



## DUNLACE PUBLIC SCHOOL

20 Dunlace Drive  
North York, Ontario  
M2L 2S1  
416-395-2370  
Fax: 416-395-2378

Attendance: 416-395-2373  
Please call when your child will be absent or late.

# STUDENT HANDBOOK 2011-2012

*It is the mission at Dunlace to create a safe and educational environment while honouring Students' Right to Learn*

*This agenda belongs to:*

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/TOWN: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_

TEACHER: \_\_\_\_\_ ROOM: \_\_\_\_\_

## ABOUT OUR SCHOOL

Dunlace Public School was built in the 1960's, replacing the original Oriole Public School that served the community since 1826. Our school serves approximately 380 students and represents 18 different language groups from 24 countries around the globe. We are part of the NE6 Leaside/Marc Garneau family of schools, Ward 13. Rauda Dickinson is the Superintendent and Gerri Gershon is the Trustee.

We are a triple track school offering regular English, Early and Extended French Immersion programs. The staff is comprised of both full and part-time positions with a total of 21 members. The school site consists of 17 enclosed classrooms, a full gym facility, and a computer lab housed in the library. The grounds include: two adventure playgrounds (one belonging to the childcare centre and the other to the school); four basketball hoops; two baseball diamonds; one tetherball pole and one soccer field.

An independent Daycare centre, whose philosophy supports and extends that of the school, is housed in the building.

## SCHOOL GOALS

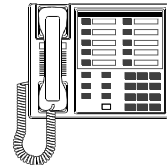
Dunlace Public School's goal is to help students develop self-discipline and a positive attitude towards learning so that they can become productive, caring and responsible members of society. We aim to balance the needs and rights of the individual with the needs and rights of the group. We strive to encourage the resolution of conflict through peaceful means.

As a staff, we will provide a safe learning environment that fosters co-operation and positive self-esteem. We recognize the importance of the collaborative role of both parents and staff in the total education of students. We also encourage positive, on-going communication so that together parents and staff can work as partners towards the healthy and constructive growth of each child.

## ATTENDANCE

The Toronto District School Board requires students to attend school regularly and punctually. Prolonged absence or sporadic attendance will result in a lack of continuity in learning.

Parents are required to phone the school if a student will be absent or late. Please phone **416-395-2373** each day of the absence. Messages may be left on the answering machine between the hours of 4:00 p.m. and 9:15 a.m. On return to school, a written note explaining the absence is required.



## STUDENT ILLNESS



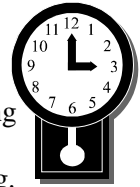
We do not have facilities at the school to accommodate students who are ill. If a student becomes ill, we will telephone home to request that someone pick him/her up. We therefore require an emergency contact number in case no one is available at home. **Please make sure that any changes in telephone numbers and reported to the office so we can update our files ASAP.**

## RECESS

All students are required to go outside during recess. We will not send students out during severe weather. Please ensure that your child is always dressed appropriately for the weather.

## SCHOOL HOURS

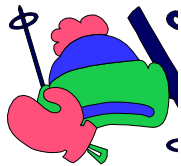
Kindergarten 8:55 a.m. – 11:30 a.m. and 12:55 p.m. – 3:30 p.m.  
Grades 1 to 6 8:55 a.m. – 11:45 a.m. and 12:41 p.m. - 3:30 p.m.  
Outside supervision begins at 8:45 a.m. and ends at 3:45 p.m. Students arriving prior to 8:45 a.m. or staying past 3:45 p.m. are not supervised and are not allowed to remain in the building unless accompanied by a teacher or staff member. For the safety and protection of students, we require **ALL VISITORS** to start their visit at the main office. Please sign in and wear a visitor tag.



## SCHOOL DOORS

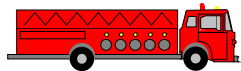
To ensure the safety of students and staff while in the building, all traffic will be directed to the main office. All exterior doors aside from the front door by the office will be locked from 8:55 a.m. to 3:30 p.m.

