

This agenda belongs to:

Name: _____

Grade: _____ Teacher: _____



**Ballantrae Public School
“Be the Change”
Student Agenda 2013-2014**

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YRDSB Website: <http://www.yrdsb.edu.on.ca>

Mission Statement of Ballantrae P.S.

At Ballantrae P.S., our mission is to strive together as a community of learners, to model and build character and to provide opportunities for all learners to demonstrate success in a safe, clean, inclusive, and productive learning environment.

HOMEWORK PARTNERS

List the names and phone numbers of students who could give you information about the homework you missed in case you are away:

Name: _____	Phone: _____
Name: _____	Phone: _____
Name: _____	Phone: _____

1.0 MESSAGE FROM THE PRINCIPAL

Dear Ballantrae Community,
My first year as Principal at Ballantrae PS was a rewarding one. It was not without its challenges and difficulties, but I am proud to say that as a team of educators, families and students, these challenges and difficulties were met with a positive attitude, a considerate and reflective approach, and a sense of working together that is important.

As we look forward to a new school year, we know it won't always be wonderful and exciting, but if we use our optimism, our empathy, our respect for each other, and all the rest of our character traits, we will be able to persevere (another character trait). If we work together as families, educators, and students with a focus on achievement and well-being, we can make 2013-2014 a success and a year to remember.

Best wishes for a great year at Ballantrae PS!

David Geene
Principal

2.0 USE OF THE AGENDA PLANNERS

This agenda planner is an excellent organizational and communication tool. We hope that you will take advantage of your planner to keep yourself up to date and on track. Individual teachers will explain to students early in the school year their expectations in regards to the agenda planner use. They may include:

- recording daily homework
- recording test and assignment dates
- listing important events and activities
- listing items to bring to school
- general reminders
- communication between home and school

Teachers and parents can also make use of the planner as a means of direct communication. A short note or comment can be easily written in the agenda planner to communicate between parent and teacher. Notes for parents'/guardians' attention may also be placed in the pouch within the planner and should be checked daily.

Intermediate students will be using on-line organizational and communication tools.

3.0 B.P.S STAFF DIRECTORY (as of May 2013)

Principal	Mr. D. Geene
Office Administrator	Mrs. S. Bezanson
Secretary	Mrs. D. Fontyn
Kindergarten	Mrs. B. vanHoogenhuize
Kindergarten	Mrs. J. Oman
Grade 1	Mrs. C. Baker
Grade 2	Mrs. K. Ivic
Grade 2/3	Mrs. J. Blake
Grade 3/4	Mrs. L. James/LTO
Grade 4/5	Ms. G. Currie
Grade 5	Miss M. Lane
Grade 6	Mrs. A. Williams
Grade 7	Mr. S. Millar/ LTO
Grade 8	Mr. B. Horvath
Pr./Jr. SSC	Mrs. M. Delmar-Love
Jr./Int. SSC	Ms. S. Sanyal
Library	Mrs. R. Filtsos
Reading Recovery	Mrs. R. Filtsos
French	Ms. J. Beatty
Music	Ms. K. Arthurs
Educational Assistants	TBA
Caretakers	Mrs. A. Ballingall Mr. W. Mercer

4.0 REPORT CARD DATES

The following are the tentative formal reporting dates for the 2013-2014 school years:

Progress Report: November 20 2013

(Interviews- Nov. 21-22, 2012)

1st Term Report: early February 2014

2nd Term Report: June 25, 2014

5.0 THE SCHOOL DAY TIMES

8:00	Supervision of the yard begins
8:20	Student entry bell
8:25	100- minute learning block-A
10:05	Nutrition Break
10:15	Morning Recess
10:35	100-minute learning block-B
12:15	Lunch
12:35	Lunch recess
1:15	100-minute learning block- C
2:55	Dismissal to buses

6.0 SCHOOL MATERIALS

As specified by the Ministry of Education, schools will provide students supplies necessary to meet curriculum expectations including some paper,

notebooks, one pencil/pen and an eraser; however, we ask that parents/guardians provide the following *as they are able*:

Kindergarten

Please label all personal items (clothes, bags, etc.)

- Backpack or pullbag with name and lunch bag
- Full change of clothes in a labeled ziplock bag
- Indoor shoes ... Velcro runners preferred
- Large primary pencils
- Box of Kleenex- for class sharing
- Markers (washable)- for class sharing
- Flushable wipes- for class sharing

Primary Division (Grades 1 to 3)

- Indoor shoes
- Pencil case/ box
- Child-safe scissors
- Pencil crayons/markers (washable)
- Crayons
- Glue stick
- Pencils, erasers, ruler

Junior Division (Grades 4 to 6)

Indoor shoes

1 binder (1-1/2 inch)	Calculator (basic)
Pencil case/box	Glue sticks
Pencil crayons	Erasers
Pencils and pens	Highlighters
Duotangs (teacher will specify number/colour)	

Intermediate Division (Grades 7 to 8)

Teachers will outline their requirements of additional learning materials and post those on-line.

