

WEST ROUGE JUNIOR PUBLIC SCHOOL STUDENT AGENDA

2019-2020

Mr. M. Murphy
PRINCIPAL

Ms. F. Genco
CHAIRPERSON

Ms. C. Hummel
CHAIRPERSON

Mrs. T. Allen
OFFICE ADMINISTRATOR

401 Friendship Avenue
Scarborough, Ontario
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Telephone: (416) 396-6635
School Website: <http://www.wrjp.ca>

This agenda belongs to:

NAME : _____

TEACHER: _____ Grade: _____

This booklet contains important information about our school; please read it carefully. Students are asked to share this booklet with their parent/guardians and keep it with them at all times while at school.

Principal's Message

Dear West Rouge Families,

Welcome to the 2019-20 school year! We are looking forward to beginning the journey of learning together and continuing the tradition of excellence that has been associated with West Rouge Junior Public School and our community.

West Rouge offers a wide range of academic, athletic, and arts opportunities for our students both in and out of the classroom. We encourage students to be as actively engaged in all areas of our school as possible. This will help to foster new friendships; new learning experiences, and promotes overall well-being.

The agenda is a wonderful communication and organization tool. Please take some time to carefully read the first few pages of this agenda together as they include important information about West Rouge and our policies. Please ensure that the agenda is at school each day.

To ensure that all students have a safe and comfortable space to learn, we expect all students to adhere to two guiding principles to ensure a positive school climate for everyone:

- Be Respectful of all people and property
- Be Safe

This year, we have introduced a revised Code of Conduct to reflect the two guiding principles listed above. Please take the time to review this Code of Conduct yourself and with your child. This will be discussed, reinforced, and re-visited regularly within the classroom and school assemblies. We believe that our new Code of Conduct will ensure that we have clear expectations that will lead to a safe and respectful school culture for all students, staff, and visitors to our school.

The Toronto District School Board is committed to creating an equitable school system where the achievement and well-being of every student is fostered through rich and authentic learning experiences. Our parents, students, and staff will be working together to create an enriching educational experience for everyone – education is all of our responsibility! We look forward to working with, and learning from, all of you as we continue down the path toward student success.

M. Murphy
Principal

CODE OF CONDUCT

We will make every effort to follow the policy put forth by the Ontario Human Rights Code, which states:

...it is public policy in Ontario to recognize the dignity and worth of every person and to provide for equal rights and opportunities without discrimination that is contrary to the law, and having as its aim the creation of a climate of understanding and mutual respect for the dignity and worth of each person so that each person feels a part of the community and able to contribute fully to the development and well-being of the community and the Province. (Human Rights Code, Ontario 1982)

Our objective is to help students become responsible, self-disciplined people who know the difference between right and wrong behavior. Our Code of Behaviour is driven by a basic respect for one's self, all others, and all school property. Respect is defined as a sense of care for the well-being of yourself and all others shown by treating people and property with courtesy at all times. Based on the above, we believe that the following expectations are appropriate, reasonable and attainable.

A. RESPONSIBILITIES OF STUDENTS

- Our students will be punctual in attendance (morning entry, recesses, and lunch time)
- Our students will abide by all policies of the Toronto District School Board (clearly outlined beginning on page 5 of the agenda)
- Our students will demonstrate respect for all others including yourself, all property, and all school resources at all times
- Our students will arrive to school prepared for learning and complete all work to the best of your ability with a positive attitude
- Cell phones should not be brought out or used in classrooms, hallways, the lunchroom, or the school yard unless with direct staff member permission (for use on class assignments etc.) Classes using cell phones and other personal technology will complete a Bring Your Own Device contract

- Cell phones and other personal items that come to school are done so at your own risk as the school cannot be responsible for loss or damage. We do not encourage personal items of value to be brought to school

B. RESPONSIBILITIES OF STAFF

- Our staff will demonstrate respect for everyone at all times
- Our staff will strive to create a positive, collaborative, safe, and respectful learning environment for all learners
- Our staff will be firm, fair, consistent, and equitable when dealing with students
- Our staff will support our students' academic, social, and emotional well-being

