

PRINCIPAL'S MESSAGE



Welcome to the 2008-2009 school year at Trelawny Public School! We welcome the families who have been with us previously, as well as the many new families who will join us this year. We are excited about the completion of our school's construction project – this has involved the removal of the temporary porta-packs and the addition of permanent rooms as well as some new paint, paving, and some other internal improvements such as the removal of old carpeting.

Communication is key to a successful year. As such, please encourage your child to ask for assistance when needed and always feel free to give us a call and ask questions. This school agenda contains much useful information and is intended to be a communication tool for parents and teachers to work together to support student needs. Please also read our monthly newsletters and refer often to our school website at www.trelawny.ca

We understand that each of your children are treasures, unique in their interests and abilities. We are committed to encouraging them to reach their potential. All of the staff at Trelawny look forward to an exciting and successful year ahead!

Daphne Howard
Principal

Annesia Khan
Vice Principal

At Trelawny we are:

Learning With Hands, Hearts And Minds

STATEMENTS OF BELIEF

Mission Statement

Trelawny is a learning community that encourages academic excellence, and supports the social, physical and emotional growth of students. We provide a safe, caring environment that recognizes and values individual differences, instills respect, and fosters a quest for knowledge. This will prepare our students to adapt with self-confidence to the ever-changing climate and encourage life-long learning.

Vision Statement:

At Trelawny, we will endeavour to create a learning community where staff, students, and parents work together to address the diverse learning needs of all students. Through a positive, caring and supportive atmosphere, we will strive to meet the emotional, physical, and intellectual needs of our students. This will enable Trelawny's students to take responsibility and ownership for their learning.

Value Statement:

To realize our mission and vision, we value:

- *High expectations for all students*
- *The individual needs and learning styles of every student*
- *The partnership between the students' families and the school*
- *Open and honest communication and collaboration*
- *Respect for diversity and acceptance of each member of the learning community*

Collective Commitments:

- *Challenge our students to reach their potential*
- *Foster open communication and collaboration with all members of Trelawny's learning community.*
- *Promote and celebrate diversity; model acceptance and respect for others.*

DISCIPLINE POLICY



The Peel District School Board is committed to providing an orderly and safe learning environment within its schools for all students. This shall be achieved by establishing and maintaining high expectations for behaviour and offering a program with a strong emphasis on early intervention, counselling, and the inclusion of social skills. Within this framework a culture of non-violence will be developed within all Peel Schools and work locations. This can be accomplished when parents, schools and the community work together to teach discipline.

The Peel District Discipline Policy states that "Each student is an individual unique in his/her own personality and each behavioural situation that requires disciplinary action has its own unique and varying set of circumstances." Both home and school share the obligation of ensuring that a student comes to school prepared to learn. Continued involvement, two way communication, co-operation and support contribute to an effective discipline policy.

Please also see the section entitled "Code of Conduct" for detailed information.

VISITORS TO THE SCHOOL



Parents, visitors and guests are always welcome at school. **For our students' safety, we ask that all adults enter through the front doors, and report to the office.** Volunteers are provided with appropriate identification to wear during their stay in the school.

SAFE ARRIVAL/REPORTING ABSENCES



Regular and punctual attendance contributes greatly to a student's success at school. If your child is to be absent, we request that you phone the school at 905-824-8731 and give the following information:

- * your child's name
- * teacher's name and room number
- * reason and length of absence

Please call after 4:00 p.m. or before 8:00 a.m. to report your child's absence. In cases where no phone call or note have been received, the school will try to contact the parents of the absent students (either at home or work) as soon as possible. On days when bus transportation is cancelled, parents of bus children need not phone in the absence.

After each absence from school, it is expected that a note, dated and signed by a parent or guardian explaining the absence will accompany the student on his or her return. To be excused from school, a student must present a note explaining the reason for being excused and sign out with a parent or guardian at the office before leaving the building. When returning to school

during school hours, a student must also sign in at the office.

During serious inclement weather conditions such as snowstorms or late buses, students will not be marked late if they arrive at a reasonable time.

MEDICATION FOR STUDENTS



It is the policy of the Peel District School Board that educators, teaching assistants, volunteers or other school staff should not be involved with the administration of medication. Rather, it is the responsibility of parents to make arrangements that will eliminate the need for school personnel being involved.

If, in the opinion of a practising physician, a particular student requires medication during school in order to remain in attendance, a designated form from the office must be completed and signed by the parent and physician. Only prescription medication can be considered by the school. No medication is to be maintained in lunch boxes or in the personal property of a student.

PLEASE NOTE: The request for medication to be administered at school is by exception. Parents are asked to make arrangements at home rather than considering that medication be taken at school.

EVACUATION POLICY

In the event that our school needs to be evacuated, students and staff will be moved to the following evacuation site:

Site Address: Mt. Carmel S.S.
3700 Trelawny Circle

Alternate Site Address: Eden United Church
3051 Battleford Rd.

Students will be supervised by teachers at this evacuation site and released only to the care of their parents or guardians.

In the event that the emergency requires a large scale evacuation of several schools in a neighbourhood or region, this will be treated as a region wide emergency and the schools will then follow the evacuation instructions formulated by Peel Regional Police. Every effort will be made to keep parents informed of their child's whereabouts and safety.

PEEL LUNCH AND AFTER SCHOOL PROGRAM (PLASP)

Peel Lunch and After School Program services are available at Trelawny for our students. This is an independent, non-profit program which is housed in the school and offers child care for school-aged children before and after school.

As well, PLASP provides a lunch program. For information and fee schedule please call the PLASP office at 905-890-1711.

