



# Administrators' Message

September 2019

Dear Parent/Caregiver:

Northlea Elementary and Middle School is an outstanding place of learning because of the commitment of the staff, the support of the parents/caregivers, 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. We also share quite a bit of information through our Twitter feed, school website and direct emails. Please be sure to reference those resources as well.

We look forward to working with the students and the parents of the Northlea community. We are anticipating that 2019-2020 will be an extremely productive and successful school year!

Sincerely,

**Barbara Sandler**  
Principal

**Rachel Berger**  
Vice-Principal

**Michael Sanders**  
Vice-Principal



# 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 refer to the Northlea website ([www.northleaschool.ca](http://www.northleaschool.ca)) 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](http://www.northleaschool.ca)

Principal	Ms. Barbara Sandler
Vice Principals	Ms. Rachel Berger, Mr. Michael Sanders
Office Staff	Judy Keith, Helen Saroglou
Home and School	<a href="mailto:homeandschool@northleaschool.ca">homeandschool@northleaschool.ca</a>
TDSB Superintendent of Schools	Mr. Andrew Howard
TDSB School Trustee	Ms. Rachel Chernos Lin

## Hours of Operation:

Grades 1 – 8	<b>Entry Bell Rings at 8:45</b> <b>Lunch: 11:35 – 12:40</b> <b>Dismissal: 3:30</b>
Kindergarten	<b>Start: 8:50 Dismissal: 11:20</b> <b>Start: 12:50 Dismissal: 3:20</b>
School Office	8:20 – 4:30

## 5 Day Cycle:

TDSB operates on a 5 day cycle. We encourage families to reference the following 5 day cycle calendar. (The cycle is also reflected on our Google Calendar) :

The calendar can be found here:



# TORONTO DISTRICT SCHOOL BOARD

## Northlea EMS

### 2019 - 2020

H	Statutory Holiday
B	Bd. Designated Break
PA	PA Day

September						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Respect

October						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Responsibility

November						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Empathy

December						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Kindness & Caring

January						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Teamwork

February						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Fairness

March						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Honesty

April						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Co-operation

May						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Integrity

June						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Perseverance

#### Professional Activity Days:

Friday, October 11, 2019  
 Friday, November 15, 2019  
 Friday, December 6, 2019  
 Friday, January 17, 2020  
 Friday, February 14, 2020  
 Friday, June 5, 2020  
 Friday, June 26, 2020

#### First Day of School:

Tuesday, September 3, 2019

#### Last day of school for students:

June 25, 2020

#### Dates to Remember:

**Labour Day:** September 2, 2019  
**Thanksgiving:** October 14, 2019  
**Winter Break:** December 23, 2019 to January 3, 2020 (last day of school December 20, 2019; school resumes January 6, 2020)  
**Provincial Family Day:** February 17, 2020  
**Mid-Winter Break:** March 16 to 20, 2020  
**Good Friday:** April 10, 2020  
**Easter Monday:** April 13, 2020  
**Victoria Day:** May 18, 2020  
**Total Instructional Days:** 189

## 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. The English program is offered for all grades and French instruction begins in Grade 4 for the English track. French Immersion students begin learning English in Grade 4.

There are three divisions:

- 1) Primary: JK to Grade 3
- 2) Junior: Grades 4 – 6,
- 3) Intermediate: Grades 7 and 8

## Safe Arrival Program

One measure of keeping students safe is ensuring students have safely arrived at school. It is imperative that if your child is going to be **absent or late** for any reason, you leave a message on the **Safe Arrival line (416) 396-3775**.

## 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 teacher may not get transferred to the Office Staff, especially if the teacher is sick that day.

We are on an automated call-out system for our Safe Arrival Program. If there is no message about the absence, the system will make attempts to contact you to determine the reason for the absence.

Parents/Guardians of students who have an unexplained absence (one where the school has not been previously notified) will be contacted to verify the reason for the absence.

The system call-out will work as follows:

- Parents/guardians identified in TDSB's Student Information Systems who has access to student records, and emergency contact with priority 1 or 2 will receive a call.
- When you receive the call, you are **required to listen to the entire message and follow the prompts accordingly.**
- You will be asked if you are aware or unaware of your child's absence.
- If unaware, you will be asked to call the school immediately (416-396-2395).
- If you are aware of the absence, you will be asked to enter the reason for your child's absence. At the end of the message, you will have to press 2 to confirm you received the message.
- If you do not confirm receipt, you will receive a call on your mobile phone.
- If there is no response from a Priority 1 contact, this same process will be followed for Priority 2 contacts.
- If there is no contact with either Priority 1 or Priority 2, this entire process will be repeated 3 times in 10 minute intervals.