C. RESPONSIBILITIES OF PARENTS/GUARDIANS

- Parents will ensure that each child attends school regularly and on time. In the event of absence from school, parents will contact the school at **416-396-6635 before 8:30 am**
- Parents will demonstrate respect for everyone at all times when on school property
- Parents will ensure the school is kept current on emergency contacts, student medical information, and will inform the school for any special circumstances which may affect the student's progress and/or behavior
- Parents will encourage a positive, collaborative, safe, and respectful approach to learning

CONSEQUENCES FOR UNACCEPTABLE BEHAVIOUR:

In the event of unacceptable or unsafe behavior, the following strategies will be employed (not necessarily in this order, and dependent on the severity and frequency of the behavior)

- Teacher discussion with the student and parents about the behavior
- Detention (withdrawal of recess or lunch privileges and/or removal from extra-curricular activities for a period of time)
- Time out of class (completing school work in the office or other location)
- Meeting with parents to discuss ongoing behavior/safety concerns
- Enlisting other School Board supports (support team, caring & safe schools, etc.)
- Formal suspension from school (in accordance with the TDSB chart of consequences for inappropriate behavior listed on page 6 of the agenda)
- Police contact for incidence of a criminal nature

HARASSMENT POLICY:

All students in our school will be made aware of the Board's Harassment Policy during a principal visit to each class in the Fall. It has been suggested that students **Talk About It:** such things as bullying, racial/ethnocultural, and sexual harassment and discrimination, **Tell About It,** and **Take Positive Action.** It is our hope that by talking about it, telling about it, and taking positive action, we will **STOP HARASSMENT.** Harassment and intimidation of any kind is not permitted at this school, and will be dealt with in a serious manner in accordance with the Board's Safe Schools mandate.

SCHOOL ROUTINES

ATTENDANCE PROCEDURES:

It is mandatory for parents/guardians to telephone the school if their child is to be absent or late. As part of our Safe Arrival Program, we will attempt to contact the parents/guardians at home or at work to determine the whereabouts of their child(ren). These calls are now automated and done until there is an acknowledgement from a parent or guardian.

Please call the school and leave a message even outside of school hours if your child will be absent. (416) 396-6635. The office is open between 8:00 and 4:00.

Students entering or leaving school during the school day without a signed and dated note, require a parent or guardian to sign them out. We appreciate your cooperation with this important safety matter.

If your child will be away for an extended period of time and the absence is known in advance, please contact your child's teachers well before the date to determine which work can be provided. Not all learning is from a textbook and your child will miss important curricular expectations if they are to be absent during the school year. Please try to limit vacations to the assigned days in the calendar, when possible.

In those instances when students are to be away for medical reasons for an extended period of time (months), home instruction is available. Please contact the school for details.

Students who miss tests or assignments due to absence, will, on the day of their return, or at the teacher's discretion, write the test or submit the assignment. In the event of severe medical issues teachers will obviously make alternate arrangements to evaluate a student's achievement.

TIMING OF THE SCHOOL DAY:

- 8:25 - staff supervision of the school yard begins. Students are encouraged to arrive early to be ready for the bell
- 8:40 - morning bell: students are admitted into the school under teacher supervision
- 8:45 - students **must** be in Period One class or they are LATE
- 8:45 - morning classes begin
- 9:55-10:10 - recess
- 11:30 - 12:30 - LUNCH
- 12:35 - afternoon classes begin – students must be in class by this time or they are LATE
- 1:55 – 2:10 - recess
- 3:20 - early dismissal for students meeting daily expectations of work and behaviour
- remedial help available at this time

Students should arrive at West Rouge between 8:30 and 8:40 a.m. Staff supervision for students on West Rouge property begins at 8:30 a.m.. Classes do not begin until 8:45 a.m., giving students plenty of time to be punctual for class.