LUNCH POLICY



Our school will accommodate and provide supervision for students who stay for lunch. Students who are able to go home for lunch are encouraged to do so. Students who remain at school for lunch eat in designated areas, and are expected to remain on school property for the entire noon hour. Exceptions will only be made when the student submits a request from the parent giving the student permission to leave school property. Students must also be signed out by a parent/guardian in the office. Leaving school without permission is regarded as a serious matter.

Parents who bring forgotten lunches to school are asked to bring the lunch to the office with their child's name on it. Please make sure your child checks the office if a lunch is forgotten.

If a student goes home for lunch and does not intend to return to school in the afternoon, he/she must let the office know before leaving. If a student goes home for lunch and discovers that he/she must stay home, a parent must contact the school by phone immediately after the lunch hour.

All children are expected to go outside when dismissed by the lunchroom supervisor. Children should be properly dressed for outside play and the weather conditions. On rainy days the children remain inside and read or play quietly.

Trelawny Lunchroom Rules:

- Remain seated to eat your lunch.
- Talk quietly and eat politely.
- Ask for permission to use the washroom.
- Leftover food and packaging are to be taken home.
- Wait for the supervisor to dismiss your class.

Due to the high number of students with severe nut allergies, all students are discouraged from bringing foods containing nuts to school. Please save these foods for an after school snack at home. Your understanding and co-operation in this matter is greatly appreciated.

PHYSICAL EDUCATION



All students are expected to take part in Physical Education classes. For reasons of good hygiene and safety, it is essential that appropriate dress be worn during these and other athletic activities. If, due to illness or injury, it is necessary for a student to be excused, a signed note from a parent (or medical certificate for long-term excuses) must be presented to the physical education teacher. Students in Grades 2-5 must change out of the clothes they wore to school, into shorts and a T-shirt, or track pants and a sweatshirt as well as running shoes. Gym clothes should be laundered weekly. Clothing may be kept at school in a bag on the student's coat hook. No jewelry should be worn during physical education for safety reasons. Valuables/money should not be left in the change-room.

DRESS CODE



- (a) T-shirts should not have graphics or language which might be viewed as offensive by any group or individual.

- (b) Short shorts are not appropriate for a school setting.
- (c) Shirts or tops, which leave the midriff area exposed, are not to be worn to school.
- (d) Bathing trunks, suits or tops are not to be worn at school.
- (e) Jeans and shorts with tears or holes that expose areas of underclothing or other areas of bare skin are not appropriate for school wear.
- (f) Halter tops, string tops or baby tees, (straps must be 2 cm wide), hats and bandanas are not to be worn at school.

SKATEBOARDS, ROLLERBLADES & BICYCLES



At Trelawny, we recognize that skateboards, roller blades, and bicycles provide students with an excellent opportunity for exercise which is crucial for healthy living. Many students take advantage of warm, dry weather by coming to school on foot, riding their bikes, and even roller blading. Walking and bike riding are perfect alternatives to being driven to school by moms and dads.

There are a few safety rules that parents and students need to be reminded of:

- Once on school property, students must walk their bicycles to the bike racks and secure them using an appropriate lock.
- Students must remove their roller blades once they arrive at school and put on their walking shoes (no roller blading on school property).
- Skateboards and scooters need to be carried when on school property.
- “Heelies” (shoes with built-in collapsible wheels), are not allowed at school.

Remember, research shows that students learn better when they are physically active.

EDUCATIONAL EXCURSIONS



It is expected that the activities of the classroom will be extended from time to time through field trips planned with appropriate educational expectations. Such excursions will normally take place during a school day. You will receive a letter outlining information about the trip, including costs. Most excursions have an entry fee and transportation costs which are paid for by the parent.

LIBRARY RESOURCE CENTRE



It is very important that our students learn how to access and use resources and manage information. Our Resource Centre is open for classes during the school day and for general student use at other times. The school library provides students with a wide range of instructional materials such as books, filmstrips, tapes and recordings. Students are assisted in the use of all forms of media and are encouraged to use the print, non-print, computers and human resources in our school, our community and beyond.

KISS AND RIDE



WHY?

The number of parents driving their children to and from school has resulted in continuing traffic safety problems and therefore safety issues for our students.

HOW DOES IT WORK?

Our Kiss and Ride program will operate **in the mornings only**. **Please do not enter the school driveway in the afternoon**. Please follow the entry and exit signs posted. Parents are reminded that the parking lot is for Trelawny staff. **There is NO drop-off or pick-up of students from the parking lot**. Please help us ensure a safe environment for all of our students. If you need to come into the school, please park on the street.

As well, student safety patrollers will be on duty to ensure the safety of all students crossing at school crosswalks.

Parents can help by assisting us with the following procedures:

1. Four cars will unload at a time.
2. Ask your child to open and close the door to your vehicle if they are able.
3. Ensure your child is ready to exit the vehicle **from the passenger side** with all their belongings.
4. Students are asked to walk to the crossing guard.
5. Please park in designated areas on the street, leaving the front of any driveways clear at all times. The entrance and exit to the drive needs to be kept clear in case of an emergency and to allow the buses to arrive and leave safely. Do not park in front of the Kindergarten gate/PLASP daycare.

Parents are asked **not** to park in the **Bus Loading Lane** nor in the **Kiss and Ride Lane**.

Let's work together to make a difference!



STUDENT AGENDAS



This agenda is available to all of our students from Grades 1 to 5. Kindergarten students will receive their Show and Share Journal.

The agendas will assist students to manage their time and plan their days, as well as keep parents informed of your child's school activities.

Students are required to keep their agendas with them throughout the school year. Individual teachers may ask parents to sign or initial the agendas on a daily or weekly basis.

To indicate that you have read through this handbook, and have discussed its contents together, please sign in the space below.

Thank you!

(Parent or Guardian)

(Student)