



ALLENBY JUNIOR PUBLIC SCHOOL

School Handbook

Allenby's Mission Statement

**We are committed to being the change we want to see.
We collaborate to create a positive learning environment that nurtures the whole child, where all members take responsibility for themselves and the school community.**

Our Vision is to maintain:

- **A community alive with positive people**
- **A safe, caring and bully-free school**
- **Clearly stated goals and objectives that are achievable and shared purpose**
- **Students achieving to their potential and enjoying learning**
- **All members of the community feeling appreciated and validated**
- **All members sharing a sense of social and environmental responsibility**

Allenby's **Code of Conduct**, is **proactive, supportive and preventative**, built upon the values of being **responsible and respectful** by all stake holders. Please read the Code of Conduct with your child(ren) and sign in the space provided. With students, parents/guardians, all staff and administration working together, we will provide a safe and welcoming learning environment.

CODE OF CONDUCT

- We show respect
- We are safe
- We are caring
- We are responsible

- We use our hands, feet and objects in respectful and appropriate ways
- We treat others the way we want to be treated
- We follow instructions
- We walk quietly inside the school at all times

SCHOOL YARD GUIDELINES

In addition to enforcing the school’s Code of Conduct as stated above, to ensure safety, hockey sticks, tennis racquets, bats, hardballs, and other items that could cause harm are not allowed on school property. Anything used as a mode of transportation to/from school (bikes, scooters, skateboards, etc.) must be walked or carried on school property. The school is not responsible for lost or stolen items.)

ELECTRONIC EQUIPMENT

Please leave electronic toys, iPods, cell phones and other PED’s and at home, unless approved for specific school use by a staff member (and appropriate forms have been completed). We prefer that students engage in active play during recess. We also like to avoid thefts, breakage and loss of these items. In addition, if your child carries a cell phone, TDSB policy states that it must be turned off and out of sight throughout the school day. Any electronic equipment will be confiscated and taken to the office, to be picked up at the end of the school day.

DRESS

We encourage students to wear clothing that is safe and appropriate for a place of learning. (No sleeveless tops, shorts/skirts to be mid-thigh length, no flip-flops)

What happens when students have difficulty following the guidelines?

We encourage students to think about their behaviour. There is a range of responses based on an educational and progressive discipline model determined by the nature and severity of the difficulty. This may include conferences with staff, reflection, conference with parents/guardians and/or the Principal or Vice Principal.

Where inappropriate or disrespectful behaviour persists or places self or others at a safety risk, our responses are guided by the TDSB Safe Schools Policy.

I have reviewed the CODE OF CONDUCT with my child.	
_____	_____
Signature of Student	Date
_____	_____
Signature of Parent/Guardian	Date

CODE OF ON-LINE CONDUCT

The Toronto District School Board (TDSB) is committed to teaching the skills needed for success in life, which includes access to the Internet through the Board's computer network. However, increased access to the Internet raises issues that must be clearly understood. The Toronto District School Board has addressed these issues through a "Code of On-Line Conduct" which applies to all TDSB students, and staff. It includes sections covering Personal Safety Rules, Unacceptable Sites and Materials, User Guidelines, Prohibited Uses and Activities, On-Line Publishing and Liability. It is available on the TDSB Web Site at <http://tdsb.on.ca> or upon request from the school principal.

The Allenby Code of Online Conduct will be sent home to be reviewed and signed by you and your child(ren). If a student accidentally accesses an inappropriate or offensive site, it must be reported immediately to a teacher.

GENERAL INFORMATION

GRADES 1 – 6 TIMETABLE

8:55 a.m. -----	Entry Bell
9:00 a.m. -----	Attendance taken, classes begin
10:20 – 10:35 a.m.-----	Morning Recess
11:45 a.m.-----	Lunch Begins
12:45 p.m. -----	Entry Bell
12:50 p.m. -----	Attendance taken, classes begin
2:00 p.m. to 2:15 p.m. -----	Afternoon Recess
3:35 p.m. -----	Dismissal Bell
3:35 to 3:50 p.m. -----	Remedial Time

School office hours are from 8:00 a.m. until 4:30 p.m..