## Should the school be unable to determine an unaccounted

### **student's whereabouts the police will be notified to assist.**

In the evening, all parents/guardians of students who were late that day will receive a call informing them of their child's tardiness.

With this in mind, it is important that your contact information on file at the office is up-to-date. Please let the office know immediately if your contact information changes at any time throughout the school year.

We recognize that regular attendance is essential to the safety, academic success, and well-being of all students. Thank you for your continued cooperation with keeping your child(ren) safe and accounted for.

## **"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:** After 9:00 a.m. all doors are locked for safety reasons. Please come to the NORTH DOORS and ring the buzzer. 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. Please remember to sign-out at the Office and return your visitor tag before you leave.

## **School Volunteers**

Northlea values the tremendous contributions of the parents and community volunteers who give so much of their time and effort to make our school a better place. Teachers request volunteer support on an individual basis. Parents are encouraged to be involved in the school and parent volunteers are greatly appreciated by the Home & School Association for their assistance with a variety of events. If you would like more information or to volunteer, please contact the Home & School Association at [homeandschool@northleaschool.ca](mailto:homeandschool@northleaschool.ca), or check out available positions online at [www.northleaschool.ca](http://www.northleaschool.ca).

The Ontario government requires that all school volunteers obtain a **Police Reference Check (PRC)**. The intent of this legislation is to ensure that schools and classrooms are safe places for students. The cost of the initial PRC is \$20.00 and at the volunteer's expense. Forms for these checks are available in the school office. To help facilitate this process, parents interested in volunteering may pay the fee via certified cheque or money order made payable to Toronto Police Services and then must also complete the application form in the school office. Once you receive the CLEAR form at home (approximately 4-6 weeks) please **resubmit** to the office to clear in our system. After the initial PRC, the volunteer must have their records updated every two years by completing an *Offence Declaration*.

## Getting to School

Northlea encourages WALKING TO SCHOOL. Try walking to school EVERY DAY. One Wednesday a month is Walk & Roll to School Day. Live too far away to walk? ... Park a block away - enjoy the outdoors.

### 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

We encourage everyone to consider participating in the “Walk A Block” initiative. While we know mornings are busy and there is a time crunch, a one block walk will disperse traffic and offers numerous valuable experiences for your child. Below are a few resources you may find useful in support of the “Walk A Block” program:

Legal Parking Options: [Northlea Legal Street Parking Guide](#)

[Pedestrian Safety Guide from Parachute Canada](#) - This guide shares best practices for pedestrian safety. They recommend that adults walk with their children to be role models.”

*“Be a role model. Talk to your child about safe pedestrian practices while you walk. Over time, your frequent demonstrations will become ingrained in their approach to crossing roads.”*

[Pedestrian Safety Message To Parents - Toronto Public Health](#)

**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. Please observe the parking signs to help keep our students free from harm and teach them respect for the law.

**Rumsey Parking Lot: A few friendly reminders about parking at the lot on Rumsey Road:**

1. Pedestrians are asked to please use the walkway parallel to the lot rather than walking through the lot.
2. There is one spot reserved for people who need accessible parking. Please only park in this spot if you require accessible parking.
3. 2 spots are reserved for TDSB Trades at all times of day. Please refrain from parking in these spots even if they are empty.



4. There are only 3 first-come first-served spots available. These spots are designated for TDSB staff, visitors to Northlea and families from the Northlea Community Child Care (NCCC) and Northlea EMS. These three spots are intended to be short term parking.
5. Please ensure you back into the parking spots so you have strong visibility upon exiting.
6. The lot is not available between 8:30 am - 9:00 am, as you will not be able to enter or exit the lot during this time. Please plan to leave the lot before 8:30 or after 9:00 am.
7. Please do not park in the fire lane. Cars can only park in designated spots and not perpendicular to those spots.
8. The safety of all of the children who access NCCC and Northlea EMS is our top priority.

**Staff Parking Lot - Sutherland Drive Lot:** 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.

**Parents are not permitted to park in this lot for any reason during school hours.**

### **Parent Safety Program (PSP)**

To address the ongoing traffic issues around the school, Northlea has partnered with the Toronto Police Service to run a Parent Safety Program (PSP) – 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 PSP also offers a **Kiss and Ride** program, to offer a legal, safe drop off for students 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. When cars pull up between the pylons, volunteers open the car door and assist the students (who are ready to go!) from the car. They will then safely direct 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.

This program relies on volunteers and if we are able to secure enough volunteers, it will be launched. There will be a formal notification if and when it is up and running.

This school year we also now have several City of Toronto **School Safety Zones**, where car speeds are electronically posted and digitally registered. Additionally, there are **orange crosswalk flags** available at certain intersections: pedestrians take a flag to increase visibility when crossing the street.

