



# **Blythwood Junior Public School Parent Handbook 2010 to 2011**



2 Strathgowan Crescent,  
Toronto, M4N 2Z5  
Office: (416) 393-9105  
Safe Arrival: (416) 393-9104



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# Principal's Message

September 2010

Dear Parent/Guardian:

Welcome to Blythwood Public School! We provide a warm, safe, productive environment for your children to learn and grow academically, socially, and emotionally. This handbook has been created to help answer many questions you may have regarding programs and routines at Blythwood. It will help students organize their daily activities and be more successful in their school endeavors. School routines, procedures and other important information are included. Please take a few moments to review and discuss the enclosed information with your child(ren). Keep it “handy” for future reference.

Blythwood enjoys an excellent reputation where staff and parents work hard to meet the needs of our young learners. We encourage and value your on-going participation and involvement in the educational experience of your children. We will endeavor to make you partners in your child's education, and believe that when parents participate in their child's school experience, everyone – the child, parents, and teachers – benefits.

As I begin my second year at Blythwood, I look forward to an extremely positive and productive year. A year where the children grow and mature as students, where the teachers are excited to come to work each day because of the positive environment and where the parents/community members continue to get involved and contribute to school life.

We all look forward to working with the students and parents of our community and would like to hear from you over the course of the year. Please contact us if you have any questions or concerns. I know it will be the best year yet!

Sincerely,

Kathy Dingley  
Principal

[Kathy.Dingley@tdsb.on.ca](mailto:Kathy.Dingley@tdsb.on.ca)



# Parent Student Council Chair's Message

September 2010

Dear Parent/Guardian:

Welcome (and welcome back)! It's a busy time but also an exciting one as we watch our children take on new challenges with the start of the school year.

We are proud of our school, with its history of excellence in academics, athletics and community involvement. This success is due to the hard work of our principal, the staff and parents like you.

The Blythwood Parent School Council enriches the environment at the school by supporting academic, athletic and social activities for our children. We promote school spirit, concern ourselves with student well-being and sponsor programs that increase our children's awareness of their role in the greater community.

The Parent School Association is our charitable organization, registered for tax purposes, and its fundraising efforts have provided the school with the curriculum support (*e.g.*, art programs and literacy and numeracy materials) and tools (*e.g.*, computers and sports and playground equipment) that help to make Blythwood such a wonderful place to learn.

As Chair of the Parent School Council and the Parent School Association, I invite you to become involved in any capacity that appeals to you. It may be as simple as attending a PSA/C meeting to vote on a proposed budget or as complex as running our bi-annual gala fundraiser. Every contribution is appreciated and every contribution helps to continue Blythwood's tradition of excellence.

Please feel free to contact me if you would like more information about our activities, or if you would like to become involved.

Yours sincerely,

Susan Fisher  
Chair, Parent Student Council/Association  
[fsfisher@rogers.com](mailto:fsfisher@rogers.com)



# Welcome to Blythwood Public School

Welcome (back) to Blythwood! This handbook is designed to give you an overview of activities and programs organized within the school and to try to answer some frequently asked questions. We hope this will be a useful tool for you and your child throughout the 2010-2011 school year.

## Address and Contact Information

| Title                          | Name                   | Contact Information  |
|--------------------------------|------------------------|--|
| School Office                  |                        | 2 Strathgowan Crescent, Toronto,<br>M4N 2Z5<br>Tel (416) 393-9105<br>Fax (416) 393-9107      |
| Safe Arrival                   |                        | (416) 393-9104   |
| Principal                      | <i>Kathy Dingley</i>   | <a href="mailto:Kathy.Dingley@tdsb.on.ca">Kathy.Dingley@tdsb.on.ca</a>                       |
| Office Administrator           | <i>Giftie Kwarko</i>   | <a href="mailto:Giftie.Kwarko@tdsb.on.ca">Giftie.Kwarko@tdsb.on.ca</a>                       |
| Data Secretary                 | <i>Linda Stockdale</i> | <a href="mailto:Linda.Stockdale@tdsb.on.ca">Linda.Stockdale@tdsb.on.ca</a>                   |
| Parent School Council Chair    | <i>Susan Fisher</i>    | <a href="mailto:fsfisher@rogers.com">fsfisher@rogers.com</a>                                 |
| TDSB Superintendent of Schools | <i>Johanne Messner</i> | (416) 396-9182<br><a href="mailto:Johanne.Messner@tdsb.on.ca">Johanne.Messner@tdsb.on.ca</a> |
| TDSB School Trustee            | <i>Gerri Gershon</i>   | (416) 395-8408<br><a href="mailto:Gerri.Gershon@tdsb.on.ca">Gerri.Gershon@tdsb.on.ca</a>     |

## School Hours of Operation

| Time               | Event  |
|--------------------|--|
| 8:45 to 8:55 a.m.  | Outdoor Supervision (Basement for inclement weather) |
| 8:55 a.m.          | Morning Entry begins                                 |
| 9:00 a.m.          | Classes begin  |
| 10:20 – 10:35 a.m. | Morning Recess                                       |
| 11:30 a.m.         | JK/SK dismissal                                      |
| 11:45 a.m.         | Lunch  |
| 12:55 p.m.         | Afternoon Entry begins                               |
| 1:00 p.m.          | Classes begin  |
| 2:20 to 2:35 p.m.  | Afternoon Recess                                     |
| 3:30 p.m.          | JK/SK Dismissal                                      |
| 3:45 p.m.          | Dismissal  |
| 3:45 to 4:00 p.m.  | Outdoor Supervision                                  |

