

IMPORTANT INFORMATION FOR PARENTS

REORGANIZATION

September enrolment is always unpredictable, and each year there is a good chance that we may have to reorganize some of our classes in the third week of school to accommodate the primary class size cap of 20 students. We try to minimize the amount of disruption for students, but in a small school, some movement is often unavoidable. We will inform parents as soon as we have any information regarding school reorganization.

TIMETABLE

The school runs on a 5-day schedule, rather than a Monday to Friday schedule. This alleviates the loss of certain subjects on Monday and Friday holidays, and ensures fair delivery of all subjects across the year. Please note that the year-long school calendar, which indicates the 5-day schedule for your convenience, is included in your "First Day Package".

ATTENDANCE

If your child is not well, please have him/her rest at home. This will reduce the spread of colds, flu and other respiratory infections. We cannot accommodate requests for students to remain indoors for recess when they are still recovering from an illness.

If your child is going to be absent from school for any reason, please call the Safe Arrival 24 hr-a-day hotline **(416) 395-2727**.

MEDICAL CONDITIONS (Forms to be signed)

It is extremely important that we know about all student medical conditions and are prepared to act appropriately in case of an emergency. This includes asthma, allergies, seizures, migraines, etc. Please complete the enclosed Medical Form.

In addition to the enclosed form, we also create medical emergency plans when necessary. All prescribed medication taken at school must be properly documented by you and your child's doctor. These medications are not to be kept with students, but should be brought to the office, where proper storage, dispensing and documentation can take place. This includes all prescription medication, including all types of puffers. Forms 536A and 536B can be picked up at the office. These forms are to be completed by a medical doctor and returned to the office along with any necessary medications. **Medication will not be dispensed at school unless accompanied by a form which has been signed by a physician.**

DRESSING FOR THE WEATHER

Each day, students spend time outdoors for recess. Please make sure your child is dressed appropriately for the weather. Often, the open nature of the school yard makes it feel much colder than it actually is. A sun hat and sunscreen are always a good idea. Please label everything. Students only stay in their classrooms for indoor recess on rainy days and when we have temperature extremes so please ensure they are dressed for the weather!

CELL PHONES/ELECTRONIC DEVICES

The TDSB has a new policy regarding the use of cell phones, cameras and other electronic devices at school. Students are not to use these devices on school property. Parents/volunteers are asked to power off their phones while in the school or while supervising students outside and on field trips.

TRANSPORTATION

If you would like your child to take the large Donway School Bus, please fill out and return the official TDSB Transportation Form. The bus makes stops at Farmcote and Swallow, Mallow, Greenland, Overland and Southill and Barber Greene. Although most families live too close to the school to meet the TDSB transportation criteria (1.6 km), the large bus will transport students if space is available. Students must follow the TDSB School Bus Safety Rules (see information page enclosed), and breaches of discipline may result in withdrawal of bus privileges.

STUDENT SAFETY

The safety of our staff and students continues to be a top priority here at Norman Ingram. We ask for your cooperation in adhering to the following school routines.

Parking Lot Safety

Have your child walk to school if possible

Park in designated parking spots only – remember the large school bus must have space to loop around the parking lot. Wait a few minutes for a space to become available or park on the street if necessary.

No matter what part of the day it is, **NEVER** park in the clearly demarked curb lane up against the school, leaving your car unattended. This is a school bus and emergency vehicle access route.

Students can be dropped off and picked up along the curb near the school. Make sure students exit/enter using the vehicle door near the curb and that they have backpacks, lunch bags, etc. ready for a speedy transition

Never drop off or pick up your child in the middle of the parking lot. Students are not allowed in the parking lot without close adult supervision

Drop off/Pick up Locations

For security purposes, the front and back doors will be locked at all times. The Blue Wave door will only be open for brief periods to accommodate morning, recess and lunch entries. We ask that, unless it is an emergency, parents and students use the parking lot door to enter the school.

A security camera has been installed at the front door. If there is an urgent need to enter the school through the front doors, stand in front of the camera, push the button and you will be buzzed in.

Parents of Kindergarten students are asked to drop off and pick up their children in front of the Kindergarten classroom. They need to enter the school using the parking lot door, then wait quietly in the hallway, as other primary classes will be in session and cannot be disturbed. They should feel free to exit the school using the front door.

Parents of students in Grades 1-5 are asked to meet their children **outside** at a designated door. **Grade one and two students will be dismissed at the back doors.** In the case of rain, students can wait inside the entry doors until the entry bell. Parents can wait just inside the doorways in case of inclement weather.