**Enforcement:** Police Officers provide increased supervision and enforcement at the school. Anyone who stops in the bus zones and no stopping zones, or parks in no-parking zones, may be ticketed.

## **Children Leaving the School**

Students must sign-out at the Office if they are leaving 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 caregiver/babysitter. If the adult picking up a student is not the parent, guardian, or designated caregiver/babysitter, documentation to verify identity will be requested (e.g., Driver's License, etc.).

In the case of lateness, students arriving at the start of morning announcements may proceed directly to class and the teachers will mark them late on the attendance records.

Once the announcements are over and the attendance folder has been sent to the Office, students are required to sign-in at the Office. 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 mutually convenient time to discuss your concerns. Teachers will update parents about their preferred method(s) of communication.

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](http://www.tdsb.on.ca). Follow the parent link to view this policy. We invite families to review the '[Parent Concern Protocol](#)' as a roadmap for working through issues that may emerge.

In an effort to reduce the amount of paper going home, all parents/guardians will receive the weekly communication emails as well as any additional updates. 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*. Northlea EMS and H&S/Council will have all distributed school information available on [www.northleaschool.ca](http://www.northleaschool.ca) as well.

<b>Northlea EMS School Website</b>	Northlea Home & School maintains a website at <a href="http://www.northleaschool.ca">www.northleaschool.ca</a> offering useful information to our parent community. Including the twice monthly, "Northlea News." Check it out frequently for updates and information.
<b>Northlea News</b>	It provides families with detailed information regarding specific school happenings, activities and excursions. Often it includes videos and pictures of special events at the school along with reminders about school events.
<b>Northlea Calendar</b>	We endeavour to add most school wide events onto our <a href="#">website calendar</a> .
<b>Northlea Twitter</b>	Please follow us <a href="#">@NorthleaTDSB</a>
<b>Northlea Home and School Twitter</b>	Please follow us <a href="#">@Northlea_HandS</a>
<b>Northlea Home and School Instagram</b>	Please follow us <a href="#">@Northlea_HandS</a>
<b>Northlea Home and School</b>	Please follow us <a href="#">@northleahomeandschool</a>

<b>Facebook Page</b>	
<b>Northlea Home and School Weekly Emails</b>	These emails provide school event, spirit and fundraising updates to keep parents and guardians informed of what's happening at Northlea from the Home and School perspective. To be included in this list, please opt-in at the beginning of the school year through the online form at <a href="http://www.northleaschool.ca">www.northleaschool.ca</a>
<b>TDSB Website</b>	The Toronto District School Board website is <a href="http://www.tdsb.on.ca">www.tdsb.on.ca</a> .

## Northlea Code of Conduct

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

1. Treat all people with respect and consideration.
2. Work and play cooperatively and safely with everyone.
3. Make safe and respectful choices with your words, actions, body and objects.
4. Respect our environment. Keep our school clean and litter free.

Students	Staff	Parents
<ul style="list-style-type: none"> <li>▪ show respect for themselves, for others, and for those in authority</li> <li>▪ obey Northlea's Code of Conduct</li> <li>▪ be courteous 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 Northlea EMS</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> </ul>	<ul style="list-style-type: none"> <li>▪ demonstrate respect for all students, staff, parents, volunteers, and the members of the school community</li> <li>▪ implement Northlea's Code of Conduct</li> <li>▪ be positive role models</li> <li>▪ establish and maintain an inclusive and equitable environment</li> <li>▪ encourage each pupil to work to his or her maximum potential academically and socially</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>▪ show respect for the administration and school staff</li> <li>▪ support Northlea's Code of Conduct</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 <b>Safe Arrival</b> at <b>416-396-3775</b> 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</li> </ul>

## **Progressive Discipline**

The learning that takes place in a school extends beyond core academic subjects. Social skills, problem solving, self-regulation and collaboration are all areas of focus at Northlea. We have a range of pro-active tools to support learning in these areas. Our goal is to help students learn to navigate conflict effectively and to empower students to address issues that emerge in a productive manner. Teachers and/or administration use the TDSB progressive discipline approach to addressing infractions. If needed, staff at Northlea may impose any of the following specific consequences as necessary. Below are examples of Progressive Discipline measures which may be implemented:

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. restorative circle
10. replacement or payment for lost or damaged property
11. formal suspension in keeping with board policy

## **Code of On-Line Conduct**

The Toronto District School Board (TDSB) is committed to providing students with access to the Internet through the Board's computer network. The Internet is a rich source of information and opportunities to enhance student learning. However, increased access to the Internet raises issues that must be addressed and understood.

