D.S.B. Policy depending on individual situations and may include any or all of the following progressive discipline:

- Teacher/student discussion
- Loss of recess privileges
- Consultation with parents
- Removal from a school activity or the classroom
- Development of a Behaviour Plan or Contract
- Meeting with the Principal
- Withdrawal or suspension from school (in serious cases of bullying, fighting, swearing, opposition to authority, or destruction of school property)

### **EVALUATION, ASSESSMENT & REPORTING**

Teachers are always willing to discuss your child's progress but please make an appointment so that they can prepare work samples and arrange time where student supervision and instructional time is not compromised. Our Parent/Teacher Conference and reporting times are as follows:

#### **November**

- Kindergarten Communication of Learning Year 1 and Year 2 and Parent Contact
- Gr 1-Gr 8 Progress Report Card and Parent/Teacher Conference

#### **February**

- Kindergarten Communication of Learning Year 1 and Year 2 and Parent Contact
- Grade 1-8 – Provincial Report Card and Parent/Teacher Conference by request

#### **June**

- Kindergarten Communication of Learning Year 1 and Year 2
- Grade 1-8 Provincial Report Card

Curriculum Expectations by grade can be found at [www.edu.gov.on.ca/eng](http://www.edu.gov.on.ca/eng)

### **EXCURSIONS**

Throughout the year, students may have the opportunity to participate in excursions that will extend individual learning and enhance classroom programs. Prior to each excursion, parents/guardians will receive a permission form detailing the purpose(connection to curriculum), destination, time, special requirements, transportation arrangements, supervision and cost of excursions.

Students with medical conditions requiring epi-pens or inhalers must take these items on every excursion. Written permission is required for all students to participate in any excursion.

### **HOMEWORK POLICY**

The Toronto District School Board Homework Policy defines Homework as an out-of-classroom learning experience assigned by a teacher to enhance student learning. Homework should be reviewed by teachers so that they know where students are now and how to better direct them towards their learning goals.

- There are four **types** of commonly assigned homework: completion, practice, preparation and extension.
- The TDSB Homework Policy balances time required to complete homework with the importance of personal and family wellness and the wide array of family obligations experienced in our society today
- Where possible, homework will be assigned in blocks of time so that families can best support homework completion by balancing the time required to complete homework with extra-curricular activities scheduled outside of the school day.
- No homework assigned on school holidays or days of significance
- Each type of homework has a specific intended outcome
- Homework should not be assigned to kindergarten aged children, except for home reading. Families are encouraged to engage in early learning activities such as playing, talking and reading together in English or in the family's first language
- Homework assigned in the early grades will more often take the form of reading, playing a variety of games, having discussions and interactive activities
- In the late Primary and Junior grades, effective homework will begin to take the form of independent work.

#### **Homework during Extended Absences:**

Teachers are **not** expected to provide detailed classroom work and homework assignments for students who are away for extended periods of time as a result of family- or parent-initiated absences. For absences due to extended illness, parents may contact the school principal to discuss available options.

#### **ILLNESS AT SCHOOL**

In the event that a student becomes injured or ill while at school, parents will be notified.

If it is necessary for you to take your child home early due to illness, or take your child to an appointment, please sign the Sign-Out Book in the office before leaving the school. When your child returns to school, please provide information regarding the absence.

#### **LOST AND FOUND**

Since we always have a significant number of items in our lost and found area, it is advisable to clearly label backpacks, lunch bags, shoes, boots and other articles of clothing – include your child's name and room number. **The Lost and Found Bin** is located by the school gym in the bench.

#### **BIRTHDAY CELEBRATIONS**

We ask that parents refrain from sending food items as a treat for classmates. We have a number of students with life threatening allergies and it is extremely difficult to determine ingredients. If you choose to send in a non-food item it will be distributed at the end of the day.

#### **CLASS CELEBRATIONS**

Classes occasionally have celebrations. If there is food as part of the celebration teachers must send home a note requesting permission for your child to participate in eating the food brought in by other families. All food donated must be nut free and labeled so.

## LUNCH PROGRAM

The lunchroom program is designed for students who have no other choice but to be at school for lunch. We have four lunchroom supervisors for grade 1-8. Attendance will be taken for students who are in this program. For safety reasons, we must have a note (handed in at the office) if your child will be absent from the lunch program or there is a change from what is listed on the lunchroom permission form. Our "Eco" school has a litter-less lunch program. Students will be asked to reduce the amount of garbage they bring and may be asked to take garbage home with them.

Students who are registered in our lunch program are expected to remain on school property at all times and to follow lunchroom rules.

- Students from grades 1-3 will eat lunch in the school gym with supervision from 11:30 a.m.- 12:00 p.m. and play outside from 12:00 p.m. -12:30 p.m.
- Students from grades 4-8 will supervised outside from 11:30 a.m. – 12:00 p.m. and then eat in the school gym from 12:00 p.m. to 12:20 p.m. Should the weather permit students in grades 4-8 may be permitted to eat outside by the rock circle. They will be expected to ensure that they do not leave any garbage outside.

