

Northlea Elementary & Middle School
Parent Handbook – 2011/2012

Administrators' Message

September 2011

Dear Parent/Guardian:

It gives us great pleasure to welcome you to one of the finest schools in the Toronto District School Board! Northlea Elementary and Middle School is an outstanding place of learning because of the commitment of the staff, the support of the parents, and the motivation of the students. We provide an exceptional learning environment for the children to develop academically, socially and emotionally. Northlea is a dual track school offering instruction in both English and French. Our staff is caring, dedicated and talented. In addition, we offer a variety of co-curricular teams, clubs and programs for our students.

While at Northlea we encourage both you and your child to become active in the scholastic experience. Involvement in your child's education is beneficial, rewarding, and lasts a lifetime. Northlea enjoys an excellent reputation where staff and parents work hard to meet the needs of our young learners. We have a strong partnership with our parents. They are supportive and involved in our school on many different levels. We value your on-going participation and involvement in the school and look forward to working collaboratively with you.

Use this handbook to assist you in learning more about Northlea. This handbook has been created to help answer many of the questions you may have regarding the programs and routines at our school. Please take some time to review and discuss the enclosed information with your child(ren). We hope that you will find it helpful to organize your child's daily activities and assist them to be successful in their school endeavours. Please keep this handbook for future reference.

We look forward to working with the students and the parents of the Northlea community. We are anticipating that 2010-2011 will be an extremely productive and successful school year!

Sincerely,

Mrs. Ribeiro
Principal

Mr. Little
Vice-Principal

Ms. Jenkins
Vice-Principal

Parent Handbook - Table of Contents

Section	Page #
Address and Key Contacts	3
Divisions	3
Hours of Operation	3
Safe Arrival Program	4
Visitors' Policy	4
Volunteers	5
Getting to School	5
Traffic Safety & Parent Safety Program (PSP)	5
Leaving School	6
Communication With The School	6
Code of Conduct, Dress Code, Consequences	7
Homework Guidelines	9
Physical Education Program	10
Daily Physical Activity	11
Library	12
Co-Curricular Music	13
Cross Country	14
Playground	14
Lost & Found	15
Peanut/Nut Safe Environment	15
Illness, Injury & Medications	15
Intergenerational Program	16
Student Leadership Council	16
Locker Policy	16
Policy on Electronic Devices	16
WINITS Program	17
Northlea Community Child Care	17
Lunch Program	17
Extra- Curricular Programs	19
Home & School Council	20
Fund Raising	20
Volunteers	21
Events – At a Glance	22
School Calendar - 10 Day Cycle	23

Welcome to Northlea Elementary Middle School

Welcome (back) to Northlea Elementary Middle School. This handbook is designed to give you an overview of activities within the school and try to answer some frequently asked questions related to Northlea. Please keep this guidebook on hand throughout the year as a reference.

Address and Key Contacts Information:

Phone: (416) 396-2395 Fax: (416) 396-2920 305 Rumsey Road, Toronto, M4G 1R4 www.northleaschool.ca

Principal	Mrs. Katherine Ribeiro
Vice Principals	Mr. Jeff Little and Ms. Becky Jenkins
Administrative Staff	Judy Keith and Helen Saroglou
Home & School President/School Council Chair	Wilmar Kortleever (wkortleever@gmail.com)
TDSB Superintendent of Schools	Johanne Messner (416) 396-9182
TDSB School Trustee	Geri Gershon (416) 395-8408

Divisions:

Northlea Elementary Middle School is a dual track school from Junior Kindergarten through to Grade 8. French Immersion is offered in Senior Kindergarten through Grade 8. Except for language arts, the French Immersion curriculum is the same as the English curriculum. Formal English instruction begins in Grade 4. The English program is offered for all grades and French instruction begins in Grade 4 for the English track.

There are three divisions: 1) Primary: JK to Grade 3, 2) Junior: Grades 4 – 6, 3) Intermediate: Grades 7 and 8. Other programs include library, special education, vocal music, instrumental music and physical education.

Hours of Operation:

Grades 1 – 8

Entry Bell Rings at 8:45

Lunch: 11:35 – 12:40

Dismissal: 3:30

Morning Kindergarten
Afternoon Kindergarten
School Office

Start: 8:50 **Dismissal:** 11:20

Start: 1:00 **Dismissal:** 3:30

8:30 – 4:30

Remedial work completion: Occasionally, students may be asked to stay after school to complete unfinished work. If students in Grades 1 – 5 are asked to stay after 3:45 p.m., parents will be notified.

Safe Arrival Program

Northlea's Safe Arrival Program is organized and staffed by Northlea Home & School Council volunteers to ensure the safety of our children.

**If your child is going to be absent or late, please call
Safe Arrival at 416-396-3775.**

The Safe Arrival voice mail 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.** Remember that messages left for a busy teacher may not get transferred to our Safe Arrival volunteers.

Safe Arrival volunteers must follow up on every student who is absent. If no message has been left for Safe Arrival, then the volunteer will first call the teacher and then the parents. If we are unable to establish the location of your child, our volunteer will call the contacts you identify on the enclosed card.

Please complete a new Safe Arrival Card (enclosed in this package) for this year as last year's cards will be discarded.

Your card with this vital information is filed at the Safe Arrival desk in the event that we are required to contact you. Please notify the School Office in the case of any contact information changes during the year.

It is vitally important that you provide numbers where you can be reached - including cell phones or pagers - and that you include numbers for someone who may know where your child is. We will call these numbers in the order that you indicate on the card.