## At-a-Glance Calendar of Events

| September 2010     |   |
|--------------------|---|
| <b>1 *</b>         | <b>Professional Activity Day</b>  |
| <b>6 **</b>        | <b>Labour Day Holiday</b>   |
| 7                  | First day of school for students  |
| 15                 | New Parents Breakfast<br>QSP assembly (for students)  |
| 22                 | Picture day   |
| 21 to 23           | Book fair   |
| 23                 | Curriculum Night  |
| 24                 | Terry Fox Run<br>Spirit Day - Sunglasses Day  |
| 29                 | Lice Check  |
| October 2010       |   |
| 1                  | Fall Fun Fair   |
| <b>11 **</b>       | <b>Thanksgiving Day Holiday</b>   |
| 13                 | Pizza Lunch   |
| 18                 | Parent School Council General Meeting   |
| 27                 | Pizza Lunch   |
| 29                 | Spirit Day – Halloween Costumes<br>Halloween Parade at 1 pm   |
| November 2010      |   |
| 5                  | Prologue Performance: Robin Hood  |
| 10                 | Pizza Lunch   |
| 15                 | Progress Reports are sent home with students  |
| 18                 | Parent-Teacher Night – Progress Report Interviews   |
| <b>19 *</b>        | <b>Professional Activity Day – Progress Report Interviews</b>                                       |
| 24 to 26           | Grade 5 overnight trip to the Toronto Island Natural Science School                                 |
| 26                 | Spirit Day - Inside Out/Backwards Day   |
| 24                 | Pizza Lunch   |
| December 2010      |   |
| 8                  | Pizza Lunch<br>Holiday Concert Dress rehearsal – afternoon Sunnyview PS                             |
| 9                  | Holiday concert – Evening   |
| 17                 | Spirit Day - Black & White Day  |
| <b>20 to 31 **</b> | <b>Christmas Break</b><br>(last day of school is December 17, 2010; school resumes January 3, 2011) |

|                    |   |
|--------------------|---|
| January 2011       |   |
| 12                 | Pizza Lunch   |
| <b>21 *</b>        | <b>Professional Activity Day</b>                          |
| 26                 | Pizza Lunch   |
| 28                 | Spirit Day - Beach Day                                    |
| February 2011      |   |
| 9                  | Pizza Lunch   |
| 13                 | Report Cards are sent home with students                  |
| 17                 | Parent-teacher Night – Report Card Interviews             |
| <b>18 *</b>        | <b>Professional Activity Day – Report Card Interviews</b> |
| <b>21 **</b>       | <b>Family Day Holiday</b>                                 |
| 23                 | Pizza Lunch   |
| 25                 | Spirit Day - Pajama Day                                   |
| March 2011         |   |
| <b>14 to 18 **</b> | <b>March Break</b>  |
| 22 to June 10      | Gamelon Drumming  |
| 25                 | Spirit Day - Retro Day 60's, 70's, 80's                   |
| April 2011         |   |
| 6                  | Prologue Performance                                      |
| <b>22 **</b>       | <b>Good Friday Holiday</b>                                |
| <b>25 **</b>       | <b>Easter Monday Holiday</b>                              |
| 29                 | Spirit Day - Outrageous Hat Day                           |
| May 2011           |   |
| 5                  | Open House  |
| <b>20 *</b>        | <b>Professional Activity Day</b>                          |
| <b>23 **</b>       | <b>Victoria Day Holiday</b>                               |
| 27                 | Spirit Day - School Colours Day                           |
| June 2011          |   |
| 23                 | Grade 6 Graduation  |
| 24                 | Spirit Day - Crazy Hair Day                               |
| 28                 | Report Cards are sent home with students                  |
| 29                 | Last day of school for students                           |
| <b>30 *</b>        | <b>Professional Activity Day</b>                          |

(\*) No school for students on these days, but staff will be onsite

(\*\*) The school will be closed on these days

# Staff Directory

| Classroom Teachers                           | Name                    | Room                       |
|--|-------------------------|----------------------------|
| JK (a.m./p.m.)                               | <i>Shawn Patt</i>       | 1                          |
| SK (a.m.)                                    | <i>Caroline Kroboth</i> | 2                          |
| SK (a.m.)                                    | <i>Alex Zamora</i>      | 3                          |
| SK (p.m.)                                    | <i>Nan Laws</i>         | 3                          |
| Grade 1                                      | <i>Carol Heron</i>      | 7                          |
| Grade 1                                      | <i>Jane Freeman</i>     | 4                          |
| Grade 1/2                                    | <i>Catherine Almon</i>  | 6                          |
| Grade 2                                      | <i>Jackie Singh</i>     | 5                          |
| Grade 2/3                                    | <i>Nancy Truman</i>     | 11                         |
| Grade 2/3                                    | <i>Susan Pollock</i>    | 14                         |
| Grade 3                                      | <i>Monisha Katyal</i>   | 13                         |
| Grade 3/4                                    | <i>Chris Caulford</i>   | 12                         |
| Grade 4                                      | <i>Sandy Hutchison</i>  | 8                          |
| Grade 5                                      | <i>Nick Nikita</i>      | 9                          |
| Grade 5/6                                    | <i>Janet Blackmore</i>  | 10A                        |
| Grade 6                                      | <i>Justin Pozin</i>     | 10B                        |
| Support and Prep Teachers                    |                         |                            |
| Learning Centre (a.m.)<br>Jr. Science (p.m.) | <i>Sharon Moskovitz</i> | 17                         |
| French (a.m.)                                | <i>Sally Laren</i>      | 15                         |
| Music (p.m.)                                 | <i>Jonathan Ingham</i>  | 15                         |
| Health & Physical Education                  | <i>Dave Haywood</i>     | Gym                        |
| Library (p.m.)                               | <i>Alex Zamora</i>      | Library                    |
| Media Literacy (a.m.)<br>French (a.m.)       | <i>Nan Laws</i>         | Computer Lab/Library<br>16 |
| Educational Assistant                        |                         |                            |
| Kindergarten (p.m.)                          | <i>Michelle Page</i>    |                            |
| Caretaking Staff                             |                         |                            |
| Chief Caretaker                              | <i>Eric Munson</i>      |                            |
| Evening Caretaker                            | <i>Andrew Randall</i>   |                            |

# Parent School Council & Parent School Association

The Blythwood PSC is an organization that works to (i) help improve student achievement by advising the school principal and the school board on various issues and (ii) enhance the accountability of the education system to parents. Anyone with a child attending Blythwood is a member of the PSC and is encouraged to attend and participate in general meetings. These regular meetings (generally held every six weeks) keep parents up-to-date on activities at the school as well as issues relevant to parents, the school and the education system.