## PERSONAL PROPERTY



Parents are requested to see that their children's clothes, boots, gloves, scarves, shoes, lunch kits, etc. are marked with their child's name. At times, clothing is misplaced and many children have identical or similar clothing. If a student has lost or misplaced an article of clothing, there is a good chance it will be in the **Lost and Found** bench. Students should look in this bench, which is located in the hall by the Daycare and parents are also encouraged to come to the school and look for lost items. Every year many articles of clothing are left behind. Three times a year, any leftover items are collected and sent to charitable organizations.

## FIRE DRILLS AND SCHOOL LOCKDOWN



Fire drills are held at least six times during year, 3 in the fall and 3 in the spring, to ensure that the school can be evacuated in an orderly, panic-free manner in case of an emergency. The wearing of **indoor shoes** is mandatory since fire drills are unannounced and everyone must leave the building when the fire alarm sounds. Two school lockdowns are also conducted, one in the fall and another in the spring.

## STUDENT DRESS CODE

The overall objective of the code is to ensure that students dress appropriately for school. All students are expected to dress neatly and in a manner conducive with a positive learning environment.

### **APPROPRIATE clothing consists of the following:**

- Regular or sleeveless t-shirts, which must meet the bottoms at waist level.
- Shorts/skirts of appropriate length.
- Pants secured at the waist.
- All students are expected to come to school with appropriate outdoor footwear and an indoor pair of sensible/safe shoes or running shoes.

## INAPPROPRIATE clothing consists of the following:

- Clothing with sexual, racist or hate messages or images, or clothing with inappropriate slogans or pictures.
- Pants folded down to reveal skin or long chains.
- Spaghetti straps or halter-tops.
- Uncovered undergarments.
- Sheer or see-through clothing.
- Spiked heels, oversized platform heels, steel-toed shoes and shoes with wheels are considered unsafe, and therefore, not permitted.
- Oversized jewelry (e.g. hoop, chandelier earrings or heavy chains).

Dress Code violations will initially be dealt with by the classroom teacher. Where necessary, students will be referred to the Principal and parents will be contacted.

This Dress Code is in effect on school property and on school field trips or other school sponsored events.

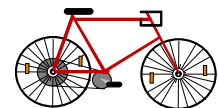
## SECOND PAIR OF SHOES



It is the school's expectation that students will not be permitted to wear outdoor shoes inside the classroom all year round. For this reason, students are asked to bring a second pair of shoes/slippers that will be left on the student's chair at recess (am/pm), lunch, and dismissal time.

## BICYCLES, SKATEBOARDS, SCOOTERS AND ROLLERBLADES

All students are expected to dismount and walk their bicycles, skateboards, scooters and rollerblades on school property. Bicycles must be locked and stored in the rack provided. The school does NOT assume responsibility for lost or stolen bicycles.



Skateboards should be used only to travel to and from school. They must remain in the classroom during school time.

**IPods, MP3s, video games, cameras, collector cards, other electronic toys, weapons, baseballs and bats are not permitted in the school. Cell phones are to be turned off and remain in the student's knapsack while on school premises, according to board policy.**

## HOMEWORK

Homework is an out-of-classroom learning experience assigned to enhance student learning.

There are four types of commonly assigned homework, each having a different intended outcome as shown below.

<u>Type</u>	<u>Definition</u>	<u>Intended Outcome</u>	<u>Application</u>
Completion	Any work assigned during the school day not completed in class	Helps students keep up-to-date with the classroom program	The classroom program should be differentiated if a student has not completed homework on a regular basis.
Practice	Any work that reviews and reinforces skills and concepts taught in class	Helps students practice newly acquired skills to develop fluency	To be effective, practice homework requires students to already be able to independently perform the

Preparation	Any work that prepares students for upcoming lessons or classes	Encourages students to acquire background information or to bring their prior knowledge and experiences to upcoming units of study	skills required.
Extension	Any work that explores and refines learning in new contexts or integrates and expands on classroom learning	Encourages students to problem solve, think creatively and think critically	To be effective, extension homework does not require a student to learn curriculum content independently. Instead, students deepen understanding and relate learning to the real world.