Questions regarding the Safe Arrival program can be directed to the Safe Arrival Coordinator: **Kathryn Whaley as Coordinator, katwhaley@yahoo.com.**

“Safety First” for our Students: Northlea’s Visitors’ Policy

Northlea 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 Northlea, 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.

Procedure: Every visitor entering Northlea 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 a.m. all doors, with the exception of the NORTH doors, are locked for safety reasons. Please remember to sign-out at the Office and return your visitor tag before you leave.

School Volunteers

Parents are encouraged to be involved. The teachers and class parents for each class will provide opportunities to volunteer with classroom activities. Parent volunteers are greatly appreciated for the running of Home & School events. If you wish more information or to volunteer, please contact the Home & School Chair, Wilmar Kortleever, through the Northlea Website at www.northleaschool.ca.

The provincial government requires that all volunteers with the board, who have regular, ongoing contact with students, be required to obtain a Police Reference Check. Forms for these are available in the Office.

Getting to School

Northlea encourages WALKING TO SCHOOL. Try walking to school EVERYDAY. Every Wednesday is Walk to School Day. The kids love to walk. Live too far away to walk? ... Park a block away - enjoy the exercise!!

International Walk to School Month – October, 2011
International Walk to School Day – Wednesday, October 5, 2011

School yard safety

For safety reasons, bikes, skateboards or scooters must be walked through the school yard during the hours of **8:00 a.m.** to **4:30 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 Safety & Parent Safety Program (PSP)

WALK: The optimal choice is to walk our kids whenever possible. Exercise, a couple minutes chatting together and no traffic hassles. Who can beat that?

PARK: If you can't walk, there is plenty of legal parking available where you can park and be on the school property within minutes. A map with all (100s) of parking spots is available on www.northleaschool.ca. Please observe the parking signs to help keep our students free from harm and teach them respect for the law.

·**Parking Lot (I):** Please note that the small parking lot located at the North West side of the school is designated for Northlea Child Care Centre drop off and pick-up only!

·**Parking Lot (II):** Also note that there are no designated parking spots for visitors in the larger parking lot at the back of the school. All spots have been assigned to Northlea staff.

SAFETY: In the event that we need to drive our children to school – Safety is Key!

Parent Safety Program - pilot 2011

To address the ongoing traffic issues around the school, Northlea has partnered with the Toronto Police Service to run a pilot of a Parent Safety Program (PSP) program – one of many in Toronto. A **PSP** is a parent run initiative. Its motto is '*Choose Safety Over Convenience*'. The

goal of the PSP is to eliminate the traffic hazards near the school using volunteer visibility and education.

The Parent Safety program provides extensive **information and communication** for both students and the entire school community. Before its start, Student Assemblies are held for all Divisions, which are attended by PSP liaison Police Officers.

The PSP also offers a **Kiss and Ride** program, to offer a legal, safe drop off for student's arriving to school in a vehicle. The Kiss and Ride operates from 8:30 to 8:45 in the morning. It will be staffed by parent volunteers. Cars will queue at the designated spot on the south-west side of the school on Sutherland Ave. As a car pulls up to the pylons a volunteer will open the car door and assist the students (who are ready to go!) from the car. They will then lead the student into the school yard. Each car will wait (patiently!) until it pulls up to the front of the queue where the volunteer is waiting.

Enforcement: Police Officers will be at the school every day during the first few weeks. Anyone who stops in the bus zones and no stopping zones will be ticketed. Increased supervision, and enforcement remain in place also after the initial phase.

Children Leaving the School

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.

In the case of lateness, students are required to sign-in at the Office before reporting to their class. Students will be given a "green" Admit Slip to be handed in to their teacher upon return. Students may be asked to make up time missed due to lateness. Parents will be notified in the case of persistent lateness.

Communications

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 or send in a note to arrange a mutual convenient time to discuss your concerns.

The TDSB has a `Standards and Practices for Parent Involvement in Schools` policy which may be viewed at the TDSB website www.tdsb.on.ca. Follow the parent link to view this policy. A copy of the Parent Concern Protocol is also available in the School Office.

Other ways to find out more about school related activities and events include:

Northlea Home & School Website	Northlea Home & School maintains a website at www.northleaschool.ca offering useful information to our parent community. Check it out frequently for updates and information.
What's Happening	<p>In an effort to reduce the amount of paper going home, all parents will receive the Northlea School newsletter "<i>What's Happening</i>" via email every second Friday. Email lists will be compiled at the beginning of the year by the class parents from the information you complete on the Permission to Contact Form. If email is unavailable, a hard copy will be sent home with the youngest child in each family. Hard copies are always available in the hallway outside the Office.</p> <p>The newsletter contains important information on school activities and a calendar of events. This is sometimes the only communication of some activities. Please read it so you don't miss anything</p>
The Northlea News	In an attempt to keep families informed of some of the more specific school happenings, activities and safety concerns, a newsletter will be sent to all families typically on the last Friday of the month. Similar to the " <i>What's Happening</i> ", we will be sending the newsletter via email where possible and in hard copy where email is not convenient. A personal touch from the Administrative Team will hopefully provide you with an opportunity to dialogue with your child about school and/or give you an opportunity to stay informed.
TDSB Website	The Toronto District School Board website is www.tdsb.on.ca .

Northlea Code of Conduct

Northlea Elementary & Middle 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.

Northlea's present Code of Conduct centers on the "High Five" rules. These rules 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.