The PSC also sponsors various extracurricular programs and events for our children, such as the Safe Arrival program, the After Four program, Cross-Country, the Fall Fun Fair and Lip Synch. The PSC organizes class parents each September, sponsors regular lice checks and, starting 2010-2011, will introduce the “Lunch Lady” as part of the lunchtime nutrition program. We are grateful for the many parents who volunteer their time to organize these popular programs.

The PSA, a registered charitable organization, raises money to provide curriculum support (*e.g.*, art programs and literacy and numeracy materials) and tools (*e.g.*, computers and sports and playground equipment) that help to make Blythwood such a wonderful place to learn. Many volunteers are needed to assist with these fundraising goals.

## PSC Executive 2010-2011

| Title            | Name                   | Contact Information  |
|------------------|------------------------|--|
| Chair            | <i>Susan Fisher</i>    | <a href="mailto:fsfisher@rogers.com">fsfisher@rogers.com</a>                 |
| Secretary        | <i>Paula Hamilton</i>  | <a href="mailto:phamilton@rogers.com">phamilton@rogers.com</a>               |
| Treasurers - PSA | <i>Kathy Jauernig</i>  | <a href="mailto:kathyjauernig@sympatico.ca">kathyjauernig@sympatico.ca</a>   |
| PSC              | <i>Alison Smith</i>    | <a href="mailto:overveldefam@rogers.com">overveldefam@rogers.com</a>         |
| School Support   | <i>Shannon Hardy</i>   | <a href="mailto:sbhardy@rogers.com">sbhardy@rogers.com</a>                   |
|                  | <i>Andrea Mozas</i>    | <a href="mailto:andreamozas@medcan.com">andreamozas@medcan.com</a>           |
| Policy           | <i>Lisa Gray</i>       | <a href="mailto:murray@gameplan-mgmt.com">murray@gameplan-mgmt.com</a>       |
| Fundraising      | <i>Anita Mancuso</i>   | <a href="mailto:anita.mancuso@bell.net">anita.mancuso@bell.net</a>           |
| Principal        | <i>Kathy Dingley</i>   | <a href="mailto:Kathy.Dingley@tdsb.on.ca">Kathy.Dingley@tdsb.on.ca</a>       |
| Staff Advisory   | <i>Sandy Hutchison</i> | <a href="mailto:Sandra.Hutchison@tdsb.on.ca">Sandra.Hutchison@tdsb.on.ca</a> |

## PSC Program & Event Chairs 2010-2011

We are always looking for your ideas and assistance! Contact Susan Fisher at [fsfisher@rogers.com](mailto:fsfisher@rogers.com) to volunteer or if you have any questions.

| Chair Position          | Names  | Responsibilities   |
|-------------------------|--|--|
| Anaphylaxis & Allergies | <i>Jennifer Gertz<br/>Helga Watchorn</i>   | Provides public awareness and enforcement.   |
| After Four              | <i>Kelly Osler</i>   | Oversees lunchtime and after school extra-curricular programs.   |
| Book Fair               | <i>Jill Garrett</i>  | Organizes and coordinates fall book sale, which benefits the school library.                               |
| Community Health        | <i>Wendy Duffy</i>   | Co-ordinates regular lice checks and assists with other health issues.                                     |
| Community Outreach      | <i>Cathy Martin</i>  | Assesses needs and recommends/organizes student-driven charitable events.                                  |
| Cross Country           | <i>Donna Mackenzie<br/>Jennifer Gerds</i>  | Co-ordinates training of school team for fall TDSB meets.  |
| Fall Fun Fair           | <i>Lisa Davies<br/>Susan Fisher<br/>Tammy Neal<br/>Indira Ovenell<br/>Bev Pennock<br/>Shannon Wiggan<br/>Lisa Windover</i> | Co-ordinates outdoor community event.  |
| Glenview Liaison        | <i>Lisa Gray</i>   | Assists in transition of grade 6 students to Glenview Secondary School; liaison with Glenview PSC.         |
| Governance              | <i>Sacha Fraser<br/>Alyona Song<br/>Susan Fisher</i>   | Develops new by-laws for the PSC.  |
| Grade 6 Grad            | <i>Cathryn Cruikshank<br/>Diana Moffat<br/>Helga Watchorn</i>  | Coordinates fundraising activities and the event planning process and liaises with both the staff and PSC. |
| Kiss-n-Ride             | <b><i>Position available</i></b>   | Co-ordinates morning drop-off program.   |
| Lip Sync Show           | <i>Barb Antoniadis<br/>Karen Hunter<br/>Sonia Platnick</i>   | Produces annual student show.  |

| Chair Position                    | Names   | Responsibilities  |
|-----------------------------------|---|---|
| QSP                               | <i>Anita Mancuso<br/>Chris Guest</i>                  | Organizes fundraising magazine drive.   |
| Pizza Lunch                       | <i>Anita Mancuso<br/>Gloria Yusishen</i>              | Administers the ordering, purchasing and scheduling of our fundraising pizza lunches                                    |
| Safe Arrival                      | <i>Mary Cameron</i>                                   | Co-ordinates volunteers to confirm student absences.  |
| Safe & Caring Schools Rep         | <i>Gillian Marshall</i>                               | Provides parent representation on this school committee.  |
| Safety and Traffic                | <i>Mark Mendelson<br/>Sam Hardy</i>                   | Oversees parking, playground, traffic sign and crossing guard issues.   |
| School Handbook                   | <i>Shannon Hardy<br/>Susan Fisher<br/>Nick Nikita</i> | Develops, drafts and publishes the annual School Handbook.  |
| School Spirit                     | <i>Shannon Hardy<br/>Andrea Mozas</i>                 | Organizes and co-ordinates monthly spirit days.   |
| Spring Fundraiser (non-Gala year) | <b><i>Position available</i></b>                      | Helps plan, promote and execute a fun evening for the Blythwood community that will help us raise funds for the school. |
| Track & Field                     | <i>Donna Mackenzie<br/>Jennifer Gerdts</i>            | Co-ordinates training of school team for spring track & field meets.  |
| Webmaster                         | <b><i>Position available</i></b>                      | Maintains Blythwood's new website.  |
| Yearbook                          | <b><i>Position available</i></b>                      | Assists staff and students with layout and production of yearbook.  |