We also ask parents to reinforce the following lunchroom rules with their children:

- 1) Students are asked to sit at their designated table and remain seated until dismissed**
- 2) Students are asked to raise their hand if they require assistance and to use their indoor voices**
- 3) Students are not permitted to share their lunch as we have students with life threatening allergies**
- 4) Students are expected to act in a safe and respectful manner towards other students and the supervisors. Our code of conduct is in effect during this time.**

\*\*\*If any student is unable or unwilling to follow the rules and routines of the lunchroom, parents will be notified and alternative arrangements will be made.

\*\*\*Due to the increasing prevalence of life threatening nut allergies, DO NOT send ANY foods containing nuts to school at any time! Please help our students and staff members stay safe by checking all wrappers and labels for nut products.

## MEDICATIONS

The T.D.S.B. permits the administration of medication to students during school hours 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/ guardian must complete the appropriate T.D.S.B. form, which can be obtained from the school office.

ALL medication must be given to the Principal or Office Administrator to be stored in an appropriate area. No medication is to be kept in the possession of a student, with the exception of prescribed inhalers to control asthma, and epi-pens. Students that need to carry an inhaler or epi-pen must be instructed (by a parent or guardian) to never share them with anyone and must know how to use them safely and correctly.

**Students who require an Epi-Pen must carry an Epi-Pen on them in a fanny pack and parents/guardians must provide the office with an alternate Epi-Pen as well as fill out the appropriate medical forms.**

### **PARKING LOT SAFETY**

Please do not drive into, stop or park in the bus loop at any time as this creates a dangerous situation. Please park in the parking lot and walk your child to the playground. All students should routinely be in the yard 5 minutes before the entry times to line up with their class. **Only daycare students, students arriving by bus or students who are late should use the front doors/daycare.**

### **PLAYGROUND EQUIPMENT RULES**

**The overhead equipment including the slides, rock wall, climbers, pole and hanging equipment are designed for students aged 5-12. Students under 5 years of age or over 12 are not permitted to use the equipment.**

- When going down the slide, students slide feet first
- No running or playing tag on the play equipment
- One person at a time should use the slides, pole, climbing equipment and bars
- If you cannot independently climb on equipment it is not safe to use during school hours
- No tag playing on the structures

### **RECESS**

Children in grades one to eight have a supervised outdoor recess break from 10:05- 10:20 a.m. each morning and from 1:50 – 2:05 p.m. each afternoon. As well, at lunch time, a 40 minute outdoor break. All children are expected to participate in outdoor activities at this time, unless there is a practice or club meeting during this time.

Children who are well enough to attend school are generally well enough to participate in outdoor recess. However, if there are any unusual circumstances regarding your child's health, please contact the school. Please note that in severe weather conditions, all children will remain indoors or have a shortened recess.

### **SAFETY PROCEDURES (LOCKDOWNS, FIRE DRILLS, EVACUATIONS)**

During the school year, all T.D.S.B. schools must practice fire drill evacuations and lockdowns. Our school will practice fire drill evacuations three times in the fall and three times in the spring. We will also practice lockdown drills at least two times. This means that all doors are locked and no students or staff are permitted to leave the classrooms. Signs will be posted outside the school when we are in "Lockdown" mode. In case of a serious emergency that requires students and staff to leave the school property, our main evacuation site is Dublin Heights School.



## **SCHOOL SUPPORT SERVICES**

During the school year, teachers frequently consult with Toronto District School Board support staff about many students. They may meet with Program Leaders, Multilingual Consultants, Social Workers, Speech and Language staff or Psycho-educational consultants who provide a wide range of services to schools.

Psycho-educational consultants confer regularly with school staff in order to help promote the development of students' academic, social, and emotional potential. In situations where more formal psychological consultation is recommended, parents are informed. When an individual psychological assessment is indicated, written parental permission is always required. Parents are an important part of the educational process. If you have any questions or require further information, please feel free to contact the school staff.

## **SPECIAL EDUCATION SERVICES**

At Faywood ABC, we have a Home School Teacher who supports students who are two grade levels below in Math and/or Language. These students require a small class placement and a modified program for math and/or language. We have a Resource Teacher who provides remedial support for students. These students will receive support either in their classrooms or in small groups depending on their individual education plan (IEP). We also have several Intensive Support Programs for students who qualify through the IPRC process. Currently these programs are for students who are identified with the following exceptionalities; Developmental Delay or Deaf/Hard of Hearing. We also have an ESL teacher assigned to our school who is available to assist students whose first language is not English.

## **VISITORS**

We are very proud of our school and welcome visitors to our building. However, in the interest of everyone's safety, we ask that all visitors enter at the front of the school and report to the office upon arrival. **If you need to speak with your child or a teacher, please go to the office first to sign in and receive a "VISITOR" badge – please do not go directly to the classroom.**

Please call ahead to make an appointment to see your child's teacher so that the teacher can be prepared to give you the time and attention you require.

**Please note:** For safety reasons, all school doors will be kept locked from 9:00 a.m. – 3:30 p.m. and visitors must use the buzzer located on the wall beside the front doors in order to enter the school.

## **VOLUNTEERS**

Faywood ABC has enjoyed a tradition of parental involvement in curricular and extra-curricular activities. Some volunteering opportunities include assisting book check-outs in the library, driving students to sports events, and reading with children. If you are interested in supporting the school through volunteering your time, please contact your child's teacher. For ongoing volunteer involvement at any TDSB school, a Police Reference Check **MUST** be completed and volunteers are expected to maintain student confidentiality and follow the school and TDSB procedures and policies.