Responsibilities of Pupils	Responsibilities of Teachers and Staff	Responsibilities of Parents
<ul style="list-style-type: none"> ▪ show respect for themselves, for others, and for those in authority ▪ obey Northlea's Code of Conduct and Dress Code ▪ be courteous to everyone ▪ resolve conflicts and difficulties through peaceful means ▪ strive to have a positive attitude towards self and school by contributing as much as possible to the life of Northlea EMS ▪ respect the right of everyone to a school environment which is free from fear, prejudice, and distraction ▪ respect the property of fellow students, the school and community ▪ attend regularly and punctually ▪ be prepared for school by bringing necessary materials and completing all assignments on time 	<ul style="list-style-type: none"> ▪ demonstrate respect for all students, staff, parents, volunteers, and the members of the school community ▪ implement Northlea's Code of Conduct and Dress Code ▪ be positive role models ▪ establish and maintain a school environment conducive to learning ▪ encourage each pupil to work to his or her maximum potential academically and socially ▪ approach the education of the student in a just and fair manner ▪ communicate information on the behaviour and progress of pupils to parents and administrators ▪ identify pupils with special needs and involve appropriate personnel and parents/guardians ▪ encourage and demonstrate appropriate means of handling anger and dealing with conflict 	<ul style="list-style-type: none"> ▪ show respect for the Principal and school staff ▪ support Northlea's Code of Conduct and Dress Code ▪ be positive role models ▪ encourage self-discipline and the development of responsibility at home, at school and in the community ▪ encourage each child to work to the best of his or her potential, academically and socially ▪ take time to listen, talk, and read with your child ▪ ensure that each child attends school regularly and punctually; call Safe Arrival at 416-396-3775 to inform the school of absence or late arrival ▪ inform school staff of any special circumstances which may affect a pupil's progress and/or behaviour ▪ encourage and demonstrate appropriate means of handling anger and dealing with conflict

Northlea's Dress Code

Northlea has a modest dress code. Students are expected to dress in an age-appropriate manner consistent with a focused, positive learning environment.

1. Boots, hats or hoods, coats and other outdoor attire are to be worn outdoors only.
2. Clothing with inappropriate language, messages or images may not be worn.
3. Micro-minis and micro-shorts and tops with low necklines may not be worn.
4. Midriiffs must be covered. Revealing tops or those with low necklines may not be worn.
5. Undergarments must be covered. (including bra straps)
6. Shoes must be worn in the school at all times.
7. Shorts/track pants, Northlea T-Shirts, and running shoes must be worn for Physical Education.

Clothing deemed inappropriate will be addressed by the administration.

Consequences for Inappropriate Behaviour

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

1. verbal reprimand and/or warning
2. written behaviour contract by student
3. withdrawal of privileges
4. informal or formal interview between any or all of student, teacher, principal or parent/guardian
5. detention or temporary removal from the class
6. letter or call by pupil, teacher, or administration to parent/guardian
7. involvement of School Team, support staff and/or outside agencies
8. community service
9. replacement or payment for lost or damaged property
10. formal suspension in keeping with board policy

Homework Guidelines

It is the Toronto District School Board's belief that homework is an engaging and relevant learning activity. Homework is a purposefully planned, out-of-classroom learning experience assigned by a teacher to enhance student learning. Homework is directly connected to a student's school program and learning expectations from the Ontario Curriculum. There are four types of homework: completion, practice, preparation and extension. Highlights include:

- The TDSC Homework Policy balances time required to complete homework with the importance of personal and family wellness and the wide array of family obligations experienced in our society today.
- 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.
- No homework assigned on school holidays or days of significance.
- Four types of homework defined, with identification of specific intended outcomes and application for effective learning.
- Homework should not be assigned to kindergarten-aged children. Rather, 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.
- 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.
- Where appropriate, there will be progressive consequences for incomplete homework. Punitive measures are not appropriate as they provide powerful disincentives.

Physical Education Program

At Northlea we offer a wide range of physical education activities as part of the curriculum and through our co-curricular activities. Students are able to do their best when they wear appropriate clothing.



Clothing

Junior and Senior Kindergarten: Students should wear appropriate running shoes and clothing that allows them to participate in a full range of physical activities on days with scheduled gym classes. Girls are encouraged to wear pants, leggings or shorts on 'gym days'. In the second term, children must wear shorts, a T-Shirt and bare feet during the unit on gymnastics. Your child's kindergarten teacher will provide you with a schedule and a reminder when the children begin gymnastics.

In Grades 1 to 8: It is important for students to be prepared for Physical Education classes. **It is mandatory that students wear a T-Shirt, shorts, and running shoes for gym classes year-round.** Northlea T-Shirts will be available for purchase in September and will include the Northlea Knights Logo above.

During the colder months, students in Grades 1 & 2 are asked to wear their T-Shirt and shorts **under** their regular clothes. For safety reasons, Grade 1 & 2 students do not use the change rooms.

Grade 3 – 8 students may use the change rooms as long as they change quickly and behave appropriately.

Intramural Activities

A wide range of co-educational intramural activities are offered at Northlea: many over the lunch hour, some before school and some, for older students, after school. Information about intramural activities is provided during the morning announcements, in gym classes, on the PE bulletin board, *What's Happening* Newsletter, and, for younger students, through notes sent home. Students must have a permission form signed by a parent in order to participate.

School 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 Northlea's school teams.

Students from Grades 5, 6, 7, and 8 are selected for school teams based on the following criteria:

- Skill level
- Participation
- Punctuality
- Sportsmanship
- Effort
- Interaction with others
- Attitude
- Attendance

Practice times vary by sport and may be held before school, over the lunch hour or, occasionally after school for older students.

Students should ensure that they have proper footwear for each sport: court shoes for basketball, running shoes for cross-country running, etc.

