

# 2019-2020 FOREST MANOR HANDBOOK

25 Forest Manor Road Toronto, ON M2J 1M4 Tel: (416) 395-2440 Fax: (416) 395-4344

Dear Parents/Guardians:

We believe that all students can learn with the appropriate support and we know that we can count on our parents/guardians to help us to provide the necessary support so that all our students will achieve academic success, develop positive self-esteem and develop healthy relationships with others. We value a strong home-school partnership and we hope that the information in this Forest Manor P. S. Handbook will help you to get to know our school better. We would greatly appreciate your continued support by attending school events, keeping in touch with the teachers, checking your child's mailbag/school planner to ensure that homework is complete, forms are signed and returned, and if possible, being part of our School Council.



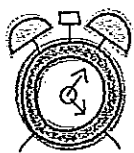
Our staff are committed to working with you to ensure that your children receive a well rounded experience while at Forest Manor PS. Every year we revisit our school goals related to developing an equitable and inclusive environment where all children feel as though they belong. This year, we have a number of exciting initiatives planned to support a positive well being among both our students and staff so that we can reach our common goals of student achievement and wellness. Additionally, we have invested in innovative technology and resources to enrich the social and academic programs and equip our students with the skills they will need to be competitive in the future.

We will continue to emphasize regular exercise for all students as research has proven physical activity helps students in all areas of their learning. We ask that you ensure your child is well rested, well fed and ready to learn. We invite you to read this handbook carefully and keep it for future reference.

Thank you for being a part of the Forest Manor "Pack" and we look forward to getting to know you better as we learn and grow together.

Sincerely,  
Laydin Bowles  
Principal

Adam Somer  
Vice-Principal



## School Day Hours of Operation:

8:25 a.m.	School yard supervision for Gr. 1-5 starts
8:40 a.m.	Morning Entry for Gr.1-5
8:45 a.m.	Gr. 1-5 Instruction begins
8:40-8:55 a.m.	Kindergarten supervision in outdoor activity area
9:00 a.m.	Morning Instruction for Kindergarten begins
11:30 a.m.	All morning classes end
11:30-12:30 p.m.	Lunch
12:30 p.m.	Afternoon entry for ALL classes
12:35 p.m.	Afternoon instruction for all classes start
3:05 p.m.	Kindergarten dismissal
3:05-3:30 p.m.	Kindergarten supervision in outdoor area
3:20 p.m.	Afternoon classes end for Gr. 1-5
3:35 p.m.	School yard supervision ends

## Staying In Touch Electronically:

In order to access up to date information about Forest Manor events and your child's learning, please regularly check our school website and follow us on Twitter. Our school website has school newsletters, School Advisory Council information, and notices. On Twitter, we post helpful parenting links, and highlights from the day of learning. The use of paperless communication will continue to support our Eco Schools Platinum certification and digital literacy education.

• Website: <http://schoolweb.tdsb.on.ca/forestmanor/Home.aspx>

• Twitter: <http://twitter.com/TDSBForestManor>

# SCHOOL CALENDAR & THE 5-DAY CYCLE



## TORONTO DISTRICT SCHOOL BOARD FOREST MANOR PUBLIC SCHOOL 2019 - 2020

H	Statutory Holiday
B	Bd. Designated Break
PA	PA Day

September						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
	H	1	2	3	4	
8	9	10	11	12	13	14
	5	1	2	3	4	
15	16	17	18	19	20	21
	5	1	2	3	4	
22	23	24	25	26	27	28
	5	1	2	3	4	
29	30					
	5					

Respect

October						
S	M	T	W	Th	F	S
		1	2	3	4	5
		1	2	3	4	
6	7	8	9	10	11	12
	5	1	2	3	PA	
13	14	15	16	17	18	19
	H	4	5	1	2	
20	21	22	23	24	25	26
	3	4	5	1	2	
27	28	29	30	31		
	3	4	5	1		

Responsibility

November						
S	M	T	W	Th	F	S
					1	2
					2	
3	4	5	6	7	8	9
	3	4	5	1	2	
10	11	12	13	14	15	16
	3	4	5	1	PA	
17	18	19	20	21	22	23
	2	3	4	5	1	
24	25	26	27	28	29	30
	2	3	4	5	1	

Empathy

December						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
	2	3	4	5	PA	
8	9	10	11	12	13	14
	1	2	3	4	5	
15	16	17	18	19	20	21
	1	2	3	4	5	
22	23	24	25	26	27	28
	B	B	H	H	B	
29	30	31				
	B	B				

