

Roden Public School

2014-2015

GENERAL SCHOOL INFORMATION

School & Safe Arrival Telephone #: 416-393-9555

School Office Hours: 8:30am to 4:00pm

SCHOOL HOURS

08:45am Supervision Begins	12:43pm Entry
08:58 Entry	12:45 Classes Begin
09:00 Classes Begin	02:05 Gr. 1 to 6 Recess (15 min.)
10:10 Gr. 1 to 6 Recess (15 min.)	03:00 FDK & Gr. 7/8 Early Dismissal
11:45 Lunch	03:30 Gr. 1 to 6 Early Dismissal
12:30pm Supervision Begins	

ARRIVAL

Students in Gr. 3 or below should not arrive at school before supervision begins unless they are accompanied by an adult or staff. Upon hearing the entry bell, students should immediately assemble in their assigned areas or lines. Entry is under the supervision of staff on duty. Parents are encouraged to allow child(ren) to enter/assemble on their own. Students in the daycare should not enter the school after outside supervision begins but rather join others in the schoolyard.

ABSENCES & SAFE ARRIVAL PROGRAM

If you know in advance that your child will be absent, a parent/guardian must communicate with the school office the reason for and length of the absence. Students who are ill should remain at home. Unplanned absences need to be called into our 24hr. Safe Arrival Number listed above before school begins each day your child is absent.

LATES

To ensure the safety of our students, those arriving after the entry bells and after their classroom line has entered the school shall report to the office to sign in. Students will receive a late slip and be sent to their classroom upon signing in. Parents should not send their child(ren) into an unsupervised yard or send them in and to their classes alone. Late arrivals are tracked, listed on your child's report card and reported to the T.D.S.B.

MID-DAY DISMISSAL

If students are required to leave school early, parents/guardians are to communicate this to their child(ren)'s teacher ahead of time. Students will come down to the office at the time indicated, where a parent/guardian must sign them out. Students below Gr. 7 are not permitted to leave the school alone for mid-day dismissals.

DISMISSAL

All students are dismissed through the doors in which they entered. Parents/guardians that will be late to pick up their child(ren) or who require emergency instructions to be given to their child are to contact the school 30 minutes or more before dismissal times to ensure the message is communicated in time. K to Gr. 3 students without a responsible adult to meet them will be brought to the office. Parents/guardians or emergency contacts will then be contacted.

VISITORS (including parents, guardians, family members, etc.)

As safety is our top priority, all visitors to the school during school hours 8:30 a.m. to 4:00 p.m. must report, sign in at the office and wear a pass while in the building. Requests to visit classrooms must be approved by the principal.

EXTREME/INCLEMENT WEATHER

On rainy or extremely cold days, students will be permitted to enter the side doors of the school at the first bell when supervision begins. Students will remain in the foyers until direction is given to proceed to their classrooms. On these days, please ensure that your child does not arrive at school before supervision begins so that they are not required to wait in the yard. Students returning from lunch at home should also not arrive back at school before supervision begins.

EMERGENCIES AT SCHOOL

As part of the school's Safe School Plan, students and staff practise several evacuation and lockdown drills each year. In the event of an emergency, information will be made available through the local media, TDSB Public Affairs and/or the local authorities.

ACCESSIBILITY

Our school is committed to provide access to our school and its information to our entire school community as much as possible. As of this year, our building is only partially accessible to those with physical disabilities but we endeavour to plan accordingly so that our school is open to all. We also use or have available a wide range of communication options that are available to those in need as per ASCS Ont. Reg. 429/07. Contact the school office for more information.

BREAKFAST & SNACK PROGRAMS

Both schools offer a healthy breakfast program to all students from 8:30 to 8:55am each day in the first floor breakfast room. A snack program is also available to all students in their classrooms during the morning program. As these two programs are not always fully funded, we very much appreciate donations from the community.

FORGOTTEN ITEMS

Parents/guardians may leave students' forgotten lunches (or other items) in the office with their name clearly marked on the outside. Inform your child(ren) in advance that if they forget their lunch (or other items), they are to check in the office at a recess or the beginning of lunch. Classes will not be interrupted nor parents/guardians permitted to "run" items to students.

COMMUNICATION BETWEEN HOME & THE SCHOOL

All students will use a communication book or agenda in which students may record their homework and important reminders. They will also receive an information package with important school information. Newsletters and other information will go home every few weeks. Please consult this information BEFORE contacting the school. Classroom concerns should be directed to the specific teacher and school-wide or more serious concerns may be directed to the administration. Messages for staff may be included in the communication books, phoned in, left in the office or emailed (if available). To ensure the safety of students, please avoid discussing concerns with staff at entry or dismissal times or while staff are on supervision duty.