KINDERGARTEN TIMETABLE

Entry: 9:10 a.m. Lunch 11:45 a.m. – 12:50 p.m. Dismissal 3:20 p.m.

ATTENDANCE AND PUNCTUALITY

The Attendance Verification Program telephone answering machine, [(416) 393-9114], is available 24 hours a day for you to report your child's absence or lateness. Please call before 9:00 a.m./1:00 p.m. . **PARENTS (NOT STUDENTS) MUST CALL THE SCHOOL.** If you know that the absence will be extended – two days or more- call once indicating the dates and the duration of absence. Call even if you have notified the classroom teacher or Daycare. **Punctuality is important!** Lateness interferes with classroom instruction and demonstrates a lack of consideration for teachers and other students. Please ensure that your children arrive at school on time. Students who arrive after the national anthem has begun must go to the office and obtain a late slip. Habitual lateness will result in a letter in the OSR and notification to the Attendance Counsellor.

ENTRANCE AND DISMISSAL

Please make arrangements to meet and/or drop off your children, when the bell rings, at a designated location in the schoolyard. Remind them that if you are late picking them up, or they cannot find you, to report **directly** to the school office.

If your child has to leave school early for an appointment, please inform the teacher in writing. The child must wait in the school office to be picked up.

Children entering or leaving at times other than the designated entrance and dismissal must be signed in and/or out in the school office. **Your child may not leave the school unless accompanied by a designated adult.**

LUNCH ACTIVITY PROGRAM

The Allenby School Lunch Program provides a safe and friendly environment for your children. The students are well supervised inside as well as outside in the schoolyard. The lunchroom maintains careful practices for severely allergic students. During lunch hour, students may participate in games and house league sports, when available. Students may purchase milk (2% or chocolate, in recyclable containers) during the lunch hour. We are an “ECO-school” and strongly encourage students to bring a litterless lunch. We have a “boomerang lunch” program in which any garbage is taken home for proper disposal.

ALLERGIES

As you probably know, there are students at Allenby who have very serious food allergies such as peanut and nut allergies. Life-threatening reactions can be triggered by touching peanut butter smears left on hands, tabletops, toys and gym equipment. Reactions can even be caused by picking up a candy wrapper that contains peanut or nut residue. We are asking for your cooperation:

- **To keep the risks to a minimum, we remind all adults not to send snacks or lunches with your child that contain peanut or nut products. Things that pose the greatest danger are peanut butter and peanut oil, however, other foods like muffins, granola bars and cereals may contain “hidden” peanuts or nuts. Please read all ingredient labels before sending food into school.**
- **Before sending treats to school for organized classroom events, please check with the teacher and the parents/guardians of anaphylactic students in your child’s classroom.**
- **Please speak with your child about not sharing snacks or lunches with allergic students. Also encourage children to wash their hands after every meal to reduce the chances of spreading peanut residue as well as personal hygiene.**

Other students have allergies to a variety of materials: poppyseeds, latex, soy, wheat, gluten, etc.. Please check with teachers and class parents before sending any food products to school. Parents/guardians of children who have allergies are reminded that they must:

- **Ensure that their child wears an Epi-pen or Twinjet in a fanny pack or holster, if they are in grades 1 – 6**
- **Ensure that teachers of kindergarten students with allergies are provided with an Epi- pen or Twinjet**
- **Ensure that the Allergy Alert posters are provided for the office. We will ensure that a copy of the alert is put into all classrooms, occasional teacher binders, the pool office and the lunchroom.**
- **Ensure that any expired Epi-pens or Twinjets are replaced, both those stored in the office, and those students carry**
- **Ensure that any change in your child’s medical condition is communicated to the office immediately**

HOUSE LEAGUE SPORTS

House league sports are a tradition at Allenby and also serve as an optional extension of the physical education program for the school year. Students in the Primary grades (1-3) are introduced to different sports through the regular physical education program. Those wishing to participate in extra-curricular house league events are signed up by Mr. Galofaro. Junior students are required to sign up on their own. Team lists and game schedules will be posted in the school for students to review and Junior students (grades 4- 6) are expected to be responsible for knowing their games time and bringing all required items. The lunch staff will assist younger students by directing them to the field or gym at the appropriate times.

