



St. Andrews Public School



60 Brimorton Dr., Scarborough, Ontario
M1P 3Z1

Telephone: 416 396-6545
Fax: 416 396-6474

MISSION STATEMENT

"All will receive what they need to achieve"

St. Andrews is a neighbourhood school, which provides a safe, caring, nurturing environment with a strong academic focus. Students are expected to be responsible Canadian citizens.

Beliefs

- all students can learn
- students need to be given responsibility
- a positive learning environment enhances self-esteem
- all children are unique
- everyone has the right to fair treatment
- partnership between students, staff and parents is the key to a successful education
- there are common values shared by all


I have read the pages in the agenda and discussed the information with my child.



Parent's Signature

Student's Signature

SCHOOL HOURS

Entry Times	Grades JK / 8 Instructional Time	Yard Supervision Times
<u>Morning Entry Time:</u> 8:40 a.m. <u>Afternoon Entry Time:</u> 12:30 p.m. 	<u>Morning Classes:</u> 8:45 a.m. - 11:30 a.m. <u>Lunch:</u> 11:30 a.m. - 12:30 p.m. <u>Afternoon Classes:</u> 12:30 p.m. - 3:15 p.m. <u>Dismissal/Remedial:</u> 3:15 p.m. - 3:45 p.m. <u>Kindergarten Classes</u> 8:45 a.m. - 11:25 a.m. 12:35 p.m. - 3:15 p.m.	<u>Morning Supervision:</u> 8:30 a.m. - 8:45 a.m. <u>Lunch Supervision:</u> 11:30 p.m. - 12:30 p.m. <u>After School:</u> 3:15 p.m. - 3:30 p.m.

Daily Dismissal



Regular dismissal time for students in grades 1 to 8 is 3:15 p.m. Gr. 1 - 6 students will be dismissed out the back of the school to ensure safety and proper supervision. Intermediate students are dismissed out the east doors.

Dismissal from class can occur anytime between 3:15 and 3:45 p.m., if students need to finish their daily work or are receiving remedial assistance through homework club or their classroom teacher. Once dismissed from their classrooms, students are expected to proceed directly home. Parent's assistance in reinforcing the importance of this message with your child(ren) is greatly appreciated. You can expect

to be notified of your child's participation in after-school activities through a letter and/or a note in the student agenda from the teacher in charge *or by checking the calendar on our Website.*

Safe Arrival Policy and Data Confirmation Form

Please phone the school before 8:30 a.m. at 416-396-6545 and leave a message in our school's safe arrival mailbox if your child will be absent from school for all or part of the day. When prior notice has not been given, the automated system will contact you.

Should your child become ill or require emergency medical treatment while at school, every attempt will be made to contact you.

Lines of Communication



Please make sure that the school has up-to-date, accurate information. It is critical that the office be informed immediately concerning change of address or telephone number (home or business), change of emergency contact person, or change of any other vital information. Keeping information current will ensure that the school will be able to communicate with you when needed.

Other important lines of communication between St. Andrews staff and parents/guardians are agendas, emails, our Website, newsletters, interviews, report cards, and phone calls. If, for any reason, you would like to meet with your child's teacher, please make an appointment by calling the school office. Parents meeting with staff, or volunteering in school activities, **must** report to the office to receive a visitor's badge prior to proceeding through the school building.

Attendance, Absence and Punctuality

Regular and punctual attendance is expected from all students, as it supports continuity of programming, and promotes academic success and personal responsibility.

If your child is late, he / she must report to the office before going

directly to class. Please note that students arriving late miss essential instruction that takes place early in the lesson, hampering academic progress and interfering with the acquisition of important learning skills.

Students arriving late also interrupt the learning of those children already in class who are already involved in the classroom lesson or activity.

Appointments in the middle of the day are best handled by sending a letter or note to the classroom teacher. This allows the teacher to have work available for your child to take home, and for the office to keep track of your child.

Valuable Items

Students are asked to leave valuable items and toys at home.

Electronic devices such as iPods, MP3 players, electronic games and cell phones are not needed at school. Teachers may request the use of electronic devices for curriculum purposes only. Cell phones or electronic devices should not interfere with instruction or be used during the day. All



communication devices will be powered off and stored out of view during the school day. The St. Andrews staff cannot be responsible for lost or stolen items. Parents who need to contact their child are asked to call the school office.

Bikes, skateboards, roller blades, roller "shoes" and scooters are not to be used on school property.

