

East Family Handbook

Entry Time/Schedule

Students always enter and exit the school through door 3 - the EAST doors, a teacher is on duty from 8:35 to 8:45 in the morning, students can enter the building at 8:40 and have 5 minutes to go to their lockers and collect the materials they need for their morning classes. Attendance is completed at 8:50 and students are considered late after 8:50 pm - Kristin will complete safe arrival calls to check-in with students that are marked late. For the first two weeks of school we will wait until 9:00 am as students adjust to new routines of travelling on the TTC. We do also regularly check for TTC delays or inclement weather delays and on those days wait later for safe arrival.

Our morning break is at 9:55 to 10:10 and students have an opportunity to eat a snack and check-in with their peers.

Lunch 11:30 to 12:30 - students have a physical break outside from 11:30 to 12:00 and then enter the building at 12:00 for lunch break to 12:30, and then 5 minutes at their lockers to collect learning materials for the afternoon programming

End of day - programming ends at 3:05 and then the community has 10 minutes to complete community chores and dismissal is at 3:15. There is no outside supervision of the school yard.

Teachers may request that some students that need support with organization of materials to check-in with a teacher prior to departing and stay until materials and works are prepared.

After School Support

After school support is available from 3:15 to 3:45 each day. This is an opportunity to seek additional support from a teacher (each of the teachers will identify specific days they are available for program support) or to work on classwork. Students that are socializing will be asked to leave.

Lunch Routines

Lunch forms - Please find attached lunchroom attendance form. There is a supervised daily lunch program. As a family you can identify whether your child will be staying or has permission to leave the property. If students are signed out for lunch they are not to return to school property until 12:30 pm and can be buzzed in to enter then.

Friday lunch - most members of the EAST community enjoy a lunch out in the community - either by walking to Gerrard Square or walking up to the Danforth. On Friday, September 8th - the entire community will walk over to Gerrard Square to have our first Friday lunch. It is important to note that students are expected to adhere to EAST Community philosophies while out in the community.

Nut Free Environment

We also just wanted to send out a gentle reminder that EAST is a nut free environment when planning for snacks and lunches please keep this in mind for the safety of all of our students. This is particularly true of items that students purchase while out for Friday lunch - they are not permitted to bring back products that identify they may contain nuts and students are reminded to check product packaging.

Eco-School

We are a Platinum rated school and we encourage students to consider/plan for ways to bring their snacks and lunches in reusable containers to reduce our eco-footprint. During science and math classes this year we will be looking at ways that we could become a net-zero waste environment.

Lockers

The planned move of our Grade 7 lockers has yet to be completed and will be done later in the year. Our plan is to assign lockers to students on the second day of school, some Grade 7 students will need to share lockers. We hope to provide notice of the locker move but that may not be possible. During this minor renovation Grade 7 students will not have lockers.

Inclement Weather

If it is raining or below -25 when students arrive for school students can enter through the Blake main doors and wait in the lobby area. At 8:30 a EAST teacher will then open the EAST doors and students can enter the school.

Forgotten Items/Missing Lunches

If a student has forgotten an item and a family member comes to school to drop it off, we ask that you buzz at door number 3 (during the AM only) and bring the item to Kristin in the office. She will ensure that it gets to the student during the morning.

East Beast T-shirts

EAST Beast community T-shirts are important for those interested in taking part in community physical activities opportunities for example our cross country program will start during the second week of school and the meet will be the first week of October. If you have any questions about this feel free to email Nicole at Nicole.Asselin@tdsb.on.ca

Field Trip Forms/TTC

A special note about field trip forms at East - if the trip finishes after 2 pm. You will notice on the second page of permission forms that there is a section labelled TTC Permission - asking YES or NO. As we have students that commute from all different areas of the city, instead of bringing all of the students back to EAST and then dismissing them, parents can give permission for their child to board the TTC on their own to go home. This means that as a group we will walk to the nearest TTC boarding platform (subway station, bus stop, streetcar) and arrange for the group to board there. Students may choose to stay with the teacher-lead group that will travel to EAST and then dismissal will occur (Circle NO) OR students may take an alternate path home from the stop on their own (Circle YES). Please ensure that your child has a prepared plan and understands the steps/transfers for them to get home.