## Volunteers

Parents are encouraged to take part in some (or all!) of the many school programs and activities for which volunteers are sought. Throughout the year, teachers and class parents will notify parents of volunteer opportunities in the classroom or on field trips. In addition, the Parent School Council coordinates many programs and events and there are always short-term and year-long volunteer opportunities. If you wish more information or to volunteer, please contact the PSC Chair, *Susan Fisher*, [fsfisher@rogers.com](mailto:fsfisher@rogers.com).

Effective September 2004, the provincial government required that all volunteers with a school board, who have regular, ongoing contact with students, be required to obtain a police reference check. Forms for these are available in the school office; there is a nominal fee.

# Safety Matters

## Safe Arrival Program

Blythwood's Safe Arrival program is organized and staffed by parent volunteers to ensure that all students are accounted for, each day, at morning and afternoon attendance. This program is mandated by the TDSB in all elementary schools.

***If your child will be absent or late, please call Safe Arrival at 416-393-9104 and follow the instructions to leave a voicemail message.***

The Safe Arrival voicemail system is available 24 hours a day to take your message. Please call before 8:30 a.m. or 12:30 p.m. for a same-day absence or late arrival.

If a student is absent at morning or afternoon attendance, and there is no voicemail message advising Safe Arrival of this absence, Safe Arrival volunteers will first confirm the absence with the teacher and then phone to alert the student's parent/guardian, using contact numbers provided in September. It is vitally important that you provide appropriate contact numbers, including cell phones or pagers. If the parent/guardian cannot be reached and the child cannot be traced, or if foul play is suspected, the decision to take further action, including calling the police, rests with the principal.

Any questions on the Safe Arrival program should be directed to the Safe Arrival Coordinator: Mary Cameron, [cameron.2@sympatico.ca](mailto:cameron.2@sympatico.ca).

## Children Leaving & Returning During School Hours

Students must sign out and in at the office if they are required to leave the school during school hours. A note is required from a parent or guardian if the departing student is not accompanied by a parent or guardian. Kindergarten, Primary and Junior students will only be released to a parent, guardian, or designated babysitter.

Students returning to school from an appointment, or arriving late for attendance, are required to sign-in at the office before reporting to their class. Students will be given an "Admit Slip" to be handed in to their teacher upon return. Parents will be notified in the case of persistent lateness.

## Visitors Policy

Blythwood has a Visitors' Policy to ensure the safety of our students and staff. It is monitored and reviewed every year. The Visitors' Policy has many purposes:

- To enhance the safety of the students, staff and volunteers at Blythwood, while maintaining a welcoming environment where parents are encouraged to participate in school life.
- To easily identify visitors, volunteers and parents in the school.
- To help teachers identify possible intruders in the school.
- To provide administration with the names of people in the school in case of an emergency.

Every visitor entering Blythwood during school hours is required to sign-in at the office and pick up a visitor's tag to wear for the duration of their visit. After 9:00 am, all doors, with the exception of the MIDDLE doors at the front of the school, are locked for safety reasons. Please remember to sign-out at the office and return your visitor's tag before you leave.

## Allergen Safe Environment

In order to reduce the risk of exposure to peanut and tree nuts, which have been found to be a leading cause of food-related allergic reactions and fatalities, we appeal to the school community to avoid sending products to school that contain peanuts or tree nuts. For those students at risk of other food allergens (milk, fish & shellfish, wheat, etc.) efforts will be made to minimize the exposure to identified allergens as part of the school prevention plan. This is a collaborative process involving the students, staff, and parents.

Due to a number of students in our school with potentially life-threatening allergies, Blythwood is a peanut/nut "SAFE" school. This means that products containing nut or peanut ingredients are *not* allowed. For more information, please visit: [www.anaphylaxis.org](http://www.anaphylaxis.org).

Please be sure to read all labels from food sent to school with your child. We thank you in advance for your co-operation by ensuring your child does not come to school with food or products containing nut or peanut products (or trace amounts of these products). This applies to food sent for lunches, snacks and classroom treats.

If YOUR child has an anaphylactic allergy, s/he is required to have two Epi-pens at school: one for the office and one for the classroom. Related medical forms regarding this allergy must be completed and submitted to the school office each year.

## **Illness, Injury & Medications**

To safeguard the health of others, we ask that any child who feels ill be kept at home. There is no in-school care for ill students. When students become ill, parents will be notified to make arrangements for their care.

In the case of communicable diseases (head lice, chicken pox, conjunctivitis, scarlet fever, *etc.*) parents are requested to notify the office as soon as possible so public health measures can be taken. A letter will be sent home to the class of the infected student.

Minor injuries such as minor cuts and bruises will be treated at school. For more severe injuries, we take steps to ensure timely treatment, including ambulance services if needed. We notify parents and/or emergency contacts in the case of more serious injuries.

Parents of students who have ongoing medical conditions that require medications (i.e. Epi-pens, inhalers, or prescription drugs) must notify the office and the teacher to complete the appropriate forms for administration of medication during school hours as required by the Toronto District School Board.