Grades 1 to 3: – 10 to 30 min. daily

Grades 4 to 6: 40 to 60 min. daily

## LUNCH LADY



The “Lunch Lady” is a hot lunch service provided by a private caterer. They provide nutritious lunches to students for a small fee. New menus are published throughout the school year and are always available on the community board outside the office. **Lunch Lady is NOT available on special lunch days i.e. Friday PIZZA Lunch.** For more information call 905-470-2598, or check their website at [www.lunchladygroup.com](http://www.lunchladygroup.com).

## LUNCH HOUR

Our school system does not provide cafeteria facilities for elementary school students, therefore students eat lunch in the gym. **Students within a reasonable walking distance should go home for lunch.** Students staying for lunch must remain on the school property and adhere to specific regulations. The authority of the teachers and lunch supervisors must be respected at all times.

Failure of students to respect the noon hour regulations will result in this privilege being withdrawn for a specific period of time.

Lunch attendance is taken daily and students are expected to be seated at their designated table. Students who normally stay at school for lunch must have a written dated note from a parent to leave school during lunch hour. Before leaving, students must sign out in the office. Upon returning for afternoon classes, students must sign in at the office.

If a student has forgotten his/her lunch every attempt will be made to contact a parent. Please drop the lunch off in the office. Students will be called down at the appropriate time to pick it up. We encourage all students to bring a nutritional snack and lunch.

### LUNCH TIME RULES

- Remain seated and speak in an acceptable volume to your neighbour during eating time.
- Respect your peers and adults at all times.
- Clean up your own mess.



### CONSEQUENCES FOR BREAKING THE RULES

1. Adult in charge will reinforce the rules.
2. You will be removed from the eating area, away from your peers.
3. You will be removed from the lunch program for a specific period of time. You will not be allowed to eat at school for a while. *The school will contact your parents.*

## SCHOOL BUSES

Students in kindergarten through grade five, living at a distance greater than 1.6 km from the school, are transported to and from school by a chartered bus. The Toronto District School Board supplies and operates the buses for our school. Students are expected to ride the bus every day if eligible. We require a note from parents to allow a student to walk home on days he/she is not riding the bus.



Our school code of conduct also applies when students are on the school bus. Drivers report all problems/infractions to the school administration. Students receiving three warnings will place their bus privilege in jeopardy, bus privileges will be revoked for a specific period of time.

Personal items that are left on the bus are sent to the First Student Lost and Found department. If personal items are labeled with the student's name and school, drivers may return them to the school.

### STUDENT'S RESPONSIBILITY

- Be punctual in arriving at the bus pick-up point
- Behave in a courteous and responsible manner while waiting for, riding on and leaving a school bus
- Co-operate and abide by the bus riding rules
- Board and depart the buses in an orderly manner
- Remain seated while the bus is in motion
- *Understand that bussing is a privilege which may be withdrawn by the principal if student behaviour is considered unacceptable and continues despite warnings.*

When students receive a Student Conduct Report from the bus driver, the principal will notify the parents. If the student continues to receive conduct reports, the privilege of riding the bus may be removed.

## PARKING AND BUS ZONE

Every morning and after school from 8:45 a.m. to 3:45 p.m., the bus loop is reserved only for bus drop off and pick up. Please **DO NOT** use the bus loop or park on the street or in front of the school. We have sufficient room in our parking lot for our staff and visitors.

On entry into the parking lot, proceed to the drop off zone to drop off or pick up a student. **DO NOT** use the parking lot entrance to make U-turns. We ask this out of concern for the safety of all students.

Parents and students should use the nearby crosswalk to cross the street. Students should not be jaywalking or walking between parked cars.

Thank you for your understanding and co-operation regarding our parking and safety procedures.

## SCHOOL PHONES

To avoid disruptions of classroom instruction, students will be allowed to use the school phones in emergency situations only. Parents are requested to convey personal messages prior to leaving for school in the morning.



## VOLUNTEERS AND VISITORS

Volunteers are welcomed and valued members of our school. Each person volunteering or visiting the school is required to sign-in at the office in the yellow binder and to wear a tag identifying them as a visitor/volunteer. The Toronto District School Board requires that regular volunteers complete a "*Volunteer Police Reference Check*"; forms are available at the school office. Tags are available on the counter.