Kindness & Caring

January						
S	M	T	W	Th	F	S
			1	2	3	4
			H	B	B	
5	6	7	8	9	10	11
	1	2	3	4	5	
12	13	14	15	16	17	18
	1	2	3	4	PA	
19	20	21	22	23	24	25
	5	1	2	3	4	
26	27	28	29	30	31	
	5	1	2	3	4	

Teamwork

February						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
	5	1	2	3	4	
9	10	11	12	13	14	15
	5	1	2	3	PA	
16	17	18	19	20	21	22
	H	4	5	1	2	
23	24	25	26	27	28	29
	3	4	5	1	2	

Fairness

March						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
	3	4	5	1	2	
8	9	10	11	12	13	14
	3	4	5	1	2	
15	16	17	18	19	20	21
	B	B	B	B	B	
22	23	24	25	26	27	28
	3	4	5	1	2	
29	30	31				
	3	4				

Honesty

April						
S	M	T	W	Th	F	S
			1	2	3	4
			5	1	2	
5	6	7	8	9	10	11
	3	4	5	1	H	
12	13	14	15	16	17	18
	H	2	3	4	5	
19	20	21	22	23	24	25
	1	2	3	4	5	
26	27	28	29	30		
	1	2	3	4		

Co-operation

May						
S	M	T	W	Th	F	S
					1	2
					5	
3	4	5	6	7	8	9
	1	2	3	4	5	
10	11	12	13	14	15	16
	1	2	3	4	5	
17	18	19	20	21	22	23
	H	1	2	3	4	
24	25	26	27	28	29	30
	5	1	2	3	4	
31						

Integrity

June						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
	5	1	2	3	PA	
7	8	9	10	11	12	13
	4	5	1	2	3	
14	15	16	17	18	19	20
	4	5	1	2	3	
21	22	23	24	25	26	27
	4	5	1	2	PA	
28	29	30				

Perseverance

### Professional Activity Days:

Friday, October 11, 2019

Friday, November 15, 2019

Friday, December 6, 2019

Friday, January 17, 2020

Friday, February 14, 2020

Friday, June 5, 2020

Friday, June 26, 2020

### First Day of School:

Tuesday, September 3, 2019

Last day of school for students:

June 25, 2020

### Dates to Remember:

Labour Day: September 2, 2019

Thanksgiving: October 14, 2019

Winter Break: December 23, 2019 to January 3, 2020 (last day of school December 20, 2019; school resumes January 6, 2020)

Provincial Family Day: February 17, 2020

Mid-Winter Break: March 16 to 20, 2020

Good Friday: April 10, 2020

Easter Monday: April 13, 2020

Victoria Day: May 18, 2020

Total Instructional Days: 189

# OUR STAFF

## STAFF ORGANIZATION 2019-2020 (as of July 4, 2019)

### ADMINISTRATION:

Bowles, Laydin Principal  
Adam Somer Vice-Principal

### OFFICE STAFF:

TBD Office Administrator  
TBD Secretary

### KINDERGARTEN:

154 Kaell, Wendy JK/SK-A\*  
151 Gaines, Stacey JK/SK-B  
152 Gavarkovs, Louise JK/SK-C  
157 Logue, Jennifer JK/SK-D\*\*  
153 Gray, Natalie JK/SK-E  
155 Linton, Melissa JK/SK-F  
156 Lee, Catherine JK/SK-G\*\*  
106 Milbrandt, Saloni JK/SK-H

\* YMCA daycare space \*\*back-up YMCA daycare space

### EARLY CHILDHOOD EDUCATORS (RECE'S):

Bellu, Gentiana  
Li, Ping  
Tin Yan, Jessica  
Elyamani, Amel  
Sarkisian, Elina  
Qureshi, Nighal  
Palomera, Catlyn  
Waldeniya Karunapeli, Chandrika

### GRADE ONE:

212 Edwards, Lunett 1 A  
214 Johnson, Juliet 1 B  
207 Kidd, Matthew 1 C  
205 Demerjian, Stephanie 1 D  
202 Zavitz, Allison 1/2 E+  
203 Belevski, Zaklina 1/2 F+

### GRADE TWO:

204 Craig, Sonia 2 A  
210 Economou, Mary 2 B+  
211 Chiasson, Nancy 2 C  
201 Shulman, Susan 2 D  
208 Vogiatzis, Melissa 2/3 E+  
206 Davidson, Hannah 2/3 F+