SCHOOL DAY CYCLE

Our school is organized on a 5-day cycle. This model reduces the number of classes that may be missed due to holidays or P.A. days that occur on Mondays and/or Fridays. Thus, for example, your child may have music every Day 2 and Day 4 instead of every Monday and Wednesday.

EXCURSIONS (FIELD TRIPS)

We are very fortunate to be able to provide a wide variety of student excursions to support classroom programs. These excursions sometimes require the use of chartered or public buses, or private vehicles and may extend beyond the regular school hours or over lunch. If your child may be involved in an excursion, beyond a neighbourhood walk, you will be informed in writing of the details. The school will cover the costs for any student in need. Please contact the teacher or school office and we will make the confidential arrangements.

EMERGENCY CONTACT INFORMATION

If your address, contact numbers or your child(ren)'s emergency contacts change, we need to know about it! Please send in the new information to the office. This information is vital if we need to contact you in an emergency. Remember that an "emergency contact" should be a responsible adult readily available to come to the school and/or transport your child(ren) in an emergency.

ASSESSMENT AND EVALUATION OF STUDENTS

Students are assessed throughout the school year and then evaluated on their report card at the end of the second and third terms. Parent/teacher meetings may occur at the end of each term. Parents/guardians may always request a meeting with their child(ren)'s teacher throughout the year if serious concerns or questions arise.

LUNCH PROGRAM

We encourage students to eat lunch at their own, friend's or a caregiver's home whenever possible. A supervised program is provided for those students that **need** to stay for lunch. Attendance for the program is taken at the beginning of each day in students' classrooms. Only students in Gr. 4 and above may leave the school for lunch with parent/guardian **and** administration permission. Students who leave for lunch remain the responsibility of parents/guardians and are not to return to the school until 12:30pm. Students should bring a "litter-less lunch" in reusable containers and bring their garbage home to keep parents informed of eating habits and to reduce waste.

CLOTHING

Student clothing must always be appropriate for a school setting and be in compliance with the code of conduct. Students are required to have available at school or wear from home, loose and light clothing as well as socks and running shoes. This allows freedom of movement for physical education classes as well as those days they have Daily Physical Activity (DPA). Students also require a pair of "indoor" shoes that can be kept at school over the winter so they do not have to wear their boots through the day. Students are required to have footwear on at all times during the school day. For safety reasons on stairs and play equipment, we recommend that students avoid wearing loose or open-toed footwear (e.g. Crocs, flip-flops, sandals, etc.). Please also affix your child's name to their clothing and other items in case they are misplaced.

LOST & FOUND

Our clothing and larger item Lost & Found is located in the east stairwell. Smaller items such as keys, jewelry, etc. are brought to the office. Please remember to label your child(ren)'s clothing and other items. Items will be put on display near the end of each term. Parents/guardians are welcome to sign-in at the office and check for their child(ren)'s lost items. Unclaimed articles are donated to local charities at the end of each term.

HEALTH AND MEDICAL INFORMATION

Student health and medical information is collected at the beginning of each school year. Inform the office immediately if any of this information changes. Students who:

- Have serious medical conditions,
- Are required to carry medication,
- Require medication to be self-administered or be administered by staff,
- Are required to use or wear an assistive medical device

are to submit to the school specific forms (available from the office) completed and approved by a certified medical practitioner licensed in the Province of Ontario.

STUDENT SUPPORT SERVICES

The TDSB provides a wide variety of support services for students in need, such as special education, psychology, speech and language, social work, physiotherapy and occupational therapy. Access to these services is made through the In-School Team (IST)/School Support Team (SST) process. Contact your child's teacher for more information.

ALLERGY AWARENESS – ALLERGEN SAFE & AWARE SCHOOL

We ask for your cooperation to make our school a safe environment for those children with life-threatening allergies by not sending any food that may contain peanuts or nuts – this may extend to other foods if necessary. Even a trace of an allergen could cause an allergic child serious physical harm, or possibly death. Please ensure your child only brings allergen-safe food to school and that they are aware of its contents. Families of students who have been prescribed an Epi-Pen are to have them carry it on their person and are recommended to enroll them in the Medic-Alert program.

STUDENT SUPPLIES

Students are issued a pen/pencil, ruler, eraser, notebooks, textbooks and crayons at the beginning of the school year. Items will be replaced when consumed (not lost or damaged). If materials are lost or damaged, students' families are expected to provide their own replacements.

