

2018

# Elkhorn Parent Handbook



Parent Information Guide about  
Elkhorn Public School

## PRINCIPAL'S MESSAGE

Welcome to Elkhorn Public School! Approximately 430 students from junior kindergarten to grade five attend classes here. In addition, the YMCA Child Care Offers before and after school programs, ages 4 to 10 years old. We also offer full day child care for ages 2 and a half (2.5).

The vibrant community school is the result of dedicated staff working with eager students in a supportive and involved community. Each Elkhorn student is encouraged to achieve his or her personal best. We set high standards for our students and work with the students to achieve their goals. Our programs help children grow emotionally, socially and academically so that they can be productive, successful citizens in the global community. The academic program is balanced in all areas of the Ontario Curriculum: English (literacy), mathematics, science and technology, social studies, visual arts, music, health and physical education and for students in grades 4 and 5 – French.

Extra-curricular activities may include sports and music.

Working together - school and community - we provide the positive and caring environment that helps our students grow and flourish. When we all work together the possibilities for what we can accomplish are endless.

***I invite you to explore this handbook to discover the extent and variety of information it includes. The handbook is updated annually to reflect frequently asked questions.***

## IMPORTANT CONTACT INFORMATION

Elkhorn Public School.....	416-395-9500
Safe Arrival Reporting.....	416-395-9505
Holly Richards, Principal.....	416-395-9500
School Cash Online .....	<a href="https://tdsb.schoolcashionline.com/">https://tdsb.schoolcashionline.com/</a> and select the "Get Started Today" option.
Elkhorn School Council....	elkhornschoolcouncil@gmail.com
Elizabeth Addo, Superintendent.....	416-396-9172
Alexander Brown, Trustee.....	416-395-8787
YMCA Child Care.....	416-229-6324

## VOLUNTEERS AND GUESTS

Parents and volunteers must report to the office when they enter the school. No one is permitted to go directly to a classroom unless the office has given the person permission.

Parents/caregivers who arrive to meet students after school dismissal must wait in the designated pick up areas. In order to maximize our learning time and to ensure safe hallways, adults are not permitted to wait inside the school.

## ELKHORN SCHOOL ADVISORY COUNCIL (SAC)



Elkhorn Public School has a very involved parent community. Parents and other community members volunteer in the classroom, on class field trips, in the library, at school events and many other areas of our school. The focal point for this parent participation is our School Council.

### Why should I get involved with my child's school?

Studies show that when parents are involved in their children's education, the children's attitude towards school improves and their level of achievement increases. Studies also show that when parents are involved, students' school performance increases – from arriving at class on time and behaving well to staying in school until high school graduation. At the same time, parents' involvement in schools usually increases the success of school programs and the effectiveness of schools themselves. The success of many of Elkhorn Public School's programs depends on parent volunteers. Participation on Elkhorn's School Council is a good place to start.

### What is a School Advisory Council?

In 1995, the provincial government mandated that every school have a School Council comprised of parents, teachers, the principal, and community representatives. Elkhorn's School Council is a very active and vital one.

### What does a School Advisory Council do?

A School Council is a body of volunteers who work together to provide ideas and opinions to help the principal and sometimes the school board to make the school a better place for learning. The mandate of the School Council is to provide a system of accountability to parents. It gives parents opportunities to discuss educational issues and respond to local educational needs that are affecting our children at our school. Our Council meets 5 to 8 times a year.

### How do I get onto the School Council?

All of our Council meetings are open to the public. Please feel free to attend. Bring a neighbour. Anyone may voice their opinion or have an item added to our meeting agenda.

Getting involved in your child's school is a rewarding experience. Come and join us!

### **School Council Meeting Dates**

**Meetings are held at 6:00 p.m. in the Gymnasium or Staffroom.**

**Dates will be determined and announced on our website and in our newsletter.**

For more information please visit the school council website at

<https://www.elkhornschoolcouncil.ca/main/>

## SAFE ARRIVAL PROGRAM

The Safe Arrival program is a procedure to help ensure the **safe arrival** of Elkhorn students to school. This is a **24-hour call-in system** where parents can leave a message to let the school know that their child/children will be absent. Here is how it works.

- ◆ Call the SAFE ARRIVAL telephone number:
- ◆ Leave the following information:



- ✓ your child's name
- ✓ your child's grade and teacher
- ✓ reason and length of absence
- ✓ date of your call

416-395-9505

TDSB has now moved to an automated call-out system for our Safe Arrival Program. This system will mean that you will be contacted more quickly than is currently possible with a manual system.

Parents/guardians of students who have an unexplained absence (one where the school has not been previously notified) will be contacted to verify the reason for the absence.

The system call-out will work 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's tardiness.

**With this in mind, it is important that your contact information on file at the office is up-to-date. Please let the office know immediately if your contact information changes at any time throughout the school year.**

We recognize that regular attendance is essential to the safety, academic success, and well-being of all students.

Thank you for your continued cooperation with keeping your child safe and accounted for.