### GRADE THREE:

102 Ng, Debbie 3 A+  
105 Lauretti-Martin, Grace 3 B  
103 Bayne-Thompson, Pat 3 C  
104 Newson, Leslie 3 D+  
251 Stergiadis, Peter 3/4 E+

### GRADE FOUR:

110 Wichert, Kathy 4 A\*\*  
P3 Ng, Yvonne 4 B#

### GRADE FIVE:

P-2 Kanellos, John 5 A+  
P4 Creighton, Anne 5 B #^  
108A Caluya, Ben 4/5 C#^  
108B Ready, Michelle 4/5 D \*\*back up daycare space #^

### SPECIAL EDUCATION/ESL SUPPORT

209 Francis, Andrea HSP AM/ESL  
114 Wilson, Ruth 1.0 RES/ESL  
RR/216 Tam, Elina 1.0 RES/ESL  
112 McConnell, Rosa 1.0 RES/ESL\*  
112 TBD 1.0 RES/ESL\*

### ROTARY/SPECIALTY

LC/228 Surgenor, Lisa Library/Literacy  
100 Chan, Helen Music  
101 Cresto, Giselle Itinerant French  
107 Damiano, Erika Dance/Drama\*  
Dent, Armstrong, Kim Physical Education  
109 Wong, Kelly Kindergarten Prep\*  
Dent Vicca, Chang Kindergarten Music/Media Prep

### EDUCATIONAL ASSISTANTS

Boyd, Darlene (E.A.)  
Scott, Rhonda (0.5 EA)  
Chitot, Lili (SNA)

### LUNCH SUPERVISORS

Ukani, Farida  
Arshad, Tauseef  
Ramaswamy, Meena (on leave)  
Umar, Fatima  
Georges, Nehad  
Aziaz, Samina  
Tamaddon, Ellahe (on leave)  
Shah, Knpal  
Wahdat, Salmeen  
Hamced, Shazna  
Borra, Shobha (on leave)  
Jarral, Fatima

### ESL/LEAP:

P1 TBD 0.5 - LEAP AM  
113 Pietropaolo, Franca 0.5 ESL Self-Contained PM/0.5 ESL AM  
250 Sadegh-Boyd, Farah 0.5 ESL Self-Contained PM /0.5 ESL AM

\* daycare space

### CARETAKING:

McDonald, Kevin—Chief Caretaker Russo, Vince—Evening Lead Caretaker  
Illies, Tim - Evening Caretaker Declan McNamee- Evening Caretaker

+ESL self cont.

#=LEAP

^=HSP

\* daycare space

\*\*back up daycare space

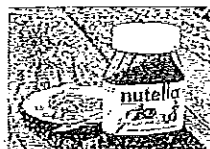
Temp. LRSs

Tadepalli, Lavanya  
Chowdhury, Debjani  
Mishra, Rajalaxmi  
Katavati, Shirley  
Douglas, Sachiko  
Osman, Fatma

# SAFETY IS OUR FIRST PRIORITY

## NO NUT PRODUCTS

We would like to remind you that nuts and nut products are not permitted at the school (which includes the area around the school property outside) as there are several children and staff with severe nut allergies. Please read all labels carefully for nuts and traces of nuts—including "Nutella", a popular lunch spread.



Also, as a result, we do not allow the distribution of any food products (i.e., cake, candy etc.) for birthdays. If you wish your child to provide a treat for his/her class, please send a simple item, such as a pencil, bookmark, small notepad etc.

## HEALTH SERVICES

We do not have a nurse at the school, but you can contact one by calling Toronto Public Health at 416-338-8587. For Dental Health information, call 416-338-8399. **If your child may need medication (e.g., puffer, epi-pen) during the school day, please be sure that we are informed.** We must arrange for storage of the required medication and for proper medical documentation to be on file.

## NO PETS ON SCHOOL PROPERTY

For the safety of our students and staff, there are no pets allowed on school property, unless they are service animals providing support for individuals (e.g., a person who needs a seeing-eye dog). This includes dogs and cats! Why? Aside from there being a TDSB policy restricting the presence of pets on school property, there are many people (including students) that have severe allergies and their presence increases the risk factors. We would appreciate your support in not bringing your pet(s) to school. If you have questions, please contact the Principal, Mrs. Bowles @ 416-395-2440.

# **SCHOOL CONNECTS SAFE ARRIVAL PROGRAM**

One measure of keeping students safe is ensuring students have safely arrived at school. It is important that if your child is going to be absent or late for any reason, you contact the office immediately and report the reason for the absence.