PEDICULOSIS (LICE) AWARENESS

To assist us in our efforts to reduce and eliminate this problem often encountered in institutions such as schools, we ask our families to practise and review these actions with their children:

- Avoid sharing things that have been on or near another child's head,
- Avoid prolonged contact with others' hair, clothing, etc.
- Regularly clean things that your child's head has direct contact with, such as car seats, pillows, etc., if you are sharing these items with other children,
- Having short hair or wearing long hair up or in a kerchief, and
- Checking your child's hair regularly and reporting any incidences

We will continue to closely monitor the situation and review these same practices with students. If your child is found to have lice, he/she will need to be removed from the school until treatment has been successful. Information will be sent home to all students in the same classroom in the event of a positive finding in which all families will be requested to do a thorough check.

SCHOOL COUNCIL

We encourage all parents to be involved in our school through the school council. The council made up of elected parents, teaching staff and administration. The mandate for the School Council is found in board policy E.6. and is mandated to be consulted on issues concerning safety, school improvement, budget and staffing. Meeting dates and information is posted in the front foyer, published in our school newsletter and may be communicated via email or through social media. Communication with the council may be made by email, phone or through the office.

VOLUNTEERS

Our schools thrive on the dedication and efforts of our volunteers. We invite and encourage parents/guardians and community members to volunteer in our school. Teachers will communicate when and how many volunteers are required for any given activity or excursion. Those who are volunteering more than three times must complete a Police Reference Check (PRC) before beginning (these take between 4 & 6 weeks) and/or complete an Annual Offence Declaration for those who have completed the PRC in previous years. Contact the office for details.

LIBRARY

Students may borrow books and read-along packages from our library. Items are on loan for a two-week period and should be returned as soon as students are finished with them. Students are responsible for items they have signed out. Overdue reminders are given to students throughout the year. Lost or destroyed materials must be replaced or a fee is charged. The librarian will provide an estimate for replacement. A refund is given if materials are found after payment is made. A number of books of interest to parents are available for loan from the library and a link to our Library website may be found on the school website.

PETS

As much as we love our pets, we love them even more when we can observe them safely from afar. Please do not bring pets on school property in the interest of safety and cultural sensitivity.

BIRTHDAYS & SPECIAL EVENTS

Please consult with your child's teacher ahead of time if you would like to provide treats or invitations to the class for a birthday or special event. To avoid hurt feelings, invitations to birthdays or other special events should be mailed to individual students or handed out off school property unless the entire class is invited.

PERSONAL ITEMS AT SCHOOL

For safety reasons and to avoid lost, damaged or misplaced items, students are to leave at home any electronics (games, music players, cellular phones, radios, etc.), sports equipment (rollerblades/skates, skateboards, bats, hockey sticks, etc.) toys, games, trading cards and valuables. We disallow the borrowing, trading and selling of personal items at school. Only with the principal's permission may any of these personal items be brought to school.

HOMEWORK

The assignment of homework may be an important part of your child's school program and may involve a wide variety of forms that have four main outcomes: completion, practice, preparation and extension. The purpose of all types of homework is to ensure it is both effective in promoting high quality student learning and achievement and that it nurtures a desire for students to keep learning. Your child's teacher will communicate specific homework expectations for your child. Families may review the TDSB's Homework Policy 036 for more information.

BULLYING PREVENTION

We are committed to making our school a welcoming place for learning, a place that promotes respect and harmony, and a place that students and staff enthusiastically attend every day. We operate a wide variety of programs to accomplish this such as Let's Stop the Bullying, Character Education, Recess Revival and PALS. The guiding principles which we abide by and operate our programs are:

- **Equity Awareness** - Programs should seek to increase awareness, sensitivities and skills so that young people are prepared to take positive action with their peers.
- **Anti-Harassment Approaches** - Programs are designed to teach staff and students how to maintain an environment free from any form of harassment.
- **Anti-bullying Competencies** - Programs should teach that bullying is one of the earliest and most prevalent forms of school violence.
- **Early and Ongoing Identification** - Programs must support the TDSB's commitment to promoting the involvement of parents and school personnel to assure early and on-going identification of students at risk for violent anti-social behaviour and victimization.

For more information and resources about safe schools including bullying please visit www.tdsb.on.ca >Students > Safe and Caring Schools > Resources.

STUDENT PRIVACY

The recording of student images on school property during the school day is only permissible by school staff for school program use. Only with parent/guardian consent may an image be used outside the school or online. Events and activities outside of school hours and off campus may involve student images being recorded without consent and/or knowledge of usage as permissible by the facility/event and/or law.

ONSITE CHILDCARE

The Roden Childcare Centre (RCCC) runs a daycare program for children aged 2 1/2 to 6 and a school-aged program for those aged 7 to 10. All inquiries regarding the daycare should be directed to RCCC staff at (416) 461-3010. Their office is located on the second floor on the east side of the school. Parents and/or caregivers may also review the community bulletin boards inside the front of the school or speak with other parents for additional childcare leads and ideas. School staff are not able to recommend private childcare.