## SCHOOL DAY - CLASS SCHEDULE

8:55 a.m.	Students enter school and go to class
9:00 a.m.	Classes begin
10:10 – 10:25 a.m.	Morning recess
11:45 a.m.	Lunch begins
12:45 p.m.	Afternoon classes begin
2:05 – 2:20 p.m.	Afternoon recess
3:30 p.m.	Dismissal

## SUPERVISION

Teachers supervise the playground in the morning from 8:45 – 8:55 a.m., at recess time and from 3:30 - 3:45 p.m. at the end of the school day. **Parents are responsible for their children before 8:45 a.m. and after 3:45 p.m.**

## LATE ARRIVALS

Students are considered late for school if they are **not in their classrooms** by the second bell at 9:00 a.m.

**If 'O Canada' and the announcements have started they will need to go to the office for a late slip.**



## DEPARTURES

Students leaving the school during the school day must be picked up by an adult and signed out at the school office. In the interest of children's safety, students do not leave the school unescorted during times that are not regular dismissal times. If you will be picking up your child during the recess times please arrange for them to wait for you in the office rather than go out for recess.

## PICKING UP YOUR CHILDREN

Many of our children are picked up by their parents. If your child is to be picked up by someone other than a parent, their usual babysitter, or a sibling, please notify the office AND provide a note to the classroom teacher. Pick up time is **3:30 pm.**

**\*Children in grades K-2 must be picked up by an adult.**

## ATTENDANCE

It is important that students maintain regular attendance and arrive at school on time.



Similarly, when a child is late s/he is required to sign in at the office

Students who arrive late must sign in at the office and receive an admit slip before going to class. "Lates" will be recorded on the Ontario Report Card.

If you take your child home for lunch, please time your child's return in the afternoon to arrive for the beginning of classes. Students must sign in and out at the office if they are going home for lunch.

Students who must leave the school early for appointments, etc., are also required to bring a written request and sign out in the office.

For your child's protection, students will not be dismissed early unless signed out by a parent. For their own safety, children under the age of 12 are not sent home unescorted during the middle of the school day.



**Nut Free**

## ALLERGIES

**Elkhorn P.S. is NUT-FREE.**

If your child has an allergy, especially to food, please be sure that the school office has been notified. More and more children have extreme sensitivities to nuts and nut products. Therefore, Elkhorn strives to be a “nut-safe” environment.

Please do not send peanuts, peanut products, **or any other nuts and nut products** with your child’s lunch, snacks, or class treats.

## MEDICATIONS



Whenever possible, physicians should be requested to prescribe medication which can be administered outside of school hours.

In the event that medication must be given during school hours, please contact the school. A specific procedure must be followed which requires written requests by both the parents and the physician.

Please see the Office Administrator in the school office for the required forms.

If your child has an inhaler or an epi-pen, please make sure you arrange to have one in the office and one with the child.

## CODE OF CONDUCT

All members of the community are expected to:

- Respect and comply with all applicable federal, provincial and municipal laws
- Demonstrate honesty and integrity
- Respect differences in people, their ideas, and opinions
- Treat one another with respect and dignity at all times and especially when there is a disagreement
- Respect and treat others fairly and promote a positive school climate that is inclusive and accepting of all pupils, including of any race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or disability
- Respect the rights of others
- Show proper care and regard for school property and the property of others
- Take appropriate measures to help those in need
- Respect persons who are in a position of authority
- Respect the needs of others to work in an environment of learning and teaching





## LUNCH LADY

“The Lunch Lady” is a service introduced through the Elkhorn School Council that allows parents to order hot lunches for their children, to be delivered to the school at lunch time. An

information flyer will go home at the beginning of the school year, and also monthly. Lunch Lady menus will be sent home within the first two weeks of school.

The Lunch Lady delivers lunches on Mondays, Wednesdays, and Fridays. Lunch Lady Order forms are sent home each month.

**It is the responsibility of the parents to make the necessary alternate arrangements and notify the Lunch Lady, should their child be participating in an out of school event.**

## BIRTHDAYS

Due to the fact that many children in our school have severe food allergies no food is to be brought into the classroom for safety reasons.



You may however choose to celebrate with alternative methods such as handing out pencils or erasers, etc. at the end of the school day.

## CLOTHING

Students should be dressed appropriately for the learning environment. For safety and health reasons, students **need to wear shoes in class at all times** – in all seasons.

In the winter, students should wear boots to and from school, at recess and lunch times. Running shoes for gym can be left at school. This will ensure that every student has a pair of shoes to wear at school. Students should not be wearing their boots all day and walking around in socks is not safe.



**All children should have a change of clothes in their backpacks in case they get wet, spill something, etc.**

On days of inclement weather the office cannot be calling every parent whose child got their pants, etc. wet to bring them a change of clothes.

## COMMUNICATION

Communication between home and school is critical to a successful partnership. Students in grades 2 – 5 have agendas in which notes to the teacher can be written. Teachers regularly contact parents through the planner. Student work is sent home regularly.