The Toronto District School Board has addressed these issues through a Code of On-line Conduct which applies to students, staff, and all other users of electronic resources accessed through the facilities of the TDSB including the Internet. This Code of On-line Conduct 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://www.tdsb.on.ca/communications/code\\_of\\_online\\_conduct/occ.html](http://www.tdsb.on.ca/communications/code_of_online_conduct/occ.html) or upon request from the school administration.

The Board expects that students will be responsible in their use of the Internet through the facilities provided by the Board.

## **Northlea Device Policy**

1) Students accessing the wireless network with any device are reminded that they must at all times abide by the TDSB Code of Internet Use. Students may only use electronic equipment in the classroom. Devices are not permitted to be used in the halls or in other areas of the school



including the schoolyard. The use is for educational purposes only and subject to the discretion and direction of the teacher.

2) Students in Grades five to eight are permitted to bring in computers for use in school. They are reminded that they are solely responsible for their equipment; the school cannot be responsible for lost or stolen devices, nor do we have storage facilities.

3) Students are expected to put any electronic devices in their locker for safe keeping while they are not being used at school.

4) Students in Grade four may bring in a device to support their learning only after consultation with their classroom teacher.

5) Students in Grades 1 to 3 are not permitted to bring personal electronic devices to school.

6) For our purposes a computer is defined as any electronic device that can access the wireless network.

7) Do not leave personal computers unattended in classrooms, common areas, or lockers. Students who are using their personal computers in such a way that is not permitted under the TDSB Code of Internet Use will be asked to shut down their computers and may be subject to further disciplinary action.

8) Failure to adhere to the school's policy for use of personal electronic devices may result in a range of consequences including communication with parents, confiscation of the device and suspension.

## **Dress Code**

TDSB Student Dress Policy Shared Rights and Responsibilities for Student Dress: (a) The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). (b) Students have the right to express themselves, feel comfortable in what they wear and the freedom to make dress choices (e.g., clothing, hairstyle, makeup, jewelry, fashion, style, etc.). (c) Students have the responsibility to respect the rights of others, support a positive, safe and shared environment.

## **Homework Guidelines**

It is the Toronto District School Board's belief that homework is an engaging and relevant learning activity. In the Primary and Junior Divisions at Northlea homework will **not be** marked and the purpose is to practice and build on skills already taught in the classroom. It is important that homework be done independently by children. While parents and families can encourage and guide, we request that is done on their own. These feedback may include a written comment or be motivational in nature. There are four types of homework: completion, practice, preparation and extension.

## **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.

#### **ELEMENTS OF RISK NOTICE**

***The risk of injury exists in every athletic activity. However, due to the very nature of some activities, the risk of injury may increase. Injuries may range from minor sprains and strains to more serious injuries. These injuries result from the nature of the activity and can occur without fault on either the part of the student, or the School Board or its employees or agents or the facility where the activity is taking place. The safety and well-being of students is a prime concern, and attempts are made to manage the foreseeable risks inherent in physical activity as effectively as possible.***



#### **Clothing for Physical Education**

Students are able to do their best when they wear appropriate 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. Students are encouraged to wear pants, leggings or shorts on 'gym days'.

**In Grades 1 to 8:** It is important for students to be prepared for Physical Education classes. We ask that *students wear a T-Shirt, shorts/soft pants, and running shoes for PE&H classes year-round.*

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.

#### **School Teams**

Staff at Northlea volunteer many hours to coach numerous school teams. Often, parents join in as fantastic coaching partners. In the TDSB all school events require the supervision of a TDSB teacher. Staff determine which teams will be offered at Northlea at the start of each season when they submit the school commitment form. Team offerings vary from season to season and year to year based on staff availability and other school commitments. We endeavour to offer numerous opportunities for activity ranging from house league to competitive team sports. 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	● Sportspersonship	● Attitude
● Academics	● Effort	● Attendance
● Punctuality	● Interaction with others	

In addition to participating in Cross-Country, Swimming, Rugby and Track & Field, students may only participate on one team per sports season. This ensures more access for students to participate on school teams.

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.

The teachers who are responsible for each School team will issue a separate code of conduct form for each participating student and their parents to complete which clearly states School, student and parent expectations and responsibilities. These must be completed and returned to the team's teacher as requested.

## **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 physical activity each and every school day. As a result of daily physical activity, elementary students should experience enhanced learning opportunities while improving or maintaining their physical fitness, and their overall health and wellness.

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 will be provided for students to have at least twenty minutes of physical activity during the school day.

At Northlea, all school staff have been involved in the planning and implementation of the Daily Physical Activity program; however, DPA will be delivered by the homeroom teacher. 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 the student's Individual Education Plan (IEP).