## **Getting to School**

### **Bikes, Skateboards & Scooters**

Blythwood encourages students to walk or bike to school. For safety reasons, bikes, skateboards and scooters must be walked through the school yard during the hours of 8:30 a.m. to 4:00 p.m. Students who do not abide by these rules risk having the item confiscated. Heelies and roller blades must be removed when entering school property.

### **Traffic & Parking**

Given the school's physical location and limited parking, traffic congestion creates a serious safety problem at the school and there have been a number of "near misses". We appreciate every effort you make to keep our children safe – please review and observe our traffic flow and rules, below. (Please note that there are no visitor parking spots in the parking lot located just south of the school; all spots are assigned to Blythwood staff.)



- Come to a complete stop at all stop signs. Rolling stops are not acceptable and are very dangerous with children rushing across the street getting to and from school.
- Be courteous to our school neighbours – don't block their driveways.
- Walk a block or two – park at the bottom of the hill on Strathgowan Crescent and walk up the hill to collect your children. A great way to avoid a traffic jam!

## Kiss'N Ride

Kiss'N Ride is a PSC-sponsored program that enables parents to quickly drop-off children in a designated area in front of the school, between 8:45 and 9:05 am, Monday to Friday. This alleviates parking problems and traffic congestion, and makes Strathgowan Crescent safer for all of our children. Only children in Grades 1 – 6 may participate (kindergarten children require more supervision than can be provided by volunteers).

Please observe the Kiss'N Ride signs, located at the north end of the school on Strathgowan Crescent and do not park in between the orange cones that designate our drop-off area.

## Communications

The TDSB has a “Standards and Practices for Parent Involvement in Schools” policy - see [www.tdsb.on.ca](http://www.tdsb.on.ca) and follow the parent link to view this policy. A copy of the Parent Concern Protocol is also available in the school office.

Parents are encouraged to contact teachers if they have any questions or concerns about their child's academic or social needs at school. Please call, email or send in a note to arrange a mutually convenient time to discuss your concerns.

The school uses a variety of methods for communicating with parents:

| Method                                      | Description   |
|---|---|
| Curriculum Night                            | Held each year in September, Curriculum Night provides parents with information about the curriculum proscribed for each particular grade and allows teachers an opportunity to describe how it the curriculum will be implemented in class.  |
| School Communication Emails and Family Mail | The school will collect parents' email addresses at the beginning of the school year – these addresses will be used to relay regular communications about school events and activities. If email is unavailable, a hard copy will be sent home with the youngest child in each family (i.e. “family mail”). |

| Method                           | Description   |
|----------------------------------|---|
| Class Parent Communication       | Class parents will compile and distribute “Class Lists” at the beginning of the year from the information you complete on the Permission to Contact Form. Parents can use these lists to arrange playdates, etc., and class parents will disseminate information relevant to the particular class.                    |
| Report Cards & Parent Interviews | New in 2010, Progress Reports are sent home with students in mid-November; parents will have an opportunity to meet with teachers to discuss these reports. The first Report Card will be sent home and parent-teacher interviews will take place mid-February. The final Report Card will be sent home in late June. |
| Classroom Communications         | Individual class newsletters and/or requests for assistance may be sent home as determined by teachers; class parents may assist with this communication (for example, to arrange volunteers for a field trip).   |
| Blythwood School Website         | Starting September 2010, Blythwood maintains a website at <a href="http://www.blythwoodschool.ca">www.blythwoodschool.ca</a> , offering useful information to our parent community. Check it out frequently for updates and information.  |
| Blythwood Bulletin               | All families will receive a PDF version of the school newsletter, the <i>Blythwood Bulletin</i> , via email every month. Archived issues are posted at <a href="http://www.blythwoodschool.ca">www.blythwoodschool.ca</a> .   |
| TDSB                             | The Toronto District School Board website is <a href="http://www.tdsb.on.ca">www.tdsb.on.ca</a> .   |

## Blythwood Public School Code of Conduct

Blythwood Public School is committed to creating a positive learning atmosphere in which all students have the opportunity to receive an education through which they may achieve their potential. Our goal is to assist children to assume responsibility for their own behaviour by developing a sense of mutual trust, respect and responsibility. Through the partnership of home, school and the community we can create a safe, caring and responsible learning community for all students.

## The Code of Conduct

| Responsibilities of Pupils  | Responsibilities of Teachers and Staff  | Responsibilities of Parents   |
|---|---|---|
| <ul style="list-style-type: none"> <li>• obey Blythwood’s Code of Conduct and Dress Code</li> <li>• be courteous and respectful to everyone</li> <li>• resolve conflicts and difficulties through peaceful means</li> <li>• strive to have a positive attitude towards self and school by contributing as much as possible to the life of Blythwood PS</li> <li>• respect the right of everyone to a school environment which is free from fear, prejudice, and distraction</li> <li>• respect the property of fellow students, the school and community</li> <li>• attend regularly and punctually</li> <li>• be prepared for school by bringing necessary materials and completing all assignments on time</li> <li>• electronic devices (cell phones, IPODS, Video Games, etc.) must be powered off and stored out of view during instructional class and other areas of the school unless otherwise authorized by the Principal.</li> </ul> | <ul style="list-style-type: none"> <li>• implement Blythwood’s Code of Conduct and Dress Code</li> <li>• be positive role models</li> <li>• establish and maintain a school environment conducive to learning</li> <li>• encourage each pupil to work to his or her maximum potential academically and socially</li> <li>• approach the education of the student in a just and fair manner</li> <li>• communicate information on the behaviour and progress of pupils to parents and administrators</li> <li>• identify pupils with special needs and involve appropriate personnel and parents/guardians</li> <li>• encourage and demonstrate appropriate means of handling anger and dealing with conflict</li> </ul> | <ul style="list-style-type: none"> <li>• support Blythwood’s Code of Conduct and Dress Code</li> <li>• be positive role models</li> <li>• encourage self discipline and the development of responsibility at home, at school and in the community</li> <li>• encourage each child to work to the best of his or her potential, academically and socially</li> <li>• take time to listen, talk, and read with your child</li> <li>• ensure that each child attends school regularly and punctually; call Safe Arrival at 416-393-9104 to inform the school of absence or late arrival</li> <li>• inform school staff of any special circumstances which may affect a pupil’s progress and/or behaviour</li> <li>• encourage and demonstrate appropriate means of handling anger and dealing with conflict</li> </ul> |