If there is no report about the absence, we will make attempts to contact you to determine the reason for the absence through our Safe Arrival Program. We have 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.

Beginning today, 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 have 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 at (416) 395-2440.

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:

• Illness • Doctor Appointment • Dentist Appointment • Family Matter • Weather • 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.

Please review the following Frequently Asked Questions (FAQ) for additional information about our new automated system.

# SCHOOL CONNECTS SAFE ARRIVAL PROGRAM

## FREQUENTLY ASKED QUESTIONS:

**Why do schools have Safe Arrival Programs?**

Student Safety is of utmost importance and parents need to be notified as soon as possible if their child has not arrived at school. The Safe Arrival Program complies with the *Education Act* and related Ministry of Education policies in respect of student attendance in order to maximize students' academic success and well-being.

**Why are you moving to an automated call-out system?**

Automation will allow our families to be contacted in a timely manner allowing us to confirm absences much sooner than using a manual system. This system allows us to better track student absences/lates and also help to send messages to the parents/guardians regarding their child's attendance in a timely manner.

**Can I opt out of the Safe Arrival Program?**

NO, the TDSB recognizes that regular attendance is essential to the safety, academic success, and well-being of all students.

**Is there something I can do to prevent receiving calls from the automated system?**

YES, ensure your child attends school every day on time. Notify the school in advance when your child will be absent.

**My child has two people listed as Priority 1. Will both people be contacted?**

Yes, IF they are both listed as Guardian and have access to Student Records.

**If both people are contacted, will they both have to confirm receipt of the message?**

Yes, if one does not confirm receipt, the system will continue to call the other person.

**What phone numbers will be called and in what order?**

The order of contact will be:

• Priority 1– Home ? Priority 1– Cell

• Priority 2– Home (unless it is the same home phone number) ? Priority 2– Cell

\*The system does not call business phone numbers.

**Can I change the priority contacts?**

Yes, please call the office at 416-395-2440 and an office staff member will adjust the priority contacts in the Student Information System.

**Can I have my child's babysitter contacted instead of me?**

No. Only parents/guardians listed in the Student Information System will be contacted.

**If I don't answer the phone, will a message be left on my voicemail?**

Yes, however the calling process will continue until a live person confirms receipt of the call.

**What time will the callouts happen?**

- The morning call out will occur at approximately 9:15 a.m.
- The afternoon call out will occur at approximately 12:45 p.m.
- The evening call out (for late students) will begin at 6:00 p.m.

**What if I arrive at school after 9:15 a.m.?**

You will receive a safe arrival phone call. You will also receive a phone call informing you of your child's tardiness that evening.

**What if my child is late for school because of the weather?**

Unfortunately, the callout time is not adjustable. Regardless of weather conditions, the calls will still begin at 9:15 a.m. If there is a long line and you get your admit slip after 9:15 a.m., you will receive both a safe arrival call and an evening call.

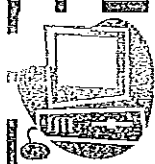
**What if my child's bus is late dropping them off, will I still receive a call?**

No, you will not receive a call.

**What if I have a question that is not answered in the FAQ?**

You can phone the school at 416-395-2440 and ask for help.

# COMMUNICATION BETWEEN HOME AND SCHOOL



## DIGITAL COMMUNICATION

- We maintain a regularly updated school website. We also have an automated call-out system to announce important school events. In addition,
- many teachers have class websites for you to stay informed of your child's progress at school.

■ *Please visit our school website regularly to access current information about our school and special events.*

■ *School Website:*

■ <http://schoolweb.tdsb.on.ca/forestmanor/>

■ Follow us on Twitter: @TDSBForestManor

## NOT FEELING WELL

- If your child is not feeling well please keep him/her at home. Although children want to come to school even when they are not well, we are unable to supervise students indoors at recess. If your child is well enough to come to school he/she should be able to participate in outdoors activities. **In special circumstances please call the office at (416) 395-2440.**

## SETTLEMENT SUPPORT WORKERS

■ We have two helpful and knowledgeable Settlement Support Workers to provide assistance to our families who are new to Canada. You can reach Iris Iskander who speaks Arabic at 647-999-1679 and/or Jawed Akhter who speaks Hindi, Sindhi, and Urdu at 647-999-3106. Both Iris and Jawed are able to support families who speak other languages as well.