## **OPAL at Northlea:**



Northlea's Outdoor Play and Learning's slogan is, 'Create and Play Your Way.' Studies have shown OPAL's benefits include promoting physical and emotional health and well-being, and improving social skills, learning and attention at school. With our two school-age OPAL sheds with loose parts, we are focusing on an inclusive play environment that fosters imaginative play. OPAL is available every day and is also easily incorporated into the curriculum.

Our guideline for OPAL play is for staff and students to use these prompts:

1. Is it fun for everyone?
2. Is it safe for you, others and the loose parts?
3. Is your play inclusive and respectful?



Our school community has been very supportive of our 'Almost All Weather Play' policy. We play in the rain and we recommend that students come to school dressed to play outside in sunshine, snow or drizzle. Useful clothing items include:

- a. splash pants
- b. rain coat
- c. waterproof gloves
- d. extra socks
- e. rain boots

## Library

### 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. 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.

There are standard TDSB lost item charges. 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. Please note that if you volunteer anywhere in the school a Police Check is required.

## **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 8:50. The staff supervise the pavement area between Doors 3 and 4 between 8:35 - 8:50. There is no supervision on the field at this time. Supervision of students also occurs following dismissal from the lunch program, and recess periods. Kindergarten staff members are on site to welcome families to school in the front yard. However, we ask for each family to do a hand to hand drop off and pick up with each classroom teacher or ECE. 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.

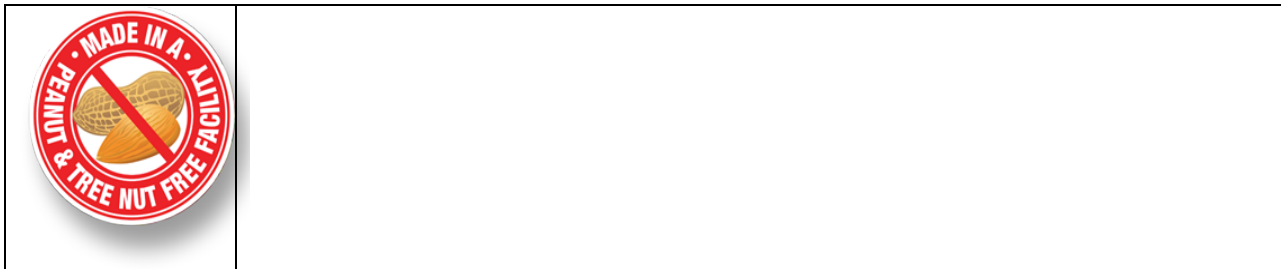


## **Lost & Found**

Please check the lost and found outside the North Gym regularly for any lost items. Periodically throughout the school year, the items will be donated to a worthy cause.

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

## **Peanut Nut/Tree Nut “SAFE” School**



Below is our new Peanut and Tree Nut Policy at Northlea. This past school year a committee of parents and staff reviewed our policy and made some changes for this upcoming school year.

Parents needing to discuss possible additional accommodations for their child should speak to the administration. The administration may need to adjust certain aspects of this policy to meet the needs of individual students at Northlea.

The TDSB does its best to ensure the school/learning minimizes the exposure of identified causative allergens/agents as part of a prevention plan whenever possible. Despite efforts to reduce the risk of exposure to zero, the Board cannot ensure an allergen/agent-free school/learning environment. The TDSB has no legal responsibility in any jurisdiction to reduce the risk of exposure to zero.

Northlea has a number of students in our school with potentially fatal nut allergies. As a result, we are a peanut/tree nut “SAFE” school. This means that products containing any tree nuts or peanut ingredients are **not** allowed in the building or on the property. Parents are asked to ensure they review this policy with their child and ensure all food, lunches and snacks brought from home do not contain these products. As well, washing of hands prior to coming to school is much appreciated and recommended. Lunches and snacks are **not to be shared** at school under any circumstances.

Northlea has events throughout the school year that involve **shared foods** that are provided by the Northlea community. When bringing food from home for these events, which is not commercially purchased (ex; home baked goods), the food items are required to be accompanied with a detailed list of ingredients (ex. flour). This is to ensure that all food entering the school, that is expected to be shared, is free from peanuts and tree nuts. If these items do not have an ingredient list attached they will not be served. Fruits and vegetables are permitted and recommended to be part of any event provided they are washed thoroughly.

Ingredients purchased from places like the Bulk **Barn** include trace amounts of nut products and **MUST NOT** be used in any food items brought into the school. Please always remember to read labels to ensure that there is no “may contain peanuts/tree nuts” warning.

The committee identified different scenarios where food is being prepared and/or consumed at Northlea.