It is recommended that where possible students get a PRESTO card as the TTC has indicated they are planning on moving to requiring students to have a PRESTO card to benefit from the free fair unders 12 and that they are looking at phasing out the student tickets within the next year.

When field trip forms are sent out - the email will indicate the planning teacher so that if you have questions you will know which teacher to reach out to.

Electronic Payment - attached with this newsletter is a form to sign-up for electronic payment for field trips and other school based activities for example tee-shirts. You have to create a logon and password for the account but this is usable for all future events within the TDSB. We are trying where possible to encourage families to use this system to reduce organizational steps associated with field trips. Please consider joining this program if you have not already done so.

Technology Policy

With the support of PTA last year and the completion of a grant application we currently have twenty-two chromebooks and are planning on purchasing an additional ten chromebooks with school/PTA funds this year. This means we will have more reliable and consistent access to technology for classroom programming.

School technology will be used for educational purposes only or for initiatives at lunch programs, for example a coding or animation club.

Students are still welcome to bring their own tablets and laptops to school for academic purposes. We are able to lock-up technology in a central location if security is an issue for any family.

Students are welcome to bring a cellphone to school, but at the start of the instructional day students will be asked to put their cellphones in their lockers. If there are lessons where the use of cellphones will benefit the learning (for example listening to podcasts, documenting with a camera, creating a short video) we will give the students advance notice.

We know that some students benefit from using a phone to listen to music during class time in order to block out external distractions and we are open to discussing this option with students as long as they demonstrate that it is indeed improving their focus.

Students will have access to their mobile phones during break times and during lunches. We will have a once a week no technology lunch - when we do placemat lunch where students sit randomly with a group of students.

There are a few ways parents can help support this policy. Please try not to text or call your child during instructional blocks 8:45 to 9:55, 10:10 to 11:30, and 12:30 to 3:15. If there is an emergency please feel free to call the school office so that we can assist with the emergency.

If a student is feeling ill the policy is for the student to speak to a teacher first, and then with the teacher present call or if need be text home so that a staff member is aware of what is happening. If you receive a call and a teacher is not present please encourage your child to connect with a staff member first.

If for some reason this policy will not work for you, for example a child with anxiety, we are open to discussing arrangements that will help support the well being and academic success of the child.

School computers will be used for educational purposes only or for initiatives at lunch programs for example a coding or animation club.

During our community circle we will also be discussing the role of online and social media networks (snapchat, instagram etc) and how they impact our community. We will remind students that they must follow-up the TDSB anti-bullying policy when online and behaviour contrary to this policy, even if it happens at home, or after school hours, will be addressed with

the students. We will also discuss ways to monitor and achieve a balance of the use of technology.

School to Home Communication/Homework

As a staff we will be posting all homework on the aw.tdsb.on.ca website for students. We are going to be doing some training with the students during the first few weeks of school to ensure they are comfortable with using. We are also going to ask students to submit their homework on AW as it helps to keep all of us organized and students can monitor what they have not completed. We will show students ways to taking a photograph of paper homework is this is their preferred method and submitting it as an attachment.

Homework will allow for follow-up on classroom learning, there will be options for different levels depending on the skill the students are working on, students will be given a minimum of 48 hours to complete homework, and regular completion of homework will contribute to assessment and learning skills.

We will send a weekly email with a link to the school calendar along with brief notes about special events (extra-curricular activities, spirit days) and notices about assessments, we will include digital copies of any forms that have been sent home, and requests for parent volunteers to support programming.

For large projects we will try to give three weeks notice to allow families the opportunity to plan.

We will also ask for parents with a flexible schedule to sign-up for a last minute volunteer email list - where we will try to give one week's notice for parent volunteer requests.

Once a month we will be sending out an email programming goals - enduring learnings, highlight upcoming large projects, sample of student work etc.

At each PTA meeting we will highlight a specific area of the curriculum with projects that have been developed by the students.

Assessment and Reporting to Students/Parents

Assessment will be used in several different ways.