If you must enter the school for any reason, please report to the office where you can sign-in and pick up a visitor/volunteer badge. We especially ask that no parents go upstairs unless they have checked in at the office first.

If students arrive late, they should be accompanied into the office, where a parent/guardian must sign them in. Parents/guardians must sign out students leaving early. The green log sheets are located in the clipboard on the office counter.

Parents dropping off or picking up students at day-care are asked to enter the school through the parking lot door and go directly to the YMCA room or the Blue Wave wing.

Parents and students should not be wandering around the corridors or in classrooms before or after school hours. Inquiries about lost articles of clothing, forgotten homework, etc. can be made through the school office.

Change of Information Notification

Throughout the year, if there are any changes to your address, telephone number or emergency contact information, please call or drop by the office to complete a Change of Contact/Address Information Form. A supply of these forms is located outside the office. You will also be asked to verify your child's personal information at various points throughout the year. This is to ensure we can always contact a parent or guardian in case of emergency. Thank you for your cooperation in completing and returning those forms.

School Evacuation and Lockdown

Should the school need to be evacuated due to a serious accident, violent incident, environmental mishap, or act of terrorism, etc., students will be escorted to the Donway United Church or Rippleton Public School.

Should an emergency situation arise which prevents the safe evacuation of the school building and requires everyone to remain inside the building, we will go into “*lockdown*” mode.

Depending on the severity of the situation, one of two lockdown procedures will be followed. In a “*Full Lockdown*”, all external doors would be locked and students will remain in locked classrooms or other “safe” designated locations that are away from the danger. For a “*Hold & Secure*”, the school’s external doors would be locked, but the students and staff would continue their normal school day with no restriction of movement within the school.

It is now mandatory for schools to conduct two lockdown drills per school year. We also conduct at least six fire drills, three in the fall and three in the spring.

Supervision

Teachers begin yard duty at 8:45 a.m. and finish yard duty at 3:45 p.m. Your child’s supervision is **your** responsibility before or after these times. **Students should not be on school property unattended before 8:45 a.m. or after 3:30 p.m.** Please have students follow our established safety rules when they are playing on the playground equipment outside of school hours. (A list of playground safety rules is enclosed with this package.)

September is a time for teachers to establish classroom rules and routines. The same holds true for the school as a whole. We stress the importance of students following school-wide rules and request that you review these rules with your children at home. (Please see attached sheets). We want all students and staff to “feel safe” and “be safe”



at school. These rules are in place to make sure this happens.

Norman Ingram P. S.

CODE OF BEHAVIOUR

It is our goal at Norman Ingram Public School to provide our students with a safe, secure and stimulating learning environment, where sensitivity to and caring for other people are as important as academic learning.

An important aim of the school is, therefore, to help students develop self-discipline so that they can become productive, mature and responsible members of society. The following code of behaviour has been developed to ensure that the general rules for the successful functioning of the school are known, understood and respected.

NORMAN INGRAM STUDENTS ARE EXPECTED TO:

- show respect for one another, for staff, visitors and school guests
- strive to complete tasks on time and to their best ability
- complete homework assignments on time and return them to class
- use appropriate language and display good manners
- follow school, lunchroom and classroom rules and routines
- behave appropriately during all school programs – in and out of the school building and while travelling to and from events
- treat all school property and equipment with care
- help keep the school free of litter and vandalism
- cooperate with students and adults
- solve problems without the use of violence or aggression
- walk quietly in the halls
- demonstrate a concern for the environment
- wear appropriate clothing and footwear for school activities
- leave valuable games, toys and electronic equipment at home
- during school hours, power off and store out of view all personal communication devices (including cell phones)
- attend school regularly and punctually

CONSEQUENCES

When incidents occur, the staff will intervene in a fair and consistent manner. Each incident is treated as an opportunity to learn responsibility and develop self-discipline. Consequences can include the following:

- discussion and counselling with the teacher
- discussion with the principal
- consultation with parent(s)
- loss of privileges
- payment for repair or replacement of damaged property withdrawal from class
- formal suspension

NORMAN INGRAM SCHOOL WILL NOT TOLERATE ANY EXPRESSION OF RACIAL OR ETHNIC BIAS. THE STAFF IS COMMITTED TO A POSITIVE ACTION PLAN WHICH DISCOURAGES SEX-ROLE STEREOTYPING.