Students who are chosen for a team are expected to continue to fulfill the above mentioned expectations through practices during the course of the season. As a result of large numbers of students at Northlea, not every student will be able to make teams they try out for.

In addition, we provide opportunities for **all** students to participate in our intramural athletic program. Look for information on teams and intramural programs at the beginning of the school year on the PE bulletin board and throughout the year in the "*What's Happening*" newsletter.

Daily Physical Activity (D.P.A.)

The participation of students in daily physical activity (D.P.A.) is a critical component of the government's overall Healthy Schools initiative. The Policy requires school boards to ensure all elementary students, including students with special needs, have a minimum of twenty minutes of sustained moderate to vigorous physical activity each school day during instructional time. As a result of the daily physical activity initiative, elementary students should enhance their learning opportunities while improving or maintaining their physical fitness and their overall health and wellness.

Twenty minutes or more of physical activity during a scheduled health and physical education class would meet the daily physical activity requirement. Since physical activity is only one component of a complete health and physical education class program, there will be days when a health and Physical Education class does not include physical activity. On these days and on days when no health and physical education class is scheduled, other opportunities for at least twenty minutes of physical activity during the instructional day will need to be provided.

At Northlea, daily physical activity will be incorporated into the instructional day for twenty minutes. All school staff will be involved in the planning and implementation of the daily physical activity program. All activities will be adapted as appropriate to ensure that students with special needs can participate in them. Such adaptations will be consistent with the accommodations and/or modifications that are found in his/her Individual Education Plan.

Being on time for school has always been crucial as at any other school in the Toronto District School Board. However, more than ever before, students will be expected to be at school on time each day so that they do not miss and/or disrupt the daily physical activity program (especially if it is occurring during period #1). In addition, all students will be expected to wear appropriate running shoes for safety and proper participation.

Positive experiences with physical activity at a young age help lay the foundation for healthy, productive lives. Regular physical activity can promote the growth of strong bones and muscles, help to develop good posture and balance, strengthen the heart and lungs, and generally help to improve and maintain fitness.

Library

Library Hours: 8:20 – 11:35 a.m. and 12:45 – 3:45 p.m. Monday to Friday

Library Contact: Teacher-Librarian, 416-396-2395 ex 20110

Lending Policy

Students may take up to 4 items at a time on their library card. Books are on loan for two weeks. Students with late library items cannot borrow books until the late items are returned. Parents are also invited to take out books for their children and may exceed the four item limit when using their child's library card. 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 the Teacher/Librarian upon return. New items that are lost will be charged replacement costs (see below).

Late Notices and Lost Items

Late notices are sent out twice a month. Students with late library items cannot borrow books until the late items are returned. Items late for more than a month are presumed lost. Standard lost item charges for TDSB are listed below. Cash payments are processed by the library. Cash refunds are issued to the borrower whenever the item is returned. Replacement Costs: Paperback: English \$10, French \$15, Soft cover items: English \$15, French \$20, Hard cover items: English \$20, French \$25. Videos are not loaned to students.

Kindergarten Book Loans

Kindergarten students 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. Kindergarten parents are needed to assist with the kindergarten book exchange periods. Please contact the teacher-librarian or your child's kindergarten teacher. Please note that if you regularly volunteer anywhere in the school (more than 3 times a term) a Police Check is required.

Book Fairs

At least one book fair is held each year at Northlea. Funds raised by the book fairs go to support library programs. Past purchases have included the Canada Carpet, paperback novels, a new set of World Book Encyclopedias and a data projector.

Co-Curricular Music at Northlea

Music is an important part of what makes Northlea special. All students have opportunities to sing together and perform through classroom choirs (the Junior Choir, the Senior Girls' Choir) and the band. These groups perform at the December Winter Holiday Concert, Kiwanis Music Festival in February and the Spring Concert in May. For performances, all students should wear a plain, white, long-sleeved shirt or turtleneck, with navy blue pants for boys, and either navy blue pants or a navy blue skirt with navy tights for girls.

CHOIRS	
<p>Junior Choir Grades 5 & 6</p> <p>Under the direction of Mr. Bondy and Ms. Konjhodzic</p>	<p>The Junior Choir competes in several categories in the annual Kiwanis Music Festival each February where Northlea's students have shown excellence year after year. In addition to the regular performances, each year the Junior Choir enjoys appearing at one or two special venues such as the Toronto District School Board Spring Festival Concert and TD Canada Trust Centre Branch.</p> <p>Interested students must sign an agreement about expectations for behaviour and attendance. Sign-up forms are sent home with the students in September. The Junior Choir holds rehearsals on Tuesdays 7:45 – 8:45 a.m. and Thursdays 12:00 – 12:40 p.m. from October through May. All rehearsals feature piano accompaniment. Choir members are asked to contribute a fee at the beginning of the year to cover the cost of sheet music and the accompanist.</p> <p>In addition to the required attire above, Junior Choir members are also supplied with a green Northlea vest to be worn at all performances and returned at the end of the year.</p> <p>The Junior Choir relies on <i>parent volunteers</i> to help organize and supervise performances and special events. Parents receive lots of notice and our enthusiastic singers welcome your support.</p>
INSTRUMENTAL MUSIC	
<p>Instrumental Music: Grades 6 through 8</p> <p>Under the direction of Ms. Loucks</p>	<p>Students commence the Instrumental Music Program at Northlea in Grade 6 and receive musical instruction once weekly for 50 minutes. Beginning in September, Grade 6 students are given an intense introduction to the traditional Concert Band instruments and are then assigned to an instrument based on their needs, as well as the balanced class instrumentation model. All students beginning the program are to purchase the class Method Book for use during Grades 6, 7 & 8. Students have the option of owning, renting, or borrowing a school instrument. There is a maintenance fee charged for school instruments and a mouthpiece must be purchased for sanitary purposes. Grade 6 students may get involved in extracurricular opportunities (after January) as part of the Grade 6 Junior Band (*) Students rehearse one time a week at noon in the Instrumental Music Room, in preparation for the Spring Open House Concert. Interested students must sign an agreement about expectations for behaviour and attendance.</p> <p>Grades 7 & 8 Instrumental Music students receive musical instruction twice a week for 50 minutes. Students begin playing their assigned instrument during the second Instrumental Music class back in September. Students in Grades 7 & 8 may participate in the Senior Band, which rehearses twice weekly at noon in the Instrumental Music Room. The Senior Band will have the opportunity to play at the Winter and Spring School Concerts, as well as other possible opportunities to be arranged throughout the year. Interested students must sign an agreement about expectations for behaviour and attendance.</p>