Parents please note: We anticipate the *Kiss' N Ride* program continuing during this school year. Grade 6 Safety Patrollers will be available between 8:30 and 8:40 to assist you in the drop off of your children in the roundabout. This program has proven very effective in reducing the traffic and increasing student safety. **Parents must either find street parking or use the kiss n' ride program. Due to limited spaces, parking is NOT available in the school lot as this is needed for staff members.**

STUDENT ILLNESS AT SCHOOL:

If you are aware that your child is not well, please keep him/her at home. The school does not have the staff to supervise ill children. On occasion, students become ill, or are injured, while at school and require parental or medical attention during school hours. In case of accident, or sudden illness or injury, it is imperative that the school be able to contact a parent(s). When this is not possible, we require the name and telephone number of a **reliable and available** relative or neighbour who will be responsible for the student until the parent returns. If we feel that a student would benefit from immediate medical attention and his/her parent or emergency contact cannot be reached, the school will arrange to transport the child to a hospital accompanied by a staff member. In the case of extreme medical need, ambulance service will be requested. Emergency information sheets are sent home with all students the first day of school. Parents are asked to carefully check this information and return the forms back to the school as soon as possible.

It is absolutely essential that we be informed of any serious or life threatening medical conditions such as allergies and anaphylactic reactions. Please note that this information is kept in the strictest of confidence. Contact the principal for further clarification.

**** PLEASE NOTE WEST ROUGE JR. P.S. IS AN ALLERGY SAFE SCHOOL. ALL NUTS AND PEANUTS, SUCH AS PEANUT BUTTER, PEANUT FOOD PRODUCTS, HAZELNUTS, ALMONDS, WALNUTS, CASHEWS ARE NOT ALLOWED AT WEST ROUGE AS WE HAVE STUDENTS WITH LIFE THREATENING ALLERGIES TO THESE FOODS. YOUR COOPERATION IN THIS MATTER IS GREATLY APPRECIATED.**

If your telephone number or address changes during the school year please inform the office. It is absolutely essential that the office have current information and the addresses and phone numbers of parent/guardians and emergency contacts. Please note that this information is kept in the strictest of confidence.

**** Please note that staff members are NOT permitted to administer any medication, including over-the-counter drugs, to any student without having a completed "Administration of Prescribed Medication" form, signed by a physician. These forms are available at the office.**

HEAD LICE:

Head lice are not a health hazard in Canada, but rather a nuisance. They are passed from person to person and it is very important that we are notified immediately if you discover your child has lice or nits (eggs). Once we are notified, parents will be informed by letter that lice have been found in their child's classroom. We advise parents to check their children weekly. Students who are found to have head lice will, in accordance with Board policy, be removed from class and sent home for treatment. If your child is not free of lice or nits on returning to school, he/she will **not** be re-admitted to class. **All lice or nits must be removed even if treatment has occurred.**

The School Advisory Council, along with a Board Pediculosis Advisor will co-ordinate schoolwide lice checks on various days throughout the school year. School wide checks are one of the most effective ways of reducing the number of cases of lice and all students are expected to be checked.

USE OF SCHOOL PHONE:

Occasionally it may be necessary for a student to use the school phone. Permission must be obtained from a staff member and a valid reason given. A request to use the phone to make arrangements for visiting friends after school is not considered a valid reason. With over 310 students in the school, **personal messages (except for emergency situations) cannot be taken and given to students.** Please encourage your child to make arrangements before leaving for school in the morning. Students will not have telephone access during the lunch hour, unless it is an emergency.

TEXT, LIBRARY AND REFERENCE BOOKS:

The school will supply textbooks and workbooks when needed. It is, however, the responsibility of the student to maintain the condition of their books until the end of the school year. Do not write on or in any school textbook or workbook. Library books may be borrowed from the library for a two-week period. **STUDENTS ARE RESPONSIBLE FOR THESE MATERIALS AND WILL BE ASSESSED REPLACEMENT FEE FOR LOST OR ABUSED SCHOOL TEXTS OR LIBRARY BOOKS.**

LUNCHROOM PROGRAM:

A detailed lunchroom contract will come home with all students who will be staying for lunch. This contract clearly outlines the expected behavior and the lunchroom routines that students who are part of our lunchroom program must adhere to. Please carefully review this contract with your child before signing and returning to the school.

CLEANLINESS IN THE SCHOOL:

It is expected that students will co-operate in maintaining a high standard of cleanliness in the school and on the school grounds.