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LUNCH PROGRAM



LUNCHES

Children are to bring their own lunches.

Due to the presence of several students with severe allergies to peanuts, we ask that no foods containing peanut or nut products be sent to school. Please check ingredient labels
Please limit the amount of junk food or candy in your child's lunch – **snacks of fruit or vegetables are encouraged**

Students will not be able to access a microwave oven to warm up their lunches. If you pack an item which requires a fork or spoon, make sure the necessary utensil is packed in the lunch bag

We are very proud to be an Eco School. To maintain our status, we need all students (and staff members!) to bring litterless lunches every day. Whenever possible, students should bring food in reusable plastic containers (no glass please) and lunchbags. Students will have the opportunity to recycle some plastic/paper goods (look for recycle symbol) and compost fruit/vegetable organic waste

Please label all lunch bags and containers

CLOTHING

Please ensure your child is dressed appropriately for weather conditions, as all students will be sent outside during the lunch break for supervised play unless they are involved in organized indoor activities. **ALL CLOTHING, KNAPSACKS, SANDWICH CONTAINERS AND LUNCH BAGS SHOULD BE MARKED WITH YOUR CHILD'S NAME TO FACILITATE THE QUICK RETURN OF LOST ITEMS.**

ILLNESS

Sometimes, when a child returns to school after an illness, parents request that the child remain indoors during the lunch time recess. **We are unable to provide supervision for children who are ill.** Children should only return to school when they are well enough to fully participate in the lunch program.

RAINY DAYS:

During inclement weather, students will remain inside. They are divided into groups by grade, sent off to individual rooms, and can play games, read or do quiet activities supervised by school staff members.

**** If your child goes home for lunch, please return him/her to the school when the bell rings, as there is no outside supervision on indoor lunch days.**



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LUNCHROOM RULES

The "Lunchroom Experience" should be social, safe and respectful.

Eat your own lunch while sitting at your class table.

Do not share food or handle someone else's lunch

Use a normal speaking voice when talking to friends.

If you need assistance, raise your hand.

Do not wonder around the room, run, shout or throw food/objects.

Be respectful of others and their belongings.

Remain seated at your class table until your whole table is dismissed.

When your table is dismissed:

- place all garbage in the recycle or compost bins
- return your lunch bag to the class bucket,
- put on your outdoor clothes
- **walk** outside through the back doors.

Ask permission to leave the lunchroom if necessary (i.e. for a washroom visit)

When the Lunchroom Supervisors raise their hands, stop talking, stay still, raise your hand and look and listen.

The Lunchroom Staff members are present to ensure the rules are followed and to help you as needed. ENJOY YOUR LUNCH!

Norman Ingram Public School

NUT ALLERGY REMINDER



Norman Ingram is Nut Sensitive

We have several students in our school who have a serious allergy to peanuts and other nut products. This allergy can be so severe that even trace amounts can be fatal. Because there is no cure for a peanut allergy, the only “treatment” is avoidance of all products containing the peanut allergen.

Most allergic reactions are due to “cross contamination.” “Safe” foods become “unsafe” through contact with peanut protein. If in doubt about a product that you might send to school with your child, please do not send it. Such things as candy, baked goods, Chinese food, potato chips, fried foods, salad dressings, macaroons, and many other products may contain trace amounts of the peanut allergen. Please take special care when sending food to school. It may be a matter of life and death.

For additional information about peanut allergies, check the web at www.peanutallergy.com.



Norman Ingram Public School

PLAYGROUND RULES



Students are to:

- stay within boundaries and never leave school property
- be respectful of others and promptly follow the instructions given by an adult staff member
- be respectful of school property and the property of other students, staff and parents
- play safely and resolve disputes in a peaceful manner. If this is not possible, walk away and get adult assistance.
- report all incidents and possible dangerous situations to a staff member. These might include someone in need of medical attention, acts of aggression, acts of vandalism, broken/faulty equipment and trespassers.
- leave scooters, skateboards, in-line skates, baseball bats, hard balls, toboggans, hard sliders, weapons, weapon replicas, electronic games/players, cell phones, collector cards and expensive toys, jewelry and other treasures at home
- walk all bikes while on school property
- ask permission before retrieving objects that have gone out of bounds
- never climb or swing from trees, goal posts or baseball backstop
- never run or play tag anywhere in the playscape area
- never climb up the slides; always sit down and face forward when sliding
- sit down on tire swings and share with only one other student; no pushing by others
- stay away from water culvert area
- never throw anything except a soft ball or a frisbee
- leave back wall area and doorways accessible and free from ball play
- ask permission before re-entering the school
- stop what you are doing and promptly get into line as soon as the bell rings

Norman Ingram P. S.