### The “High Five” Rules:

In 2010-2011, students will be introduced to the “High Five” rules, which highlight important aspects of the school’s Code of Conduct. These are:

1. Treat all people with respect and consideration. Speak politely.
2. Walk in an orderly manner when entering and exiting the school, on the stairs, and in the halls.
3. Work and play co-operatively and safely with everyone.
4. Keep hands, feet and objects to yourself.
5. Respect our environment. Keep our school clean and litter free.

## Consequences for Inappropriate Behaviour

Teachers and/or administration may impose any of the following specific consequences as necessary.

- verbal reprimand and/or warning
- written behaviour contract with student
- withdrawal of privileges
- informal or formal interview between any or all of student, teacher, principal or parent/guardian
- detention or temporary removal from the class
- letter or call by pupil, teacher, or administration to parent/guardian
- involvement of School Team, support staff and/or outside agencies

Blythwood is committed to a “no tolerance” policy for mean, bullying behaviour and takes seriously the responsibility to teach and redirect individuals engaged in such behaviour. Very serious misbehaviour and their consequences are defined and governed by the Safe Schools Policy of the Toronto District School Board (see [www.tdsb.on.ca](http://www.tdsb.on.ca)).

## Dress Code

Blythwood’s Dress Code is as follows:

- Boots, hats or hoods, coats and other outdoor attire are to be worn outdoors only.
- Clothing with offensive language, messages or images may not be worn.
- Micro-minis, micro-shorts and tops with low necklines may not be worn.
- Midriffs must be covered.
- Undergarments must be covered.
- Shoes must be worn in the school at all times.
- Clothing deemed inappropriate will be addressed by the administration.

## Homework Guidelines

The new version of the TDSB Homework Policy builds on the existing policy and reinforces homework as an engaging and relevant learning activity. The policy is founded on sound teaching and learning practice, current research, the TDSB Student Census data and the results of extensive consultation with parents, educators and community. The policy reinforces the Board’s commitment to the assignment of homework in a purposefully planned manner that is directly connected to a student’s school program and learning expectations of the Ontario Curriculum. It balances time required to complete homework with extra-curricular activities scheduled outside of the school day and activities that support personal and family wellness.

## What is Homework?

Homework is an out-of-classroom learning experience assigned by a teacher to enhance student learning. Homework will be reviewed by teachers so that they know where students are now and how to better direct them towards their learning goals.

## Types of Homework

Four types of homework defined, with identification of specific intended outcomes and application for effective learning.

| Type               | Definition  | Intended Outcome   |
|--------------------|---|--|
| <b>Completion</b>  | Any work assigned during the school day not completed in class  | Helps students keep up to date with the classroom program  |
| <b>Practice</b>    | Any work that reviews and reinforces skills and concepts taught in class                                    | Helps students practice newly acquired skills to develop fluency   |
| <b>Preparation</b> | 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 |
| <b>Extension</b>   | 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  |

## Incomplete Homework and Reporting

- Where appropriate, there will be progressive consequences for incomplete homework. Punitive measures are not appropriate as they provide powerful disincentives.
- Homework is reported on only the *Learning Skills & Work Habits* section of the *Elementary Progress Report* (November) and the *Elementary Provincial Report Card* (February and June) as a part of *Responsibility* subsection. Students are evaluated using the sliding scale: **E** – *Excellent*, **G** – *Good*, **S** – *Satisfactory*, **N** – *Needs Improvement*.

## Homework through the Grade Levels

- Homework should not be assigned to Kindergarten students. There is a strong connection between parental involvement and student achievement. As a result, families are encouraged to engage in early learning activities such as playing, talking and reading together in English or in the family's first language. Teachers may provide resources to support home-based early learning activities.

- Homework assigned in the early grades will more often take the form of reading, playing a variety of games, having discussions and interactive activities.
- In the late Primary and Junior grades, effective homework will begin to take the form of independent work.
- Homework for older students should be no longer than 1 hour for grades 7 and 8 students and no more than 2 hours for grades 9 to 12 students.

## Timing

- No homework assigned on school holidays or days of significance.
- Wherever possible, homework will be assigned by teachers in blocks of time so that families can best support homework completion by balancing the time required to complete homework with extra-curricular activities scheduled outside of the school day and activities that support personal and family wellness.
- Teachers shall not be expected to provide detailed classroom work and homework assignments for students who are away for extended periods of time as a result of family- or parent-initiated absences. For absences due to extended illness, parents may contact the school principal to discuss available options.

## Roles and Responsibilities

A positive and open school-home partnership will have a positive impact on student success in the homework process.

| Teacher Responsibilities  | Student Responsibilities  | Family Responsibilities   |
|---|---|---|
| <ul style="list-style-type: none"> <li>• design homework assignments that clearly articulate their purpose and expected outcome;</li> <li>• share expectations for homework with students and parents;</li> <li>• ensure any homework assigned is directly related to classroom instruction and consists of clear, purposeful and engaging and activities;</li> <li>• assign homework that is appropriate to the student's age, developmental level, learning style, skills and individual needs;</li> <li>• teach the skills necessary for the student to complete the homework and become successful independent learners.</li> </ul> | <ul style="list-style-type: none"> <li>• ensure that he/she clearly understands the homework assigned, i.e. assignments, criteria, and timelines, and asks for clarification or assistance from the teacher when homework assignments or the expectations are not clear;</li> <li>• record assignments in his/her agenda or student planner;</li> <li>• regularly complete assigned homework in a timely manner to the best of his/her ability;</li> <li>• manage time and materials, e.g. by bringing home necessary materials.</li> </ul> | <ul style="list-style-type: none"> <li>• provide an environment, i.e. workplace, block of uninterrupted time, usually in the home for homework to be done;</li> <li>• provide encouragement and appropriate support without doing the homework for their child;</li> <li>• provide a healthy balance between homework, co-curricular activities and family commitments;</li> <li>• stop their child from continuing to complete homework at bedtime, even if the child is not done;</li> <li>• contact the classroom teacher if their child is not consistently able to do the homework by him/herself or if challenges arise.</li> </ul> |