Cross Country 2011

Northlea likes to run! The Northlea Cross Country program is arguably the most successful such initiative in the entire City of Toronto. In 2010, Northlea had almost 300 students come out for Cross Country and go to the first meet, with 97 students qualifying for the second meet and an amazing 62 students going on to the *City Championships*.

Those who attend a race are truly amazed at how inspiring it is to see the kids putting 100% effort in their races and cheering each other on. All students who participate in the practices are taken to the first meet and as a result, the meet looks like a sea of grey and green!

The strong program is the result of a lot of hard work on the part of many, including 4 amazing co-coordinators (who are thankfully returning!), Ms. Borden and other teacher volunteers, the parent coaches and the many parents that volunteered to come and supervise at the meets! Finally, last but not least is the hard work and dedication of the Northlea students. We have a program that is envied by many schools and can continue that way for years to come if we continue as a hardworking group, dedicated to enlightening children to the joy of running!

The first practice of the Cross Country season 2011 is on Wednesday, September 7th at 7:45 am. Permission forms will be distributed that allow students to go off property to train (properly supervised, of course) and attend the races very early in the first week of school. Those forms need to be returned by Friday September 16th at the latest.

Extra help is always welcome! On race days, we need lots of parent volunteers. If you have some interest in coaching a specific grade group, please email coordinator Lisa Vanexan directly at lvnexan@sympatico.ca.

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 before school from 8:35 to 8:45, following dismissal from the lunch program, and recess periods. Kindergarten supervision is 8:35 – 8:45 for the morning session and 12:45 -12:55 for the afternoon session in the designated playground at the front of the school. The Junior/Intermediate climber at the South End of the school is for students in Grades 4 – 8. The Primary climber at the North End of the school is for students in Grades 1 – 3.

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

KINDLY RESPECT THAT DOGS ARE NOT ALLOWED ON THE SCHOOL PROPERTY AT ANY TIME. It is a health and safety concern. Additionally, with the effort the community has put into raising money to redo our field, it is our desire to maintain it for as long as possible. This includes eliminating all dog excrement. In addition, dogs on school property during the school day pose a potential safety issue for children. Furthermore, dogs should never be left tied up and unattended at any of the school fences.



Lost & Found

Northlea Home & School Association maintains a Lost & Found box located in the lower hallway between the North and South gyms. Please check the lost and found regularly for any lost items. During the **third week of each month**, items will be displayed on tables between the North & South Gyms. All classes will visit the tables during this week to claim items. At the end of the fourth week, the items will be donated to a worthy cause.

Please label all items with a last name and phone number.

Peanut/Nut “SAFE” School



Due to a number of students in our school with potentially fatal nut allergies, Northlea is a peanut/nut “SAFE” school. This means that products containing nut or peanut ingredients are **not** allowed. For more information on this allergy please visit: 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 they are required to have two EpiPens at school: one for the Office and one for the classroom. Related medical forms regarding this allergy must be filled in annually.

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 parents are requested to notify the Office as soon as possible so public health measures can be taken. In some cases, a letter will be sent home to the students based on TDSB and Toronto Public Health policies.

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., EpiPen, 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.

Intergenerational Teaching Learning Community Program

This program is run by Community Care East York for the purpose of promoting interaction between students and seniors. It is run with the Grade 5 teachers and students every year. Students work with seniors at a particular craft or hobby once a week for a period of seven weeks. The students can choose among a wide variety of activities including knitting, teddy bear making, sketching, and photography. They complete their craft by the end of the seven weeks. Grade five parents support this program by providing cookies and tea for our senior volunteers.

Student Leadership Council

The Student Leadership Council (SLC) are an elected body of students who with the assistance of a staff advisor "advance the social and civic development of the school body, promote school spirit and pride and provide for an exchange of ideas among the faculty and students." Each Grade 4 to 8 class has one female and one male representative who will meet to discuss school issues, come up with solutions and organize events to benefit the school and community. The executive council of the SLC will oversee areas such as fundraising, athletics, communication and community.

Locker Policy

Students in grades 6, 7 and 8 are typically assigned a locker at the beginning of the year for their books and belongings. They need to bring a combination lock at the beginning of September and give their locker number and combination to their teacher. Only one student is assigned to each locker. Students may not share lockers and they must only use the locker assigned to them. **Locker combinations should not be shared.** It is the student's responsibility to report a change of lock. Locks on unassigned lockers will be removed and the contents emptied. Lockers are school property and school officials have the right to search them when issues of school safety exist. Students are expected to keep their locker relatively clean, neat and free of graffiti. Locker cleanouts will be conducted several times during the year.