Homework Policy: How You Can Help Your Child

Teachers are responsible for encouraging a partnership with families and students that promotes timely, regular communication and supports families in the homework process. **This does not mean that teachers are expected to respond to last-minute phone calls to create assignments for children who will be away for a day or two.** Please consider the daily schedule of a teacher and appreciate that last-minute requests may not be accommodated.

For absences due to extended illness, parents may contact the school principal or leave a message for the teacher to discuss a homework package. This is entirely appropriate. Teachers are not obliged to provide detailed classroom work and homework assignments for students who are away for extended periods of time as a result of parent-initiated absences (eg. vacations while school is in session).

How do I find out what homework my child has?

At the beginning of the school year most students receive a School Agenda. Teachers ask the children to write all of their homework and assignments in this agenda. To keep informed about your child's homework:

- Check the agenda every evening to know what your child is working on
- Use the space provided to write notes to your child's teacher
- Inform the teacher if your child is not writing daily in the agenda

The amount of time a student spends on homework depends on the student's needs, age and grade, subject, schedule, proximity of tests, and project due dates. The following chart is suggested as a general guide only.

Grade	Most Evenings
JK - Grade 3	10-30 minutes
Grade 4- Grade 6	30-60 minutes
Grade 7- Grade 9	45-90 minutes
Grade 10- Grade 12	60-120 minutes

Where do I get help for my child with homework?

- Talk with your child's school about what is available in the school. Talk with your child's teacher about extra help.
- Ask about tutoring services at the local secondary school.
- Check in your community for homework clubs available at local community centres. The [Ministry of Education](#) has helpful resources with homework online.
- The [TDSB's Parent webpage](#) has a homework section that provides helpful tips.

What can I do to help my child with learning?

You can help your child in the following ways:

- Set a consistent time when homework will be done every night
- Provide a quiet place away from distractions such as television and telephone
- Encourage your child to practice mathematics, reading, and writing skills daily
- Talk with your child about what he/she is learning in school
- Read together with younger children
- Encourage your child to help you to read and write recipes, newspapers, letters, shopping lists
- Encourage your child to ask the teacher for help if the work is difficult or confusing
- Keep in touch with the teachers and call when you have a question or a concern
- Check that homework is completed, and praise and encourage your child

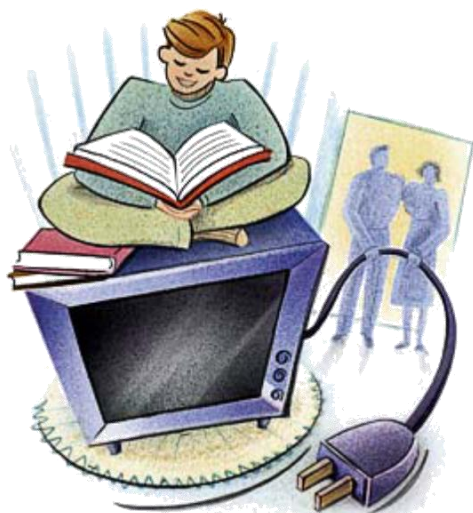
You can also help your child with homework by creating good study habits. If your child does not have homework, encourage your child to review past assignments, or notes. You can also:

- Encourage reading time in your family
- Discuss the day's events with your child
- Introduce your child to resources in the community, such as the Public Library
- Provide your child with encouragement and suggestions
- Allow your child to find the solutions for problems, if at all possible

How can parents help their children feel successful at school?

Being involved in your children's learning will help them to be successful.

- Praise your children and help them feel good about themselves
- Re-assure your children when they encounter difficulty or failure
- Talk regularly with your children about their school experiences
- Encourage your children to talk with you about any problem they may have with relationships
- Help your children to set goals for themselves in their school work and in their home life



Help your children organize their time so that there is a balance between school work, home responsibilities and social & recreational activities. It's simple. All you have to do is to start insisting that your children fully apply themselves to their studies -- and commit yourself to doing your part. That means making sure they do all the work expected of them as well as their abilities allow. It also means making sure everything at home stands behind these principles and supports the idea of learning.

Education is a partnership and we invite you to do your part!



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WEATHER GUIDELINES

Children need an opportunity to get exercise and free play time outdoors, however, weather conditions sometimes warrant that indoor recesses, lunch periods and pre-entry periods be considered necessary for student and staff safety.