# Sports, Intramurals, and Extra-curricular Activities

## School Sports Teams

There are many opportunities for students to work towards a personal best and experience the fun of competition in a wide range of sports through Blythwood's school teams.

## Criteria for Athlete Selection to Blythwood School Teams

Students from Grades 4, 5, 6 are selected for school teams based on the following criteria:

- **Attitude:** The student must have a positive attitude while participating in the sport as well as demonstrating positive behavior at school. The athlete must be coachable.
- **Fundamentals:** The athlete must have basic skills in the sport they are participating.
- **Work Ethic:** The athlete must show desire, determination and effort during practice as well as during a game.
- **Potential:** The athlete must show development for the future, both in leadership and experience.
- **Commitment:** The athlete must attend all try-outs, practices and games and be prepared to give 100%, 100% of the time. They must be punctual for practices and games.
- **Academic Achievement:** The athlete must strive to be the best student they can be (i.e. completing homework and attending and fully participating in the classroom). The athlete is also expected to return to school after competing for Blythwood teams, if during the school day.

Blythwood will strive to put forward competitive teams and develop young talent for future years. The Coach/teacher will look for athletes that have most if not all of the above qualities.

## Parent Code of Conduct at Blythwood Sporting Events

- Do not engage the Officials (umpire, referee). Please do not comment on their calls in any manner.
- Refrain from coaching your child from the sidelines. The athlete should not be confused. S/he should look to their coach for coaching during games and practices.
- Parents and supporters should cheer from the opposite side of the field or court that the team is on. Please do not stand behind or beside the team. Parents are not allowed in the infield at track and field events, nor are they to run beside their child at cross-country meets (penalty is disqualification). Once the warm-up has

begun, the players should remain with the team and coach until the completion of the event. The coach will call over the parent if necessary (i.e., injury).

- Parents are encouraged to give positive feedback and encouragement to our athletes. Please do not criticize any athlete on the field or court, from either team, nor the coaches or officials.
- Remember, all our coaches are volunteers. Show support and respect to our coaches. In the event that you do have an issue with something after a game, and you would like to talk to the coach, please wait 24 hours. Emotions can run high, best to give it time.

We are constantly trying to teach our children to be respectful, to be positive and to be leaders in our school. Let's carry this through to the sports world and lead by example.

## After Four Program

The After Four program is administered by the PSC and organized by parent volunteers. After Four consists of lunchtime and after-school classes and activities for children in grades 1-6. The classes run from October to December and from January to March. Fall registration takes place in September; winter registration takes place in early January (though there are one or two programs which run from October – March in which case only the September registration is required.). Programs include dance, chess, art, magic and many more. Financial assistance is available to those in need. Details are provided in the After Four brochures which are distributed during the year.

## Choir

Blythwood offers a Primary Choir for students in Grades 1-3 and a Junior Choir for students in Grades 4-6, both under the direction of Mr. Ingham.

# Other School Programs

## School Library

**Library Hours:** 8:45 – 11:45 a.m. and 12:45 – 3:45 p.m. Monday to Friday

**Library Contact:** Alex Zamora, Teacher-Librarian, 416-393-9105, [Alex.Zamora@tdsb.on.ca](mailto:Alex.Zamora@tdsb.on.ca)

### *Lending Policy*

Due to the different requirements of the curriculum on the junior and the primary students, the library has set different standards concerning the allowable number of books for them.

Provided that there is no delinquency found in the student's account, a primary student may take up to 2 items at a time on their library card while a junior student may take up to 3 items at a

time. Books are on loan for 2 weeks. Students with late library items cannot borrow books until the late items are returned. Library books should be kept in a special place at home. Students and their parents are responsible for items signed out to their accounts. Damaged items should be brought to the attention of Mr. Zamora upon return. Library items that are lost will be charged replacement costs (see below).

### *Late Notices and Lost Items*

Late notices are sent out once a month. Students with late library items cannot borrow books until the late items are returned. Items late for more than a month will be presumed lost unless otherwise informed by the student or the parent/guardian. Standard lost item charges for TDSB are listed below. Cash payments for these lost items are allowable to serve as retributions for lost items. However, the library prefers a replacement book of the same title and author as payment for lost item. Replacement Costs by monetary means will be determined at the discretion of the teacher-librarian depending on the condition of the book.

### *Kindergarten Book Loans*

Kindergarten students are encouraged by the teacher-librarian to use a Library book bag that contains their library card information. Kindergarten books are borrowed for one week. Kindergarten book bags are supplied by the library and are required for kindergarten students to borrow a book.

### *Parent Volunteers*

Parent volunteers who can offer an hour or so on a weekly basis are asked to contact the teacher-librarian. Please contact the teacher-librarian if parents are interested to assist in the management of the library. Please note that if you regularly volunteer in the school (more than 3 times a term) a police check is required. Please refer to appropriate section(s) of the manual for more details.

### *Student Volunteers*

Students are encouraged to be volunteers in the library to assist Mr. Zamora. Students must know the Dewey Decimal System to be able to volunteer. Due to this, junior students are being encouraged to volunteer to assist. Mr. Zamora wants students who are responsible, have a great attitude concerning work and will do their best.