Electronic Devices

All communication 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. This policy extends to school organized activities and excursions off school property. Students may be subject to disciplinary action if they use electronic means to intimidate, harm, exclude or ruin a reputation – which includes the use of emails and instant messaging, text or digital imaging sent on cell phones, web pages and web blogs, chat rooms and discussion groups. If communication is urgent between a parent and child, an Office phone will always be available.

WINITS Program

The WINITS program is for the Grade 6, 7 and 8 students. It is in place to help motivate students to become involved in the extra-curricular programs at our school. Students receive a Winit point for their participation in any of the extra-curricular activities offered. Some examples of activities include: Student Leadership Council, Choir, Recycling Club, Office Helpers, Library Monitors, Jurassic Park, Eat Smart Committee, Eco Club and all Sports Teams. Students can strive to achieve three target levels:

- 18 points - small Northlea letter
- 30 points – large Northlea letter
- 45 points – Northlea plaque

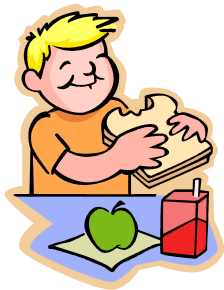
Points are counted and carried over from year-to-year starting in Grade 6. Students receive stickers for the Winit point they earn which is placed on a certificate they take home at the end of each year recognizing them for their participation in extra-curricular activities.

Northlea Community Child Care (NCCC)

The NCCC is located in the school. The main Office is located on the first floor at the northwest corner. The childcare center is open from 7:30 a.m. to 6:00 p.m. and offers both full-day, before and after school child care. The child care provides spaces for children enrolled at Northlea who are between the ages of 2½ to 12. There is currently a waiting list to get into this program.

Northlea Child Care Centre also offers a summer camp annually for children in Grade 1 through 6. Registration begins in March. For more information on the child care or summer program call 416-424-2890.

Lunch Program



We believe students are better served when they each eat lunch at home or in a childcare home/facility where a nanny, baby-sitter, grandparent or parent is present. We have found that the afternoon school environment is calmer and students are more productive when they have a break from the school day. We also find that students tend to eat more at home. We observe many lunches thrown into the garbage at school, or students eating only the desserts of their lunch. Poor eating habits make it difficult for students to concentrate fully on their school work.

Northlea provides supervision to those students who have no other choice but to be at school for lunch. The supervision ratio is one lunchroom supervisor to approximately 60 students. We have many students who eat lunch at school purely for social reasons. If you are able to make alternate arrangements for your child during the lunch period we urge you to consider this.

We understand that for students participating in choir, chess or sports programs offered at lunch there may not be enough time for them to go home. Their attendance in the lunchroom will be temporary, based on their participation in the extracurricular program at noon.

HELP US KEEP YOUR CHILDREN SAFE! Attendance will be taken for Grades 1 – 8. For safety reasons, we must have a note (handed in at the Office) if your child will be absent from the lunch program.

Our school has a Boomerang or Litter-less Lunch Program. Please send your child's food and beverages in reusable, (i.e. thermos) or recyclable containers (i.e., plastic and/or aluminum bottles) wherever possible. **Students will be asked to take all garbage items home with them.** 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 will be made.

If you wish to apply to a space in the lunchroom program, please complete and sign the form enclosed in this package.

Northlea is an Eat Smart School. Eat Smart is a health promotion program that ensures that the school cafeteria offers a variety of healthy food choices and has the highest standard in food safety. There is a **school cafeteria** where children can purchase lunches, snacks and drinks. It is your responsibility to provide a lunch or money for your child(ren) to purchase one. **The Office does not lend money to children to buy their lunches.**

Students who do stay for lunch are expected to follow ***Northlea's Code of Conduct as outlined on page 7.*** Parents/caregivers are requested to review and explain these rules to their children. We need everyone's cooperation to make the lunch hour safe. Students who are unable to meet these expectations may be asked to make alternate arrangements over the lunch period.

Please review the following routines the children are expected to follow for lunchtime routines.

1. Wait for bell to ring at 11:35. Bring your lunch and your outdoor clothes (i.e. jackets, boots, hats, mitts, etc.) with you. 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.
2. The two designated lunch bin carrier students from each class (assigned by each Homeroom teacher) will get the class lunch bin and carry it to the North Gym for grades 3-8 and place it at the end of the designated lunch table for your class, and along the wall in front of Room 117 for grades 1-2 classes.
3. Sit at your designated lunch table, organized by class.
4. Line up on left side of Servedy if you are in Grades 3-8 and right side if you are in Grades 1-2.
5. 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.
6. Talk quietly to your friends.
7. Bathroom visits should be done before coming to the lunchroom. However, if it is an emergency, ask for permission and a Bathroom pass from the lunchroom supervisor to go to the bathroom and take a friend with you. Upon your return let the supervisor know that you are back and return the Bathroom Pass.
8. **Northlea is an EcoSchool. The EcoSchools Certification process helps Northlea take stock of our environmental practices, with an eye to setting goals for future improvement. Teachers help their students learn about litter and anti-litter behaviour by encouraging students to bring in waste-free lunches. Take all garbage**

home with you in your lunch bag (i.e. litterless lunch) unless you ate at the Servery; in which case put the garbage in the appropriate garbage/recycling can.