Homework and Extensions To Learning

The Toronto District School Board's Homework Policy is enclosed. Please read this section carefully with your child.



Parents should check the agenda (Gr. 2 - 8) daily to monitor student homework and upcoming assignments, tests and projects. If you feel your child needs greater learning opportunities, use the ideas below to expand his or her thinking and learning. Creating real life opportunities for your child to learn, think critically and make responsible choices helps to create good academic habits, improve problem solving skills and develop a responsible citizen.

Academic Ideas:

- ☐ Create opportunities for your child to write (journal, documenting procedures, recipes, letters, and reflections) and choose topics of interest.
- ☐ Help to promote the love of literacy by enjoying books with your child and modelling the need to read in your lives (e.g., recipes, instructions, work, enjoyment, to learn).
- ☐ Your child should read a variety of books every day. The amount of time your child should read depends on the age and maturity of your child. Anywhere from 10-40 minutes/day will help your child to develop regular reading habits.
- ☐ Share ideas about a book: This book reminds me of a situation/person/another book... I learned that... It was funny when... I'm beginning to wonder... I predict... I would have... I felt... My favourite character is... The setting of the story...

- ☐ This book is very believable because... The author should have... because...
- ☐ Practise basic facts (e.g., addition, subtraction, multiplication and division).
- ☐ Help with chores/projects around the house using estimation, measurement and problem solving.
- ☐ Practise telling time, counting money and using a calculator when grocery shopping.

Other Activities:

- ☐ Visit the public library.
- ☐ Take advantage of visits/trips to local community centres, the zoo, Science Centre or museums.
- ☐ Encourage an active lifestyle. Children can join swimming classes, Brownies, Cubs, soccer, baseball.
- ☐ Use the computer to research a topic of interest or to work on an educational computer game.
- ☐ Play a game such as Scrabble, Checkers, Chess, Lego, and Connect Four.
- ☐ Engage in volunteer work with other family members.

Peanut and Nut Allergy Alert

A number of our students are anaphylactic. Several of these children have severe, potentially life-threatening allergies to nuts/peanut oil. Many experts in the field suggest that prevention is the primary treatment for anaphylaxis. We believe that avoidance is the key to prevention. St. Andrews' students have been instructed not to share lunches or snacks.



We ask all those who bring lunches and snacks to school to bring food that does not contain nuts or peanut products, this includes Nutella.

For the safety of our students, cakes, cupcakes or any other food items brought for the entire class will NOT be permitted. We ask the parents who choose to send in a birthday celebration treat bring items such as pencils, bookmarks, etc. ***Help keep our students SAFE.***

Lunchroom Program

The lunchroom policy at St. Andrews is for children in families where BOTH parents work or go to school, and are not home over the lunch hour. Please help us to eliminate overcrowding by having your child eat lunch at home if possible. The time away from school during the middle of the day provides a much-needed break, and can have positive results on afternoon pupil performance. If your child must remain at school for lunch, you must complete a Lunchroom Permission Form.



Students staying for lunch must follow the lunch room rules. Failure to do so may result in removal from the lunchroom for a period of time. If your child will be staying for lunch occasionally, please send a note with him or her on the day he or she will be eating lunch at school.

Those students eating at home should not return to school before 12:20 p.m.

Please Note

If you have completed a lunchroom form, your child will require a note from a parent in order to leave the school at lunch.

Inclement Weather

The Toronto District School Board has included a Severe Weather procedure in the following pages.



Students need to dress properly for the weather. Most recess and lunch breaks will occur outdoors.

If you feel that your child is too ill to go outside for recess and lunch break, we would recommend that he/she remain at home until the illness has passed, both to speed the recovery of your child and to avoid the possibility of others contracting the illness. On rainy or extremely cold weather days, ensure that your child does not arrive at school too early. Students will remain indoors at recess and lunch times, only during the conditions stated in the TDSB Severe Weather Guidelines.

Lost and Found

All articles found in and around the school are placed in the Lost and Found area, which is located under the west



staircase. Students are encouraged to check for lost items on a regular basis. Periodically the items will be placed in the main hall for all students and parents to view. Unclaimed items are then donated to a charitable organization at the end of each term.

ST. ANDREWS PUBLIC SCHOOL - CODE OF CONDUCT

CODE OF CONDUCT - PHILOSOPHY

At St. Andrews it is of the utmost importance that we develop feelings, attitudes and behaviour which promote an environment of co-operation, fairness and harmony.