### **Food based curriculum**

All food and related food preparation products (ex. flour) and other items that are part of the curriculum (ex. kindergarten play dough or letter day materials) must be made at school by staff/parents using ingredients from an approved supplier. The approval of such a supplier is done by the school administration only. Food bought for celebrations (ex. 100's day) must come from a supplier that is also approved by the school administration. The school will work with staff

and parents to generate a list of peanut/tree nut free suppliers. This policy applies to all grades to maintain consistency across the division. In most cases food preparation or consumption will not be a component of the field trip. Trips where students may be required to bring a lunch follow the same protocol as our in school policy. Any field trip that potentially does have food as a component needs will be discussed with the administration prior to being booked. The administration will determine next steps and determine the viability. Students are not permitted to purchase food on field trips. In some cases (ex. ski day) exceptions will be made subject to the approval of the administration.

### **Special Events in the classroom**

For any special events (ex. parties, holiday celebrations, etc) taking place in class the teacher or designate will request AT LEAST one packaged, certified peanut/tree nut free product. All home baked goods coming into the class must include a list of ingredients. If these items do not have a list attached they will not be served in class. Fruits and vegetables are permitted and recommended to be part of any celebration provided they are washed thoroughly. **This policy is applicable K-6 students.**

**We have a firm - NO LOOT BAG policy. All food that is shared will be monitored by the classroom teacher. Food may only be served in the classroom under specific circumstances and with strict adherence to both our food sharing policy and the dietary needs of the students in the class. Please do not send loot bags of any kind. We will not distribute them and you/your child will be asked to take home the loot bags.**

### **Fundraising by Students or Parents**

All bake sales in school will include a separate certified peanut/tree nut free table with purchased and pre-packaged items that are made in a certified nut safe facility. All home baked goods coming into the school must include a written list of ingredients. If these items do not have a list attached they will not be permitted to be sold or served.

Food for Family Fun Night/Spring Fling and the Welcome Back BBQ, must not contain any ingredients with peanuts/tree nuts. All food that is packaged must have an ingredients list that is available for families to read and check if needed. Any baked products for these events will include a separate certified tree nut/peanut free table with purchased and pre-packaged items that are made in a certified nut safe facility. All home baked goods coming into the school must include a written list of ingredients. If these items do not have a list attached they will not be permitted to be sold or served.

### **Special events outside of school property**

Events outside of the school that involve food being served to Northlea students, parents or families will ensure that in the ingredients there are no peanuts/tree nuts. However, the facility or venue may potentially have nut products in their kitchen and families will need to determine the potential impact on their child in attending such an event. There also may be times when food is purchased (ex. peanuts at the baseball game) that contain nut products and as a result we can't guarantee a nut free environment.

### **Parent Protocol**

If your child has an anaphylactic allergy they are required to follow the policy below.

Upon registering your child please inform the office staff of their ***anaphylactic allergy***.