■ Some possible services include:

■ - proactively contact newcomer parents (and youth in secondary schools) to assist them with their settlement needs

■ -refer the families to more specialized community resources

■ -provide group information sessions for newcomer youth and parents

■ -provide orientation about the settlement needs of newcomers for school staff

For more information, please visit <http://www.cicscanada.com>.

## STUDENT PLANNERS

All students, Grades 3 to 5, are encouraged to have a student planner for \$9.00. This book will be used to keep track of assignments, homework, special days and tests. Please check your child's planner daily. Feel free to send comments to the teacher in your child's planner.

## EMERGENCIES

Please be sure to inform the office if your home or business number changes as we must be able to reach you should an emergency arise and your child requires immediate medical attention.

## SCHOOL ADVISORY COUNCIL (SAC) 2018-2019

School Council meetings occur at least 4 times during the school year. All parents/guardians are welcome to attend. Child-minding is provided. We hope to see you there!

Our SAC Executive members are: P. Hassani (Chair), S. Espinoza-Saul (Vice Chair), A. Rehman (Treasurer), and Shikha Varshney and Ayesha Shaikh (Secretaries)

We will advertise the new SAC meeting dates after the SAC Election.

# SCHOOL RULES, ROUTINES & PROCEDURES

## CODE OF CONDUCT

We have found this code of conduct a great help in making our school a safe, caring environment.

- **Show Respect for Self**—Complete your homework, update your agenda, do your best, play fairly, be honest, follow rules and instructions
- **Show Respect to Others**—treat others with kindness and consideration; no putdowns; use good manners (such as please and thank-you)
- **Show Respect for Property**—treat school equipment and materials with care (such as when looking at library books)

Please read and review it regularly with your child. Should your child have problems observing the code of conduct we will be discussing the matter with you and seeking your co-operation. If we do not see an improvement after discussion we will be forced to take more serious action. Together we can develop a positive, caring, learning environment.

## LATENESS

Students who arrive late interrupt their class and teacher as well as miss part of the lesson. We therefore urge you to make sure your child is in the school yard by 8:35 a.m. and by 12:25 p.m. so he/she gets to class on time. Parents will be informed of frequent lateness. Students who arrive late **must** report to the office. Legally, frequent lates or absences must be reported to our Social Worker for further action.

## FIELD TRIPS

Our staff frequently take their classes into the community to give the children more meaningful first-hand group experiences. These form part of our Language, Science, Social Studies and related curriculum programs. For all trips, students **MUST** have permission and medical forms signed by their parent or legal guardian or they will not be allowed to go. Field trips are a very important part of our program and all students are expected to participate. We are endeavouring to limit the money we request from parents/guardians for trips to a reasonable amount per term. If you have specific questions or concerns in this area, feel free to call the teacher involved.

## VALUABLES & TOYS

Please discourage your child from bringing expensive or special toys to school. We cannot assume responsibility for lost or stolen items. Some students have also brought pocket knives, toy guns, caps for capguns or matches to school. All such dangerous articles are never allowed at school and bringing such articles may result in disciplinary actions.

## SCHOOL INSURANCE

Each September you will receive an application for "school" insurance for your child. If you are interested, complete the form and send it directly to the company. This is provided as a service by the Board and you may decide if you wish to use it. When a child is involved in an accident, parents often wish they had taken advantage of this service.

## VOLUNTEERS

We are encouraging parent and community volunteers to help regularly and occasionally in the school. If you are interested, please contact the school office for an application. Sorry, we cannot use parents who must bring younger siblings on trips.

All adult volunteers **must** sign in at the office and wear an identification tag while working in our school. The Provincial Government recently enacted legislation (Regulation 521/01) requiring school boards to collect police reference checks on service providers who come into direct contact with students. All volunteers with the Board who have regular and on-going contact with students will be required to obtain a police reference check. This process can be initiated at the school.

## LOST AND RARELY CLAIMED

Every year, hundreds of dollars of children's clothes are lost at school, but never claimed. Please label all your children's clothes. The 'lost and found' benches are located in front of the office.

## RECESS SNACKS

Children are encouraged to bring healthy and convenient snacks (e.g., nut-free granola bars, fruit, crackers, a fruit) in their backpacks for recesses. Please do **not** bring snacks to the office or school yard at recess time.



# SCHOOL RULES, ROUTINES & PROCEDURES

## LUNCH

We strongly recommend that your child eat at home or at a neighbour's or friend's home if possible. For those families who cannot make other arrangements, the lunch program will take place in the classroom.