## **SCHOOL COUNCIL**

Dunlace Public School has a well-organized School Council which meets six times a year (see school calendar for dates). The School Council's main function is to act as an advisory group to the school administration in determining community needs and formulating policies that will meet these needs. The School Council is a valuable asset to the school. All parents are invited and encouraged to become involved. School Council meetings are open to all parents and items can be brought to the meeting through any member of the council.

Throughout the year, the School Council organizes various fund-raising activities. This money is used to sponsor special events and activities at the school as well as providing enrichment for our students. The Chair of the School Council for 2011-2012 school year is Peter Atkins. You may contact her by email at (peterandfaye@rogers.com)  
The minutes of each meeting will be filed in the School Council binder located in the office.

## **COMMUNICATION**

An electronic distribution list of the parent(s)/guardian(s) of students attending Dunlace is developed at the beginning of the school year. As we create documents for communication, we will send to those parents who are not accessible by e-mail. Our goal is to reduce paper use for both environmental reasons. This will also help to reduce photocopying costs for the school. If you would like to receive information and communication from the school electronically, please send your email address to your child's teacher.

## **SIGNIFICANT DATES**

Monday, September 5, 2011	Labour Day
Monday, October 10, 2011	Thanksgiving
Friday, November 18, 2011	Professional Activity Day
Friday, December 9, 2011	Professional Activity Day
Monday, December 26, 2011 to Friday, January 6, 2012	Winter Break
Friday, January 27, 2012	Professional Activity Day
Friday, February 17, 2012	Professional Activity Day
Monday, February 20, 2012	Family Day
Monday, March 12, 2012 to Friday March 16, 2012	March Break
Friday, April 6, 2012	Good Friday (school closed)
Monday, April 9, 2012	Easter Monday (school closed)
Monday, May 21, 2012	Victoria Day
Friday, June 1, 2012	Professional Activity Day
Thursday, June 28, 2012	Last day of school
Friday, June 29, 2012	Professional Activity Day

## **SCHOOL COUNCIL MEETING DATES**

Thursday, September 15, 2011  
Thursday, October 27, 2011  
Thursday, December 1, 2011  
Thursday, January 12, 2012  
Thursday, March 1, 2012  
Thursday, April 26, 2012  
Thursday, June 14, 2012



## **STAFF**

### **Administrator**

Mrs. Maria Schiavone  
Principal

### **TEACHING STAFF**

#### **FRENCH IMMERSION**

SK Mme Petry  
Gr. 1 Mme Rosenfeld  
Gr. 2 Mme McInnis  
Gr. 3 Mme El-Jammal  
Gr. 4 Mme Ranxi  
Gr. 5 Mme Saliba

#### **ENGLISH GRADES**

JK/SK AM Ms. Cole  
JK/SK PM Ms. Cutler  
Gr. 1/2 Ms. Hanna  
Gr. 1/2 Ms. Rose  
Gr. 3 Mr. Kellesis  
Gr. 4/5 Ms. Young  
Gr. 6 Mr. Rotstein

#### **EXTENDED FRENCH**

Mme Wexler  
Mme Gordon  
Mme Lachance

#### **SPECIAL SUBJECT TEACHERS**

Mme Petry Learning Resource Librarian – PM  
Ms. Tai Music/I.T. – Music Room/Library  
Mme Anslow Core French - PM  
Ms. Cutler ESL support - AM  
Mr. Young Physical Education  
Ms. Berman Spec. Ed. HSP/Resource Teacher  
Ms. Marriott Special Education Resource Teacher

#### **BUSINESS AND OPERATIONS STAFF**

Ms. Zammit Secretary  
Mrs. Rooke Secretary - AM  
Mr. Algie Head Caretaker  
Ms. Zheng Evening Caretaker

#### **TEACHING ASSISTANTS**

Mr. Andrews French Immersion Kindergarten  
Ms. Rahmati Special Education  
Ms. Fusco PM JK/SK