9. Wait to be dismissed by class. Do not go upstairs or in any other hallway but the Northeast Hallway and exit from these doors, grades 3 to 5 go out the Servery door and grades 6 to 8 go out the North East door.
10. The lunch bin carriers for grades 3 to 7 should carry the lunch bins with the lunch bags to the hall between the South Gym and the library, or for the primary group, outside room 117.
11. 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 and a Bathroom Pass from the supervisor and take a friend. Tell the supervisor and return the Bathroom Pass when you return outside.
12. Students who stay for lunch must remain on school property for the entire lunch.
13. 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.
14. Money will not be given to students who forget their lunch.
15. Students delivering attendance to the Office will pick up the lunch bin from the hallway or library area and deliver the bin back to their classroom.
16. Teachers or student monitors will make sure lunch bins are emptied at the end of the day.
17. All lunch bags must be labeled in permanent marker with the student's name.

Extra-Curricular Programs

A variety of lunch-time and after-school programs are offered for Grades 1 - 6 through selected suppliers, and cover a variety of art and sports-based programming. Programs are usually 8 weeks in length and run from 11:35 a.m. to 12:40 p.m. at lunch-time, or 3:30 p.m. to 4:45 p.m. after-school.

Full schedules are available for registration within the first two weeks of each term and course minimums do apply for certain courses to run. All schedules will be available on the Northlea website www.northleaschool.ca, together with details of the registration requirements and payment information. Popular courses from the last school year include; Glee Club, Broadway Creations, Sketching and Drawing, Crafts-to-go, and Basketball.

Check out the school website and school e-mails for the release of new schedules at the start of each term.

Chess Club

Offered through the Home and School Association, the Northlea Chess Club is open to children from grades one to eight. Children at the lower levels will learn to play chess while the kids at higher levels improve on their strategies.

This program runs for 8 weeks each term on Wednesdays during lunch hour. Chess teachers, some of whom are competitive chess players, are brought in through the Chess & Math Association. Please see the Northlea website for dates and registration forms.

Northlea Home & School Council

Northlea parents are represented by one group of parent volunteers who fulfill 2 different roles; the Northlea School Council and the Northlea Home and School Association.

As mandated by the Ontario Ministry of Education, the advisory role of **School Councils** is to make **recommendations on any matter** to the administration and the school board. Together, with school administration, staff and community members, the Northlea School Council is a welcoming forum that strives to improve student achievement and school performance.

Northlea's **Home and School Association** is a member of the Ontario Federation of Home and School Associations, which is a registered charity independent of the Ministry or school boards. Its role is to foster **communication** between the school and the parent community and to **organize events and activities** to enrich the school community and provide additional funds for the school. Maintaining an independent Home and School Association allows for autonomy over finances and how fundraising dollars are spent.

Evening meetings of the Home & School / Council are held regularly throughout the school year. These meetings are open to all parents of Northlea students and we welcome everybody's participation.

Enthusiastic volunteers are always needed to share new ideas and help organize events or share thoughts on how to continue to make Northlea a terrific place for our kids. We have over 600 families at Northlea; be a family that gets involved – come to a meeting and learn more about the Home & School / Council and how you can help!

Home & School/Council Executive for 2011/12:

President / School Council Chair	Wilmar Kortleever
Vice President / Vice Chair	Sarah Dawson
Recording Secretary	Erica Lewis
Treasurer	Susan Brookes
Past President	Julie Brown
Communications Chair	Sarah Dawson
Webmaster	Frank Chang
Community Events Chair	Claudine Lukawesky
School Support Chairs	Rachel Chernos Lin
	Kara Pearson-Kane
Fundraising Chair	Lynda Debono
Council Advisory Team	Julie Brown
	Lisa Howarth
	Sarah Stevens
	Sue Thurow
	Wilmar Kortleever
	Sarah Dawson

Fundraising

Northlea is committed to a variety of fundraising activities from which funds are used to support school and staff, to increase student success, and to enrich the educational experience of our children. Over the years, through the generosity of Northlea families and the community, many thousands of dollars have been raised and disbursed to the school, local charities and international projects. A predetermined small percentage of funds raised is also committed to

2011/2012

ongoing community projects and charities. Money raised over recent years has been spent on the school field, classroom enhancement, the school Musical, Smart Boards, plus much more. The largest fundraising event at Northlea is the **Family Fun Night** during the Winter term. It attracts both school and community families, who raise money through a range of varied activities like a silent auction, raffle baskets, class activities, business and personal sponsorships, and by selling tickets to many locally hosted social events called the Northlea Social Series.

In 2011/2012, there will be many new fundraising initiatives, starting with **Mabel's Labels** over the summer and into the fall term. See the school website www.northleaschool.ca for more information on this and upcoming fundraising events and campaigns.

Home & School Council Volunteers

Northlea Elementary & Middle School is a truly unique place. Students, Staff and Parents work together to provide the very best environment for our children to thrive. It is an environment to cherish, an opportunity to work to contribute.

Parents are encouraged to be involved at Northlea. Teachers and class parents for each class will provide opportunities to volunteer with classroom activities. Parent volunteers are also greatly appreciated for school-wide events, and for other Home & School and School Council activities. This can be through a few 30 minute shifts at various events, or following through by taking on a Leadership role in the Home & School / Council framework.

Enthusiastic volunteers are always needed to share new ideas and help organize events or share thoughts on how to continue to make Northlea a terrific place for our kids. We have over 600 families at Northlea; be a family that gets involved – come to a meeting and learn more about the Home & School / Council and how you can help!

In the beginning of the year, important roles to be filled are those of Class Parent, Safe Arrival volunteer, and helping out with the Welcome Back Barbeque. New in the fall of 2011 is a pilot with a Parent Safety Program (PSP). A volunteer form and/or catalogue will be available on the Northlea website at www.northleaschool.ca. Volunteer interest can be expressed via homeandschool@northleaschool.ca.

Real generosity towards the future lies in giving all to the present.