*Please ensure that lunch is in a nylon reusable lunch bag/box (no plastic bags) and that all food is in containers (no plastic wrap, zip lock bags or tin foil).* If your child participates in the lunch program on a regular basis, it is **vital** that you send a note or phone whenever there is a change in plans (i.e., child is going home).

Participation in the program is dependent on appropriate behaviour. If your child forgets his/her lunch, please bring it to the office and we will call him/her down to pick it up. Please do **not** go to the classroom.

## Boomerang Lunches

What are "boomerang" lunches?

A **boomerang lunch** is a lunch that has every piece of it return to its source.

In other words, everything in the lunch goes back home at the end of the day, no matter what it is. Examples include:

- ▶ leftover food
- ▶ banana peels and apple cores
- ▶ recyclables or garbage

**Yes, even the garbage. Everything goes home!!!!**

## GOOD THINGS TO DO FOR A HEALTHY & WASTE-FREE LUNCH!

- REUSABLE lunch container
- REUSABLE container (Tupperware, plastic)
- REUSABLE drink bottle or thermos
- CLOTH NAPKIN to wash and re-use
- CUTLERY/SILVERWARE to wash & re-use
- FRUITS & VEGGIES FOR SNACKS

## ENTRY AND DISMISSAL

Your children should be dropped off and picked up at their outside doors at entry and dismissal times. They enter and leave through the same doors every day. If you come into the school, particularly with strollers or younger children, the halls become quite crowded and movement is difficult. Remaining at the doors also cuts down on the number of unidentified adults in the school. It is difficult for us to know who is a parent/guardian and who is not. Following this routine will make things safer for all of your children, reduce congestion in the halls and be a good example to our students who are asked to follow the same rules.

## STUDENT ABSENCE

If your child is going to be away you must call the school answering machine (available 24 hours a day) to leave a message at (416) 395-6563. If your child has an appointment please let the teacher know. If you have to take your child out of school before 3:20 p.m. (Gr. 1-5) or 3:05 p.m. (Kindergarten), please sign him/her out at the office.

## VISITING THE SCHOOL

If you need to come into the school to speak with your child or to speak with your child's teacher for *any* reason (e.g., to drop off a lunch, to pick-up a house key) you **must** come to the school office and we will assist you. Please do not go to your child's classroom without speaking with someone in the office and being given permission. All visitors must sign in and have a visible I.D. tag.

## MOVING

If you are moving, please let the school know in advance. A transfer form will be completed for you to present to your new school for registration.

## RECESS

All students Grades 1 - 5 go out for recess both morning and afternoon. Please be sure your child is dressed for the weather. We do not send the students out in extreme weather conditions of any kind.

## ADULT SUPERVISION AT HOME

If your child must remain at home due to illness or for any other reason he/she **must be supervised by an adult**. We have had a few situations where we were calling about the absence of students and discovered there was no adult at home. Under these circumstances, by law, we must contact the Children's Aid to investigate. Please be sure your child is properly supervised if left at home.

# SCHOOL RULES, ROUTINES & PROCEDURES

## DRESS CODE

Students are to dress suitably at all times. Clothing should not have inappropriate sayings or pictures on them.

## SHOES

Students are required to have a pair of outdoor shoes and a pair of indoor running shoes at all times. This procedure really helps us to keep the dirt out in the halls and off the classroom floors, the carpets and the gym. It makes our school a cleaner place. In the winter it is recommended that students wear boots rather than outdoor shoes.



## BASKETBALLS, SOCCER BALLS AND OUTDOOR EQUIPMENT

We have three outdoor hoops on the pavement and students may use their basketballs in this area. Soccer balls are to be used in the field. If your child brings play equipment or activity balls to school, please make sure they are labeled with your child's name.

## PHYSICAL EDUCATION

The Toronto District School Board follows the Ontario **Physical Health and Education Association Safety Document** that details procedures to ensure that children participate safely in physical activities while in the gym. It is important for your child to **consistently** follow these guidelines in order to achieve the maximum benefits from the Physical Education program.

- Children need socks and proper running shoes that fit - velcro straps or tie up laces are acceptable
- Children are not to wear jewelry (earrings, necklaces, bracelets, watches) on gym days and should leave these items at home. Medical alert bracelets, or religious jewelry, that cannot be removed, must be taped down.
- Children with long hair must secure it back with an elastic, so vision is not blocked.
- Children with asthma who may need puffers should have them at the school in the office or on their person. There is a medical form that your doctor fills out and then the office will set up a file for your child.
- If your child is feeling ill, please keep him or her at home until he or she can fully participate in the Physical Education program.
- Children **MUST** wear appropriate clothing. Plain shorts (with minimal or no drawstrings, zippers, buttons or loops) or sweatpants, and a plain short sleeve T-shirt are examples of appropriate clothing.