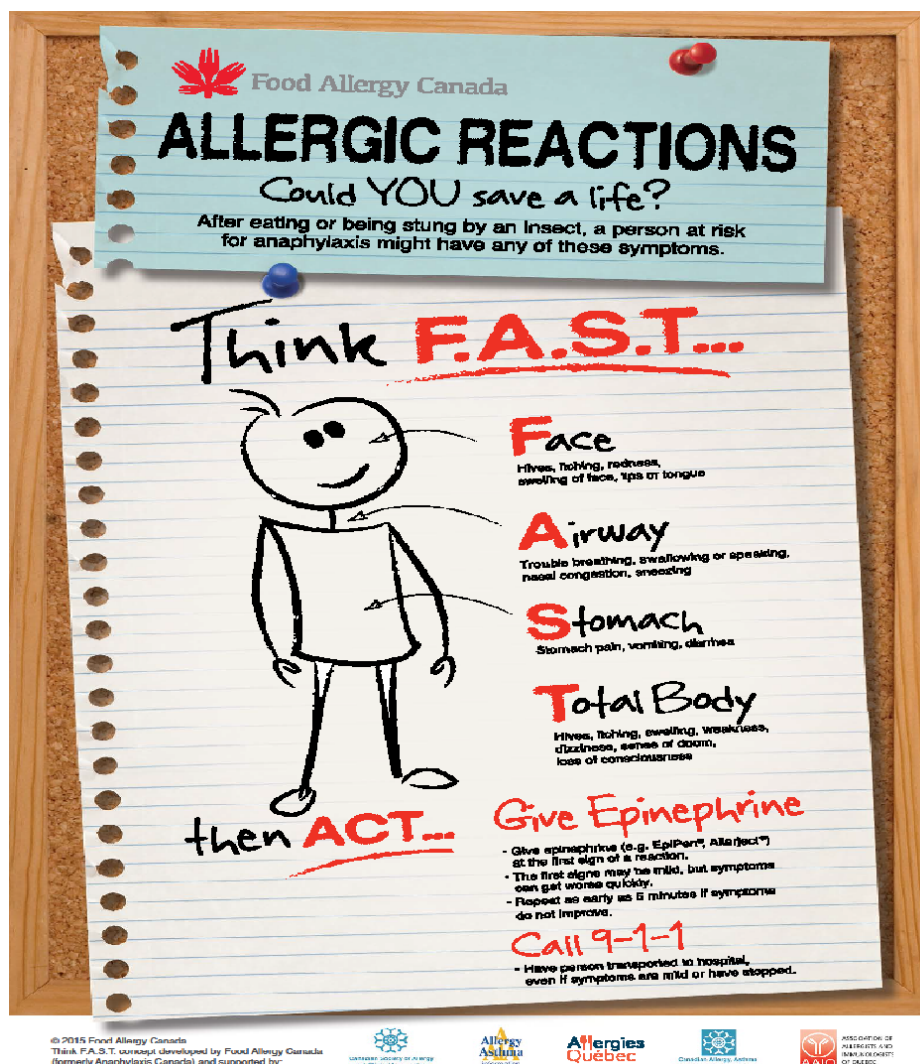
The principal will convene a meeting with parents and/or guardians to discuss the issue and the risk for anaphylaxis reaction. They will gather medical information related to the condition including: identified allergen(s), severity of allergy and past incidents of anaphylactic reactions. This will help the school get a profile of the impact of this on the student. The student with anaphylaxis may be present at that meeting. The principal will also follow up with appropriate school staff. The family is required to update the principal on changes to their child's medical condition and they will pass this onto school staff.

***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.*** These forms include 536A, Administration of Prescribed Medication, Form 536B, Management of Emergency Medical Concerns and Form 536C, Student Medical Alert.

### **Anaphylaxis Information**

Anaphylaxis (pronounced *anna-fill-axis*) is a serious allergic reaction that is rapid in onset and may cause death. Peanuts, tree nuts, sesame, soy, seafood, wheat, eggs, milk, mustard and sulphites are the food allergens most commonly associated with severe allergic reactions in Canada.





For more information on this allergy please visit: <http://foodallergycanada.ca/>

We thank you in advance for your cooperation by ensuring all children at Northlea are safe.

## Birthday Treats

While recognizing birthdays and school events are important to the students at Northlea we felt it was necessary to ensure that we are not having an excess or abundance of unsafe and unhealthy food products at Northlea.

Birthday treats are not permitted into your child's classroom. Parents or Caregivers are welcome to donate a book to the library or to your child's class to honour their birthday.

This Policy is applicable to students in Kindergarten through Grade 8.

## 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 (ex. 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.***

## Locker Policy

Students in grades 7 to 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.

Wherever possible, we then look to assign lockers based on age and classroom location. This means that students in Grade 4-6 may or may not be assigned lockers in any given year.

## WINITS Program

The WINITS program is for the Grade 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, Me to We, Musical, and all Sports Teams. Students can strive to achieve four target levels:

- ☐ 18 points – small Northlea letter
- ☐ 30 points – large Northlea letter
- ☐ 45 points – Northlea plaque
- ☐ 70 points – Northlea trophy

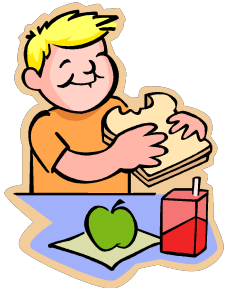
Points are counted and carried over from year-to-year starting in Grade 6. Students receive stickers for the Winit points they earn which are placed on a certificate they take home at the end of each year recognizing them for their participation in extra-curricular activities.

## Northlea Community Child Care

The Northlea Community Child Care (NCCC) is located in the school. The child care office is located on the first floor at the northwest corner (closet entrance is through the playground in the northwest corner of the school). The childcare center is open from 7:30 a.m. to 6:00 p.m. They provide 120 spaces for children 2.5 – 12 years old who are enrolled or are eligible to be enrolled at Northlea. There is currently a waiting list to get into this program.

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

## Lunch Program (Grades 1 - 8)



Northlea encourages those families who are able to have their children home for lunch to please do so. Northlea will provide supervision to those children who stay at school for lunch.