### *Book Fairs*

Book fairs are held each year at Blythwood Junior P S. Funds raised by the book fairs go to support library programs. The number of book fairs being held in Blythwood is at the discretion of the school and community. The teacher-librarian welcomes book fairs as great venues of encouraging literacy skills of the students. In the end, the objective of book fairs is the pleasure a student gets in reading a book!

## Playground

The playground is the property of the Toronto District School Board and is under school jurisdiction during the school day. The community has access to the playground outside of the school day. The schoolyard is supervised (i) before school from 8:45 to 9:00 am, (ii) following dismissal from the lunch program, from 12:15- 12:55 pm and (iii) during morning and afternoon recess periods. The schoolyard is not supervised after school.

The climber schedule is as follows:

- Monday - Grade 1
- Tuesday - Grade 2
- Wednesday - Grade 3
- Thursday - Grade 4
- Friday - Grades 5 & 6

Recess equipment has been provided for by the Grade 6 graduating class of 2010. An assortment of balls and other equipment can be picked up outside the school office at the recess bell. The equipment must be returned at the end of the recess break. The recess equipment schedule is as follows:

- Monday - Grades 5&6
- Tuesday - Grade 4
- Wednesday - Grade 3
- Thursday - Grade 2
- Friday - Grade 1

Scooters, Roller Blades, Bicycles and Skateboards are not to be used on school property between 8:30 am and 4:00 pm, Monday through Friday.

**Kindly respect that dogs are not allowed on the playground at any time.** This is a health and safety concern; first, as many children are not comfortable with dogs; and second, as dog excrement on the playing field has been a significant problem at our school.

## Lice Checks

The PSC coordinates regular lice checks by The Lice Squad [www.licesquad.com](http://www.licesquad.com). Fees for this program are covered by PSC fundraising. Information on the treatment of head lice may be obtained on the Lice Squad website; materials will be sent home with children who are identified as having been infected.

## Lunch Program

As required by the TDSB, Blythwood provides supervision to those students who have no other choice but to be at school for lunch. However, we do have space constraints and it is preferable for children to eat at home if at all possible. We understand that for students participating in choir, After Four or other programs offered at lunchtime, there may not be enough time for them to eat lunch at home and return to school before the program starts. Their attendance in the lunchroom will be temporary, based on their participation in the extracurricular program at noon.

**New in 2010: Lunch is from 11:45 to 12:55 p.m.** Students will be in the basement hallway or lunch room until approximately 12:15 p.m. and outside from 12:15 to 12:55 p.m. unless cold weather/rain requires us to lengthen the indoor portion of lunch. Lunchroom supervisors are assigned to the gymnasium/classroom/outdoor areas.

There is no access to microwaves or refrigerators for students participating in the lunch program.

Blythwood has a “Litterless Lunches” policy. Please send your child’s food and beverage in reusable, (*e.g.* thermos) or recyclable containers wherever possible. Students are asked to take all garbage home. During the lunch period, students are expected to show proper table manners and act in a manner that is safe and respectful towards other students and the supervisors. Students are expected to clear their own tables. If students are unable to follow the rules and routines of the lunchroom, parents will be notified and alternate arrangements must be made.

### *Student Lunchroom Routines*

- Wait for bell to ring at 11:45. Bring your **lunch** and your **outdoor clothes** (jackets, boots, hats, mitts, etc.) to the lunchroom. Go to the bathroom and get a drink if necessary. **You will not be permitted to go back to your cubby or locker during lunch.**
- Sit at your designated lunch table, organized by class.
- Do not wander around the lunchroom or visit students at other tables. Remain seated at your assigned table until your class is dismissed by the lunch room supervisors.
- Talk **quietly** to your friends.
- Bathroom visits should be made before coming to the lunchroom at 11:45, however in an emergency, ask for permission.
- Take all garbage home with you in your lunch bag (litterless lunch) unless you had pizza lunch, in which case put the garbage in the appropriate garbage/ recycling can.
- Wait to be dismissed by class. Do not go upstairs or in any other hallway.
- **Once outside, do not come inside unless it is a real emergency.** All bathroom visits and drinks should have been taken prior to sitting down in the lunchroom. **If you must come inside, ask for permission** from the supervisor, get a pass and take a friend. Tell the supervisor when you return outside and return the pass.
- Students who stay for lunch must remain on school property for the entire lunch.
- Students who normally stay for lunch must bring a note to the office if they will be absent on any day. Lunch arrangements with friends must be made prior to the day of the lunch.
- All lunch bags **must** be labeled (preferably on the outside) in permanent marker with the student’s name.

### *Pizza Lunch*

The PSC runs a biweekly pizza lunch from October to June; most children stay for lunch these days, as much for the social occasion as for the pizza! Order forms will be sent home early in September; funds raised through pizza lunch are used by the PSC to fund various programs at the school.

### *Ontario's New School Food and Beverage Policy*

Effective September 2011, every school in Ontario will be subject to new rules governing the sale of food and beverages through lunch programs and at school events. The purpose of these rules is to improve the health and nutrition education of students by limiting the sale of “unhealthy” foods. Policy Program Memorandum No. 150 will be posted on the Blythwood website [www.blythwoodschool.ca](http://www.blythwoodschool.ca).

Blythwood and the PSC are working to develop guidelines for food and beverage sales at the school in light of these new rules. Though changes are not required until September 2011, we feel that the objectives are important and we hope to meet these requirements in advance. Pizza Lunch, in particular, may be affected. Parents will be kept informed as to the development of these guidelines.

## **Lost & Found**

Blythwood maintains a Lost & Found Box in the basement hallway. Please check the lost and found regularly for any lost items. Any items remaining after the Christmas break and at the end of the school year will be donated to charity.



Your input is appreciated. If you can suggest any improvements to this handbook, please contact the PSC Chair, Susan Fisher, at [fsfisher@rogers.com](mailto:fsfisher@rogers.com).