TRAFFIC SAFETY

Crossing guards are on duty at Avenue Road and St. Clements, and at Roselawn and Castlewood from 8:30 to 9:00 AM, 11:40 a.m. to noon, 12:30 to 1:05 p.m., and 3:30 p.m. to 4:15 p.m.. Parents are urged to notify the police at 53 Division, 75 Eglinton Avenue West, 416-808-2222, if the guard is not on duty.

Parents and caregivers that drive their children to school are encouraged to use **Allenby's "Kiss and Ride" Program or even better**, park further up the streets where there is less pedestrian traffic, and have students **"Walk a Block"**. ***At all times, please observe the Parking, Stopping and Drop Off/Pick-Up regulations on either side of the school and yard.***

VISITORS TO THE SCHOOL

Allenby's Safety Procedures require all parents/guardians, visitors and volunteers to register in the main office, and pick up a visitor's tag when they are remaining in the school. Our students are being taught that a person wearing the visitor's tag has approval to be in the building. We need to work together to ensure that

□ **students are safe at all times during the day, and the visitor's tag is an immediate sign to staff and students that a visitor has signed in at the office. Thank you for your co-operation in this matter.**

VOLUNTEER POLICY

The TDSB Volunteer policy requires that all volunteers working on a regular basis with students have a police reference check. Forms are available in the office. Once you have processed the forms, you can be updated annually online.

MAKING AN APPOINTMENT

If you have a concern about your child's class work or any other classroom issue, please write a note or phone and leave a message for the teacher with the office staff. The teacher will then contact you to make an appointment to discuss your concerns. Do not go directly to the classroom, especially at entry and dismissal times. Teachers cannot adequately supervise their students at entry and dismissal times, or during class time, and carry on a meaningful, confidential discussion with a parent/guardian in the hallway.

FIELD TRIPS

Field trips are an integral part of the curriculum at Allenby. Prior to each trip, parents receive field trip information which includes the educational purpose and the details associated with the actual outing including costs, date, timing, appropriate dress and lunch arrangements. Students must have signed permission in order to participate in field trips.

STUDENTS ON HOLIDAY WHEN SCHOOL IS IN SESSION

Families who take their children out of school at times other than scheduled breaks are asked to provide a note, outlining departure and arrival dates, and to inform the teacher well in advance. Teachers may suggest a journal, a project or some other activities, however are expected to provide a program while the students is on holiday.

REPLACEMENT OF BOOKS AND CLASSROOM MATERIALS

When students are assigned textbooks, they are responsible for them for the duration of the year. If books are not returned, the school will ask parents to assume responsibility for the replacement cost.

LOST AND FOUND

The Lost and Found is located in the basement across from the girls' washroom. Instead of a cupboard or bin, there are hooks on the wall for clothing, bags, towels, etc.. For health reasons, these articles will be picked up regularly and given to various shelters for distribution. Students are responsible for bringing items to the Lost and Found. *PLEASE LABEL ALL CLOTHING AND ITEMS COMING TO SCHOOL.*

TELEPHONE

Students are allowed to use the counter phone in the office for emergency purposes **only**. They are not permitted to use the phone to make arrangements for lunch or after school visits to friends' houses. Cell phones are not to be used at school.

HOMEWORK AND PROJECTS

We ask that parents/guardians assist by:

- Providing a consistent time and place for working
 - Ensure that you understand your child's progress, and let the teacher know you're ready to help
 - Call or write in the agenda when you have a question or a concern
 - Attend parent conferences – make sure they are scheduled when you can be present
- Express interest in your child's day at school with questions such as:
"Did you read a story today? Which one?" "What did you do in science today?"
"What was the best thing that happened today?"
- Read together with your child regularly. Reading different forms of writing will help your child understand that reading can be for pleasure, learning, and communicating.
 - Give praise for good work. Be specific about praise. "What colourful, creative work!" "I like the way you drew the cow." "I can see real improvement in your hand-writing, drawing of animals, care with adding, etc."
Let your child help you when writing shopping lists, recipes, notes and letters.