Diagnostic Assessment - are short "tests" that do not contribute to marks but instead help to determine what concepts students do and don't know and then help inform planning and instruction

Formative Assessment - are short quizzes and check-ins throughout the unit that help to measure student progress and their readiness to move onto the next step, we will give students/parents a minimum of three days notice for these assessments

Final Assessments - help to measure student progress over a four to six week unit and students will be given at least one week's notice about these assessment and a description of what the assessment will be testing, students can review homework on AW to ensure they are prepared

Long-term Research Projects/Models - students will be given a three to four week plan to complete projects with check-ins along the way to ensure students are meeting key deadlines, if students miss one of the deadlines the teacher will reach out to the parent via email for support and request students to stay after school

Exams - to help students prepare for high school we will plan culminating exams for Grade 7 and Grade 8 students, as well as essay and language exams in Grade 8 science/language class

Classroom participation - regular completion of classroom based work will contribute to assessment and help to provide feedback to students ability to move onto next tasks or the need for additional review

Self-assessment - as a community we will be working with students on establishing personal goals for learning and reflecting on their own learning as they move through the work

Report Cards grades will reflect a combination of the above assessment strategies and would reflect a combination nearing the following a) final tests/projects 40% of final mark, b) classroom work/progress 25% of final mark, c) formative quizzes 15% of final mark, d) peer/self assessment 10% of final mark, and e) 10% group work with classmates

Reporting/Portfolios - students will be maintaining a portfolio of their work at school and will be sharing examples of their work with the families on a monthly basis and during student-led interviews at reporting blocks.

If a student scores 70 or above on test/assessment piece the test will be filed in the portfolio

If a student scores less than 70 on a test/assessment piece the teacher will make an electronic copy of the test and email it to the parents so they are aware of skills/areas of learning that still require focus and students will be given an opportunity to complete additional review/work to build the required knowledge.

Growth-Mindset

We will be working with the students during our community meetings and during various classes that the goal is build a mindset that we learn by being open to new learning opportunities and that this will mean building offer of our mistakes and supporting each member of the community to move towards an environment where risk taking is celebrated.

School Council Meeting

Our first School Council meeting is on Thursday, September 13th at 7:00 pm on the third floor in room 301. The front doors at Blake will be open 15 minutes beforehand. At the first meeting we are hoping to accomplish the following

- 1) Present details on our long range plans for the from September to December and areas we are looking for support or suggestions of resources that could support programming.
- 2) Present our school progressive disciplinary policy and restorative justice strategies, along with community meeting plans
- 3) Communication and homework strategy
- 4) Assessment policies

We hope you are all able to join us.

Finally we hope you have all had restful summers and enjoyed spending time together with family and friends. We look forward to welcoming all you on Tuesday morning at 8:40!

Amy, Laura, James, Nicole, Kristin, Tina and Jenn

Key Upcoming Dates

- 1) Wednesday, September 5th - TUSC field trips forms going home
- 2) Friday, September 7th - Pizza Lunch Forms going home
- 3) Friday, September 7th - Friday Lunch
- 4) Friday, September 7th - Freedom Day forms going home
- 5) Monday, September 10th - Camp Kawartha, consent, and TUSC forms due
- 6) Monday or Tuesday, September 10th or 11th - Swim Test for Grade 7 students at Riverdale Collegiate - Date to be determined
- 7) Wednesday, September 12th - TUSC trip for Grade 7 students
- 8) Thursday, September 13th - PTA Meeting
- 9) Toronto Public Health Immunization Forms Due
- 10) Friday, September 14th - Pizza Lunch Forms due
- 11) IEP feedback forms going home
- 12) Tuesday, September 18th - Freedom Day Field Trip - Yonge/Dundas Square

- 13) Wednesday, September 19th - Pizza Day
- 14) Friday, September 21st - IEP feedback forms due back
- 15) Monday, September 24th to 26th - Camp Kawartha
- 16) Thursday, September 27th - Immunization in the PM
- 17) Friday, September 28th - Orange Shirt Day and Gush Water Science Exploration
- 18) Monday, October 1st - tentative Terry Fox Run
- 19) October 2,3 **or** 4th- Cross Country Meet
- 20) Wednesday, October 3rd - Pizza Lunch
- 21) Friday, October 5th - PA Day