**The Primary classes eat in the South Gym from 11:35 - 12:00, while the Junior and Intermediates spend time supervised outdoors, then there is a switch over at 12:00 and the older students eat in the South Gym from 12:00 - 12:25, while the younger ones play outside. Afterwards, all students are supervised outdoors until the bell.**

Parents have the choice of having their children stay at school each and every day or just when participating in lunch activities such as choir, chess or other extra-curricular programs offered at lunchtime. All parents are expected to complete a Lunch Program Registration Form at the start of the year to indicate their preference. For safety reasons, a note must be handed in to your child's teacher if your child is to be absent from the lunch program on a day when they would normally be in attendance.

Our school has a Boomerang or Litter-less Lunch Program. **Please send your child's food and beverages in reusable, (ex. thermos) or recyclable containers (ex. 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.

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*. 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 (ex. 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 4-8 and place it on the stage, and along the wall in front of Room 117 for grades 1-3 classes.
3. Sit at your designated lunch table, organized by class.
4. Talk quietly to your friends.
5. Bathroom visits should be done before coming to the lunchroom. However, if it is an emergency, ask for permission and a Hall 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 Hall Pass.
6. Northlea is a Gold 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., litter-less lunch) unless you ate at the Food Servery; in which case put the garbage in the appropriate garbage/recycling can.
7. Wait to be dismissed by class. Do not go upstairs or in any other hallway but the Northeast Hallway and exit from the North East doors.
8. Once outside, please endeavour to stay there. We encourage bathroom visits and drinks to be taken prior to sitting down in the lunchroom. If you must come inside, ask for permission and a Hall Pass from the supervisor and take a friend. Tell the supervisor and return the Hall Pass when you return outside.
9. Students who stay for lunch must remain on school property for the entire lunch.
10. Students who normally stay for lunch must bring a note to their homeroom teacher if they will be absent on any day. Lunch arrangements with friends must be made prior to the day of the lunch.
11. Money will not be given to students who forget their lunch.
12. 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.
13. Teachers or student monitors will make sure lunch bins are emptied at the end of the day.
14. All lunch bags must be labelled in permanent marker with the student's name.

## **Extra-Curricular Programs**

A variety of lunch-time and after-school programs is offered for Grades 1 - 6 through selected suppliers, and covers 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](http://www.northleaschool.ca), together with details of the registration requirements and payment information. Popular courses from the last school year include; Drama, St. John's Babysitting, Sketching and Drawing, Basketball and Yoga.

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 selected school-based projects. Maintaining an independent Home and School Association allows for autonomy over finances and how fundraising dollars are spent.

Meetings of the Home & School / Council are held regularly throughout the school year and are usually focussed on specific topics. These meetings are open to all parents of Northlea students and are extremely informative and we welcome everybody's participation.

If you are interested in helping contact the  
Home and School Council [homeandschool@northleaschool.ca](mailto:homeandschool@northleaschool.ca)

## **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 ongoing community projects and charities; People for Education and the Thorncliffe Breakfast Program. Money raised during the last few years has also funded School-based projects such as enhancements to the Kindergarten play area, resources for the Music department and the Phys Ed department, additional Guided Reading central resources, technology and more.

The largest fundraising event at Northlea is the **Spring Fling** during the Spring 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.

See the school website [www.northleaschool.ca](http://www.northleaschool.ca) for more information on these and more upcoming fundraising events and campaigns.

## Home & School Council Volunteers

Northlea Elementary & Middle School is a truly unique place. Our students, staff and parents work together to the common goal of providing the very best environment for our children to thrive.

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 the larger events right through to Leadership roles within the Home & School / Council framework.

We have over 700 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, Welcome Back Barbeque volunteers and morning (before school drop off) shifts on the Kiss and Ride program (PSP).

Full details of opportunities to get involved are available on the Northlea website at [www.northleaschool.ca](http://www.northleaschool.ca).

Volunteer interest can be expressed via [homeandschool@northleaschool.ca](mailto:homeandschool@northleaschool.ca).

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## School Year - Important Dates

Labour Day	September 2, 2019
First Day of School	September 3, 2019

Board-wide PA Day	October 11, 2019
Thanksgiving	October 14, 2019
Board-wide PA Day	November 15, 2019
Board-wide PA Day	December 6, 2019
Last day of School	December 22, 2017
Winter Break	December 23, 2019 to January 3, 2020
School resumes	January 6, 2020
Elementary PA Day	January 17, 2020
Board-wide PA Day	February 14, 2020
Family Day	February 17, 2020
March Break	March 16 to 20, 2020
Good Friday	April 10, 2020
Easter Monday	April 13, 2020
Victoria Day	May 18, 2020
Elementary PA Day	June 5, 2020
Board-wide PA Day	June 26, 2020

<https://www.tdsb.on.ca/About-Us/Calendar/Elementary-Google-Calendar>