Albert Camus(French Writer and Philosopher)

***The miracle is this-
the more we share,
the more we have.***

Leonard Nimoy(1931 -)

American Actor, Director and Writer

Thank you for taking the time to read this handbook. We hope it is helpful to you and your families as you begin your new year at Northlea.

***Northlea Administration
Northlea Home and School Council***

Important Events – At a Glance

Event	Date
Information Package forms due back	September 9, September 14
Welcome Back Barbeque Northlea's annual family BBQ from 5:30 until 7:30- Rain or shine. Join us for dinner, bouncy castles, face painting, Whimz animals and more.	September 15
Sheldon (Grade 6)	September 19-23
First Home & School / School Council Meeting	October 6
Curriculum Night This event is for every parent. Come and learn more about the school curriculum and how it relates to your student(s)	September 14
Terry Fox Walk	September 28
Lice Check	September 29,30
TTC Photos (Intermediate Students Only)	October 3
International Walk to School Join students from around Canada and the world in walking to school	October 5
Magazine (QSP) Subscription Campaign	Early October
Blood Donor Clinic	October, April
School Photos	October 26, 27
Parent Teacher Conference	Friday, November 18
Winter Concert	December 14
Family Fun Night	Thursday in February
Christmas Break	Dec. 26 – Jan. 6
Mid-Winter Break	March 12 - 16
Greeting Card Fundraiser	March – Arrival in May
Graduation Photos	March 26
Easter Break	April 6 - 9
Staff Appreciation Days	Nov/March/May
Earth Day Celebrations	April
Open House Evening	End of April/Early May
Grade 8 Graduation	June 26



Northlea Elementary & Middle School

2011/2012
10 Day Cycle School Schedule for 2011-2012 Academic Year

SEPTEMBER

SUN	Mon	Tues	Wed	Thur	Fri	SAT
				1	2	3
4	5 H	6 2	7 3	8 4	9 5	10
11	12 6	13 7	14 8	15 9	16 10	17
18	19 1	20 2	21 3	22 4	23 5	24
25	26 6	27 7	28 8	29 9	30 10	

OCTOBER

SUN	Mon	Tues	Wed	Thur	Fri	SAT
						1
2	3 1	4 2	5 3	6 4	7 5	8
9	10 H	11 6	12 7	13 8	14 9	15
16	17 10	18 1	19 2	20 3	21 4	22
23	24 5	25 6	26 7	27 8	28 9	29

NOVEMBER

SUN	Mon	Tues	Wed	Thur	Fri	SAT
30	31 10	1 1	2 2	3 3	4 4	5
6	7 5	8 6	9 7	10 8	11 9	12
13	14 10	15 1	16 2	17 3	18 PA	19
20	21 4	22 5	23 6	24 7	25 8	26
27	28 9	29 10	30 1			

DECEMBER

SUN	Mon	Tues	Wed	Thur	Fri	SAT
				1 2	2 3	3
4	5 4	6 5	7 6	8 7	9 PA	10
11	12 8	13 9	14 10	15 1	16 2	17
18	19 3	20 4	21 5	22 6	23 7	24
25	26 H	27 H	28 H	29 H	30 H	31

JANUARY

SUN	Mon	Tues	Wed	Thur	Fri	SAT
1	2 H	3 H	4 H	5 H	6 H	7
8	9 8	10 9	11 10	12 1	13 2	14
15	16 3	17 4	18 5	19 6	20 7	21
22	23 8	24 9	25 10	26 1	27 PA	28
29	30 2	31 3				

FEBRUARY

SUN	Mon	Tues	Wed	Thur	Fri	SAT
			1 4	2 5	3 6	4
5	6 7	7 8	8 9	9 10	10 1	11
12	13 2	14 3	15 4	16 5	17 PA	18
19	20 H	21 6	22 7	23 8	24 9	25
26	27 10	28 1	29 2			

MARCH

SUN	Mon	Tues	Wed	Thur	Fri	SAT
				1 3	2 4	3
4	5 5	6 6	7 7	8 8	9 9	10
11	12 H	13 H	14 H	15 H	16 H	17
18	19 10	20 1	21 2	22 3	23 4	24
25	26 5	27 6	28 7	29 8	30 9	31

APRIL

SUN	Mon	Tues	Wed	Thur	Fri	SAT
1	2 10	3 1	4 2	5 3	6 H	7
8	9 H	10 4	11 5	12 6	13 7	14
15	16 8	17 9	18 10	19 1	20 2	21
22	23 3	24 4	25 5	26 6	27 7	28
29	30 8					

MAY

SUN	Mon	Tues	Wed	Thur	Fri	SAT
		1 9	2 10	3 1	4 2	5
6	7 3	8 4	9 5	10 6	11 7	12
13	14 8	15 9	16 10	17 1	18 2	19
20	21 H	22 3	23 4	24 5	25 6	26
27	28 7	29 8	30 9	31 10		

JUNE

SUN	Mon	Tues	Wed	Thur	Fri	SAT
					1 PA	2
3	4 1	5 2	6 3	7 4	8 5	9
10	11 6	12 7	13 8	14 9	15 10	16
17	18 1	19 2	20 3	21 4	22 5	23
24	25 6	26 7	27 8	28 9	29 PA	30

Entry/Exit Times

- 8:45 – Entry to school(1-8)
- 8:50 – Entry to School (K)
- 11:20 – Lunch Begins (K)
- 11:35 – Lunch Begins(1-8)
- 12:40 – PM Begins(1-8)
- 1:00 – PM Begins (K)
- 3:30 – Dismissal (K-8)

Legend

- #1-10 – Day of Cycle
- H – Holiday
- PA – Professional Activity Day