If you have any questions about the Physical Education program, please contact Mrs. Armstrong or Mrs. Wong, two of our gym teachers.

# ACADEMICS, STUDENT SUPPORTS & RECOGNITION

## HOMEWORK

We share with you the responsibility for providing appropriate homework for your child. Suggestions will appear on the back of the monthly calendar from the school. All children should be involved in some type of recreational or play activity several times a week, either with you or in one of the community or school programs. This, too, is very important homework. Daily reading (shared or individual) and practising math facts would also be beneficial. Special assignments will be given by the classroom teacher from time to time and work not completed in class must be finished at home.

## PERSONAL ELECTRONIC DEVICE (PED) GUIDELINES

The use of student-owned electronic devices during school hours is a privilege, not a right.



With parent and teacher permission, our upper year students may have opportunities to bring their personally-owned electronic device to school for educational purposes only. Students will use their devices, only with teacher permission, supervision and in approved locations, to facilitate their ability to communicate, collaborate, research, create and problem-solve in new and exciting ways.

Approved devices include iPads, tablets, e-readers, netbooks, and laptops (cell phones/smart phones are not permitted). It is not mandatory for student(s) to bring personal electronic devices to school; bringing in personal electronic devices is strictly voluntary. Students shall not use any electronic device that in any way disrupts or detracts from the educational environment, or demeans, intimidates, humiliates their peers or staff.



Students must adhere to all school agreements, guidelines and the TDSB Code of Online Conduct policy. Violation of these agreements, guidelines and policy may result in disciplinary action including, but not limited to, the confiscation of the electronic device, banning of the student from bringing personal electronic devices to school and suspension or criminal prosecution, if applicable.

## RESOURCE SUPPORT FOR STUDENTS

We want to ensure that all of our students are successful in school. Our school is fortunate to have specialized programs and supports available for those students who are new to Canada and learning English or who may have gaps in their education. Once your child has been identified as requiring support, our team of ESL and Resource teachers are dedicated to assessing, supporting and programming for these students to ensure they experience success. These programs may include an ESL Self-Contained Class, ESL support/Resource support in the classroom or in a small group, or the Home School Program (HSP). If you would like more information about these programs, please call the school to speak to the Principal/Vice Principal.

## EDUCATION QUALITY AND ACCOUNTABILITY OFFICE (EQAO)

EQAO is a standardized assessment that all Grade 3 students are expected to participate in Ontario. The assessments are in the areas of reading, writing and mathematics and they take place in May or early June every year. You will receive more information when the assessment dates are closer.

## LIBRARY/LEARNING COMMONS

Our Learning Commons is an innovative space that puts learning in the hands of students with 21st century tools and experiences. It is home to our school Makerspace, Multi-Media room, and of course, our library program and resources. Our goals for the learning commons include: supporting a love of reading, inspiring life-long learning, providing an inclusive and equitable environment, and building independent inquiry and research skills; with a focus on digital literacy. It is a busy space where we all come together to collaborate, create, imagine, and learn!



# ACADEMICS, STUDENT SUPPORTS & RECOGNITION

## PARENT-TEACHER CONFERENCES & REPORTING:

### November

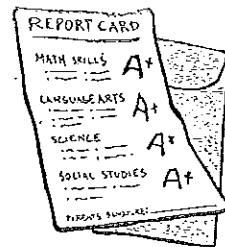
- JK/SK—Communication of Learning
- Gr. 1-5—Progress Report Card and Parent/Teacher Conference

### February

- JK/SK—Communication of Learning
- Grade 1-5—Provincial Report Card 1 and Parent/Teacher Conference