Halls and Foyers

- place litter in garbage cans situated in a variety of locations inside the school

Classrooms

- refrain from consuming food, candy, gum or drinks in any classroom, including the gym

Outdoors

- place litter in garbage cans situated in a variety of locations outside the school

Washrooms

- keep washroom areas in a sanitary condition and dispose of paper towels in the garbage cans.

LOST AND FOUND:

In an active school like West Rouge it is not surprising that some articles get lost. Some form of identification on belongings is helpful.

Students are encouraged not to bring valuables or large sums of money to school as the school can not be held responsible if they are lost or stolen.

HOMEWORK GUIDELINES

DEFINITION:

At West Rouge Jr. P.S. homework is simply defined as *unfinished schoolwork*. It is expected that homework *always* include a minimum of 15 minutes of reading. Kindergarten and primary students **will be expected to read each and every evening**, but will not have large amounts of assigned work. They may bring home unfinished work from the day, but will not be assigned numerous pages of new work to start in the evening. Junior students may have between 30 - 45 minutes of homework each evening, some of which may be assigned to reinforce a concept taught during the day or be part of a larger project or assignment. Junior students will of course also need to complete any unfinished work from the school day.

EXPECTATIONS:

It is expected that all homework be completed **on time**, to the absolute best of the student's ability.

AGENDAS:

It is expected that every West Rouge student have their own agenda and use it on a daily basis to keep track of their work, due dates and other related information. The school will sell agendas as a service, or students may choose to purchase his/her own. Parents/guardians should expect to see this agenda every day. This is a shared responsibility of the student and parent/guardian(s). In certain circumstances as discussed and arranged with the teacher, the student's agenda will be initialed by the parent/guardian(s) to indicate that they have seen the assigned work.

LATE/OVERDUE WORK:

Consequences for late work may include a deduction of marks up to 10% of the total number of marks given for the assignment (as per 2011 Board policy). Consequences will also include those listed on page 6 of the agenda. Parent/guardian(s) will be involved with the issue of late or incomplete homework, and all involved will work to rectify this problem. It is very important that students learn the importance of meeting deadlines – please support your child by maintaining contact with his or her teachers.

PROGRAM ROUTINES

PHYSICAL EDUCATION:

All students are expected to take part in the Physical Education program unless they are prevented from doing so for health reasons. If there is a health problem, a signed note to the teacher is required. Equipment required for each activity class is as follows:

1. pair of running shoes (athletic type, non-marking soles)
2. proper gym outfit consisting of a t-shirt, shorts and sweat socks (a track suit may be worn in colder weather)

We feel that it is important for students to be outfitted in this manner so as to allow them free and safe movement in all activities. We stress that jewelry of any kind not be worn during physical education classes (as per Board P.H.E. Safety Guidelines).

MUSIC:

Instrumental music is an integral element of the Arts, and is an important part of the curriculum. As such, music is part of our timetable. Our students also have the opportunity to take part in a wide variety of extra-curricular music programs. Instruments may be borrowed from the music room on a daily basis. **Students must return their instruments prior to the next music day.** Disregarding any borrowing or care guidelines set out by the music teachers may result in sign-out privileges being revoked temporarily or permanently. Repairs to the instrument will be the responsibility of the student and his/her family. Mouthpieces are given one per student for the entire school year.

EXTRA-CURRICULAR ACTIVITIES:

West Rouge is an active, exciting place for students. With appropriate facilities and a skilled, dedicated staff, we are able to offer a wide variety of activities that offer something for everyone.

We urge every student to get involved in the excellent performance, visual arts, house league or sports programs that operate daily or to join some of the numerous clubs available. These activities can truly add to the enjoyment of our school and contribute to a well-rounded education.

TEAM AND PHE T-SHIRTS:

For this school year we will once again be selling West Rouge active wear in September! **This spirit wear will also serve as each student's team shirt if they make a West Rouge Interscholar Team.** This shirt will also be great for spirit days and physical education classes.

****If you anticipate your child will be on a sports team at West Rouge this year please purchase them a shirt when the school places the order in early fall! We no longer provide school shirts for teams as the numbers have dwindled over the years to near zero.**