This “**code of conduct**” is a set of expectations of behaviour for students, parents and school staff which will develop positive feelings and attitudes in our children and lead toward appropriate behaviour.

While it is necessary to establish and maintain limits of acceptable behaviour in order to protect the rights of others, effective discipline should enable young people to make responsible decisions and develop self control.

Appropriate behaviour is characterized by an awareness that every right carries with it a corresponding responsibility. If such responsibility is not assumed we believe that disciplinary practices should be based on “**logical consequences**” of behaviour and “**progressive discipline**” and that this encourages responsibility.

At St. Andrews everyone has the right to be treated fairly and with respect. Each student has the right to function without interference from other students.

BEHAVIOURAL EXPECTATIONS OF STUDENTS

The following guidelines have been created to assist the students in developing self-discipline and respect for others.

- Be polite and courteous to other people, treating them the way you would like to be treated.
- Religious and racial tolerance must be observed and practised.
- Attend classes regularly and punctually.
- Complete assignments to the best of your ability.
- Observe reasonable standards of dress, personal cleanliness and hygiene.
- Support extra curricular activities.
- Avoid the use of profane language.

Co-operate and use good sense while observing and adhering to the school routines below:

- Follow instructions.
- Respect the property of others.
- Keep the classrooms, halls and grounds neat and tidy.
- Stay on school property and out of the park and parking lot during school hours.
- Attempt to solve problems without fighting.
- Play safe.
- Be familiar with and follow St. Andrews' Policies, Codes, and Procedures.

POSSIBLE INTERVENTIONS / CONSEQUENCES

- Meet with a teacher, principal or other school personnel.
- Receive a detention.
- Have privileges temporarily removed.
- Have parents/guardians notified.
- Be temporarily removed from class or school.
- Be referred to an I.P.R.C.
- Be required to make restitution for damages of property to the Board of Education or an individual.
- Be a party to one or more behavioural contracts.
- Become involved with, or referred to, an outside agency i.e. Children's Aid, Police.
- Be placed on home instruction.
- Be suspended from school.
- Be expelled from school.

RESPONSIBILITY OF PARENTS

- Promote regular and punctual attendance of your child.
- Notify the school by telephone or letter if your child is going to be absent or late.
- Provide an atmosphere at home in which your child's best efforts are encouraged.
- Discuss with your child various components of the school program.
- Read to, and with your child.
- Attend school functions when possible.
- Ensure your child is appropriately dressed for the weather.
- Support school Policies, Codes and Procedures.
- Arrange alternate or emergency care and supervision for your child when necessary.
- Work with the staff of St. Andrews to encourage your children to practise the principles contained in this policy.
- Work with school staff to modify and/or adjust this policy if and when necessary.

RESPONSIBILITY OF SCHOOL STAFF

- Provide for students, a positive and challenging learning environment in which all students are encouraged to do their best.
- Attempt to treat all children fairly and with consideration for individual differences.
- Ensure that the rights of students are not infringed upon by the behaviour of others.
- Contact parents on a regular basis regarding matters of importance pertaining to their child.
- Be knowledgeable about, and administer judiciously, the school Policies, Codes and Procedures.

THE DRESS CODE

"The intent of the Dress Code is to emphasize our values of decency, self worth, safety and respect for others."

- Students are expected to dress respectfully, cleanly and neatly.
- Hats, Caps, Bandanas, and Sunglasses, are not to be worn in the school corridors or classrooms except for special school sponsored events.
- Jackets/Snow pants are to be taken off during school hours and stored.
- Clothing with illustrations, symbols, profane or suggestive language that endangers the moral tone of the school is not permitted.
- Excessively short skirts, dresses, and shorts are not permitted
- Exposed midriffs are not permitted.
- Sleeveless shirts (muscle shirts, tank tops) are not to be worn by the gentlemen.
- Halter tops, spaghetti strap tops, beachwear tops or other tops which cover the body or undergarments insufficiently are not permitted. (At least two or three finger width)

CONSEQUENCES

Students failing to comply will be required to cover up or change into appropriate dress before entering class.

If a student fails to comply with the Dress Code the parents will be contacted. Repeated non-compliance will follow the same procedures as outlined in the consequences of the School Code of Behaviour.

PRINCIPAL'S NOTE

The administration reserves the right to define the term "inappropriate". Any attire deemed inappropriate by the principal is not permitted in the school.