Please contact your child’s teacher about any questions, concerns, or information you may have to share. We welcome your participation in your child’s education. Messages can also be left for teachers through the school office.

Every Friday, the Express is sent out by email to our community informing everyone of the events of the past week and upcoming events. If you wish to be added to the mailing list please contact the office.

Our school website is also updated weekly and full of useful information.

## SUPPORT FOR STUDENTS

When a teacher observes that a child might be having difficulty being successful with the curriculum, the teacher will discuss concerns with the parent. If difficulties persist, the teacher may refer the child to the School Support Team (SST) to ask for programming recommendations.

## REPORT CARDS

Your child's progress is regularly assessed and monitored. If there is a concern we will contact you very early in the year. Any time you have a concern, please contact your child's teacher to make an appointment to discuss it.



Report Cards are issued in February and June. A Progress Report is issued in November. Teachers will arrange to meet with parents in November and in February as needed or at the parent's request.

For more information about Report Cards and the Ontario Curriculum, please consult the Ministry of Education website at

<http://www.edu.gov.on.ca/eng/general/elemsec/elemsec.html>.

## CURRICULUM

Elkhorn Public School provides a balanced program of Languages (including English and French), Mathematics, Social Studies, Science and Technology, Arts and Health/Physical Education.

For detailed curriculum information, see the Ministry of Education and Training website at [www.edu.gov.on.ca](http://www.edu.gov.on.ca). Teachers will provide some detail regarding the curriculum specific to the grade.

## HOMEWORK

For every grade, reading should be the priority every night of the week. At Elkhorn, we believe that families need time together; therefore, we do not assign homework very often. If there is homework, this is what to expect:



- In grades 1-2, homework will often take the form of reading, playing a variety of games, having discussions, and interactive activities such as building and cooking with family.
- In late primary and junior grades (3-6), homework may begin to take the form of independent work.
- Homework is curriculum-based, with a direct link to topics or skills that have been taught in class.
- Homework is part of a positive learning experience, and not intended to be punitive.
- Homework is clear so students understand what they are expected to do.
- Homework should meet the developmental needs and abilities of individual students, and be modified, when necessary, to do that.
- Homework is designed so that families can balance the time needed to complete it with extra-curricular activities scheduled outside of the school day, and activities that support personal and family wellness. Homework will not be assigned on scheduled holidays as outlined in the school-year calendar or on days of significance.



## PARKING LOT AND BUS LOOP

Please do not drive into the parking lot in the MORNING (8:45 - 9:15), NOON (11:30 - 1:00) or LATE AFTERNOON (3:15 - 3:45) to drop off or pick up your children. This area is for busses to pick up and drop off students. \*City by-laws prohibit parking in the fire route driveway area leading from the street into the parking lot.

The parking lot is for staff, volunteers, and visitors only. Too many vehicles driving in and out pose a serious safety concern for our children walking to and from school. Parents who transport children by car are asked to consider parking on Whittaker or Moorewood.

Due to the lack of parking in front of the school building, parents/guardians may use the bus loop as a pick-up and drop-off "kiss and ride" location in the morning only. **Drivers are required to stay in their vehicles** and not block traffic for the school buses and other vehicles passing through.

## SCHOOL HALLWAYS

For the safety of our children, we ask parents and caregivers to please wait outside the school for children. Congestion in the hallways before and after school is dangerous and can pose a hazard for the children and staff.

We require that students enter and exit through their "recess doors". This allows us to keep the front hallway clear for visitors. Kindergarten to grade 2 students must be picked up by an adult.

**YMCA Childcare - please use the doors allocated for the YMCA to avoid disrupting the classrooms.**

## SNOWY DAYS – SCHOOL BUS CANCELLATIONS AND SCHOOL CLOSINGS

Occasionally, severe weather conditions may require the Toronto District School Board to cancel bus transportation and close schools.



### Keeping Your Child Safe

In the event of severe weather conditions, please keep children at home if possible.

### Decision to Close Schools

The decision to close schools is made by the **Director of Education**.

### School Closures and Cancellation of Transportation Services Before the Opening of Schools

Closure of schools or cancellation of transportation services will be announced from 6:30 a.m. onward on the following stations:

AM Radio	FM Radio	TV	.COM
FAN 590	KISS 92.5	The	<a href="http://www.globaltv.com">www.globaltv.com</a>
CFTR 680	CHFI 98.1	Weather	<a href="http://www.thestar.com">www.thestar.com</a>
CFRB 1010	CBC 99.1	Channel	
CHUM 1050	CKFM 99.9	CP 24	
CHIN AM-1540	CFNY 102.1	CFMT	
CHOG-TALK 640	CHUM 104.5	CFTO	
	CILQ- 107.1	CITY-TV	
	CHIN FM-100.7	GLOBAL	
	CIDC-HITS 103.5	ROGERS	
	CJEZ-EZ		
	ROCK 97.3		
	FLOW 93.5		