Conditions warranting indoor recesses

Rain, thunderstorms, lightning, hail, extreme winds and extreme cold.

Cold weather - when temperature and/or windchill factor indicates -28°C or lower children will remain indoors due to risk of frostnip and frostbite.

When temperature and/or windchill factor indicates -20 to -28°C , outdoor recesses may be shortened to 10 minutes and outdoor lunch recess to 20 minutes depending on local conditions. Children should be monitored closely for signs of frostnip, frostbite or difficulty breathing.

Humidity, Heat and Smog Alerts - the City of Toronto issues heat alerts and heat emergencies based on the daily forecast from May to September. Alerts are posted on the Web site www.toronto.ca/health or by calling (416) 338-7600. Staff and students should be vigilant about their level of activity and should take frequent breaks for water in order to remain adequately hydrated.

Other conditions:

Weather conditions change during the day. When necessary and if the weather is questionable, the school principal will consult the Environment Canada's www.weatheroffice.ec.gc.ca or Toronto Public Health Web sites for information.

Any staff member may voice weather concerns to the principal for consideration prior to the next scheduled recess.

During extreme weather conditions, parents and students may wait inside entry doors when teachers begin their supervision, up to 15 minutes prior to the entry or dismissal bells.

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WE ARE AN ECO SCHOOL and proud of it!



We have a very active ECO team at Norman Ingram, supervised by Ms. Lussier and Ms. Woods. The creation of this logo was one of the 2009-2010 initiatives taken on by this committed group of students. The final product was the amalgamation of the three favoured designs submitted for consideration – we think it's great!

DID YOU KNOW THAT WE . . .

- plant vegetable seedlings in the footprint garden in the Spring
- use our outdoor classroom in all seasons
- sell stainless steel water bottles with our ECO logo on them
- hold an Earth Hour once each month to conserve electricity
- only allow waste-free lunches – any lunch garbage goes home with students
- encourage our ECO team members to supervise composting and recycling every day
- sell Leaf Bags with our ECO logo on them
- recognize students for their commitment to the environment at assemblies each term
- reuse our report card envelopes
- communicate with parents by e-mail whenever possible to save paper
- have added a pumpkin patch to our outdoor garden, and are pursuing a design consultation for a Butterfly Garden
- maintain an ECO bulletin board with all the latest Eco news and photographs of our activities
- encourage our on-site Daycare to participate in all of our environmental initiatives, and they're happy to do so!
- monitor "lights out" in classrooms every day at lunchtime and reward the classes who have the best record
- maintain a worm composter in one of our classrooms
- return our used light bulbs to the manufacturers
- discourage the use of vehicles by having "Walk to School Wednesdays"
- participate in community clean-ups in the Fall and Spring
- recycle batteries





School Bus Safety Rules



The following information is useful for school bus riders and their parents.

Rules for getting on the bus safely:

Be at the bus stop on time. Never run to or from the bus.

Wait at the designated stop in a safe place well back from the side of the road.

Remember the danger zone around the bus. The danger zone is anywhere close enough to the bus to touch it. The bus driver cannot see you when you are in the danger zone.

If you cross the street to get on the bus: when the bus comes, wait until it has come to a complete stop. The bus driver will make sure all the traffic stops. The stop arm will be out and the red lights will be flashing. Watch the driver. When the driver knows it is safe, he or she will signal you to cross, but watch for traffic yourself. Walk, don't run.

Hold the handrail as you get on the bus. Don't push or shove.

Rules for Safe School Bus Riding:

Take your seat promptly and sit properly, facing forward at all times.

Hold bags and parcels in your lap. Do not stick your feet into the aisle: someone might trip.

Keep your head and arms-everything-inside the bus. Don't throw anything out the windows or around in the bus.

Talk quietly. The driver must concentrate to drive the bus safely.

Save snacks for snack time at school or till you get home. They may spill or you may choke if the bus goes over a big bump.

No fighting, shouting or playing in or around the bus.

Always follow the bus driver's instructions. **Students who have difficulty following the rules will have their bus privileges removed.**

Rules for leaving the bus safely:

When you leave the bus, hold the handrail.

To cross the street in front of the bus, walk ahead at least ten giant steps (three metres). Cross only when the driver gives a signal. Cross the street in single file.

If you drop something near the bus, don't pick it up. Tell the driver or other adult.

If everyone is getting off the bus, the people at the front leave first.

Do not push