### June

- JK/SK—Communication of Learning
- Grade 1-5—Provincial Report Card 2



## ECO-SCHOOLS PLATINUM-CERTIFICATION

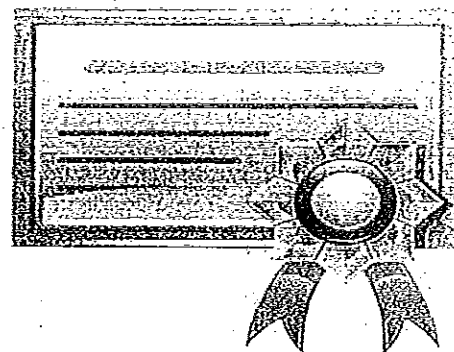
What does achieving "Platinum" Certification for Eco Schools mean? It means that our staff, students, and parents have completed a high number of environmental initiatives and projects. For example, there are a variety of roles for our students, such as, the lights off eco-owls, blue box collectors, and tetra-pack collectors to help achieve this level of recertification. Students have also had opportunities to make anti-idling signs, mulch trees, and write articles for the school news-letter. Other school-wide initiatives have included yard clean-ups, and Walk-to-School Wednesdays. Forest Manor also ordered more blue bins this year to ensure that garbage and blue bins were paired throughout the school to help with waste sorting.

Please help us to continue to achieve Platinum Level EcoSchools Certification by participating in school initiatives, such as the "Boomerang Lunch" if your child stays at school.

Thank you for your continued support! The EcoSchool Team

## STUDENT RECOGNITION

To promote positive academic, social-emotional and leadership development at Forest Manor Public School, each month Forest Manor holds a character assembly to recognize students who are demonstrating one of the TDSB character traits. Please refer to the school calendar on the "School Calendar & The 5-Day Cycle" page of this handbook for the monthly TDSB character traits. The parents/guardians of recipients are usually invited to attend the assembly and each recipient receives a certificate recognizing their positive contribution to Forest Manor Public School.



# ACADEMICS, STUDENT SUPPORTS & RECOGNITION

## HOW MUCH SLEEP SHOULD MY CHILD GET?

Sleep is a vital need, essential to a child's health and growth. Sleep promotes alertness, memory and performance. Children who get enough sleep are more likely to function better and are less prone to behavioral problems and moodiness. That is why it is important for parents to start early and help their children develop good sleep habits.

Each child is different and has different sleep needs. The chart below presents recommended hours of sleep that includes naps for children up to five years of age.

### SLEEP RECOMMENDATIONS:

Age	Hours Of Sleep
0- 2 months	10.5 - 18
2 - 12 months	14 - 15
1 - 3 years	12 - 14
3 - 5 years	11 - 13
5 - 12 years	10 - 11

### BEDTIME ROUTINE

The #1 tip for good sleeping habits in children is to follow a nightly routine. A bedtime ritual makes it easier for your child to relax, fall asleep and sleep through the night. Follow these steps:

1. Have a light snack
2. Take a bath.
3. Put on pajamas.
4. Brush teeth.
5. Read a story. No TV or electronics!
6. Make sure the room is quiet and at a comfortable temperature.
7. Put your child to bed.
8. Say goodnight and leave.

Have your child form positive associations with sleeping. A child should not need a parent to help him/her fall asleep. The child who falls asleep on his or her own will be better able to return to sleep during normal nighttime awakenings and sleep throughout the night.

## BEFORE AND AFTER SCHOOL PROGRAM (YMCA):

As part of the TDSB's Kindergarten program, a *Before and After School Program* is offered to provide children with more opportunities to learn. Early childhood educators lead the play-based program that is consistent with the learning that happens during the regular school day. The program includes a mix of exploration, guided and independent activities, quiet time and outdoor play.

At Forest Manor P.S., the YMCA offers both a Kindergarten program and school-age program (Grade1-5). For more information, contact Marcia Lorefice at 416-773-1958.

## EDUCATIONAL WEBSITES FOR PARENTS AND THEIR KIDS!

Extend your child's learning by accessing helpful sites that you and your child can do together:

### Math:

[www.prodigygame.com/](http://www.prodigygame.com/)  
[www.funbrain.com](http://www.funbrain.com)  
[www.mathisfun.com](http://www.mathisfun.com)

### Reading:

<https://www.raz-kids.com/>  
[www.starfall.org](http://www.starfall.org)  
[www.childrenslibrary.org](http://www.childrenslibrary.org)

### TDSB Virtual Library:

<http://www.tdsb.on.ca/findyour/schools/librarycat.aspx>

### TDSB Grades 1 to 8 Learning Materials:

<http://www.tdsb.on.ca/ElementarySchool/GetInvolved/Homework/LearningMaterials.aspx>

### Cross-Curricular:

[www.khanacademy.org/](http://www.khanacademy.org/)

### Positive Parenting Tips:

<http://www.parenttoolkit.com/>

### Coding & Computer Skills:

[www.codecademy.com/](http://www.codecademy.com/)  
<https://code.org/learn>