Indoor shoes, especially in wet and snowy seasons are appreciated by our caretakers.

Please make sure that your personal articles i.e., boots, running shoes, pencil cases, extra clothes, etc., are clearly marked with your name.

Consider carefully lending textbooks or library books to friends. The student who was assigned the book will ultimately be responsible for its return in good condition. Students are required to demonstrate responsibility when using other materials (such as instruments, technology) or resources provided by the school. In case of loss or damage the user is responsible.

7.0 NOTEBOOKS and BINDERS

The staff, parents/guardians, and students of BPS feel that neat and well-organized notebooks are important. Students are expected to adhere to the following:

- Notebooks, binders, textbooks and all school material will be “doodle-free”
- Work will be done in pencil or pen as indicated by your teacher
- Pencil only is recommended for math work
- Each assignment should be dated with proper title that is underlined
- Notes should be kept in order by date
- Corrections should be made neatly

8.0 HOMEWORK POLICY

"Homework is described as those learning activities that are associated with in-school program and which are completed outside the normal classroom time." YRDSB Policy #320.0

The staff, parents/guardians and students of Ballantrae Public School believe that homework is an important component of a child's education. It enhances communication between home and school, and provides opportunities for students to review concepts and strengthen skills. The responsibility for homework is shared among students, teachers and parents/guardians.

8.1 PURPOSES FOR HOMEWORK

Homework enhances learning.

Typically, homework activities involve:

Practice	Reinforcement
Drill	Critical thinking
Reading (see 8.2)	Research
Tasks as assigned	Collecting resources
Never new or untaught concepts	

8.2 DAILY READING

Reading is an essential skill that develops with practice. We expect all students to spend time at home reading each day, with or to an adult at home is even better!

8.3 HOW MUCH TIME?

Timelines for homework are approximations and are supported by leading experts in educational research. Parents/guardians must recognize that all students do not learn or work at the same rate and therefore some may take more (or less) time to do a given task. If you find that your child is consistently spending more time than expected on homework, please contact their teacher.

Guidelines for Homework Time

Grade	Time in Minutes	Frequency per week	Type
Kdgn.	Up to 15	4 to 5 times	Nightly reading with parent/adult Some family activities.
1 - 2	Up to 30	4 to 5 times	Includes 15 min. personal reading or shared with parents
3 - 6	15 to 45	4 to 5 times	Personal reading; completion of class work; subject tasks; regular review; prep for projects; studying; drill work/practice
7 - 8	30 -60	5 times	Personal reading; completion of class work; subject tasks; regular review; prep for projects; studying; drill/practice

8.4 ROLE OF STUDENTS:

- **Record work expectations** and due dates in your Agenda Planner/personal organizer. Take your agenda to all your classes and home every afternoon.
- **Ask questions to clarify** if you are unsure of expectations for homework activities with the teacher before you leave class/school
- **Gather all necessary materials**
- **Select a suitable environment**
- **Establish priorities** and use your time productively
- **Complete tasks** and submit them by the due date
- **Inform the teacher "prior" to class when problems occur**
- **Reward yourself** for a job well done. Check off completed assignments in your agenda.

8.5 ROLE OF PARENTS/ GUARDIANS:

- **Support your child** in fulfilling his/her assignments
- **Schedule a specific homework time** and ensure your child completes all homework assigned
- **Spend time with your child**, but let him/her do the actual work
- **Ensure that your child takes his/her homework and agenda planner** back to school daily
- **Provide opportunities** for your child to talk about school daily
- **Communicate with your child's teacher** if homework presents a problem
- **Celebrate success**

8.6 ROLE OF TEACHER

- **Teach students the skills** required to study effectively
- **Encourage recording of assignments**, due dates, and timetabling for regular studying
- **Make assignments clear** to students and the purposes known
- **Coordinate homework** with other staff to avoid overload
- **Check homework on a regular basis** and provide assessment feedback
- **Inform parents/guardians of upcoming topics and important dates** and when homework responsibilities are being neglected
- **Explain expectations** for communication clearly to both students and parents/guardians at the beginning of the year.

9.0 ATTENDANCE

Children should be kept at home when they are sick to prevent the spread of illness; however, regular attendance and punctuality are important factors in a student's academic success. Arriving late in the morning not only gets your child off to a poor start, it also disrupts the learning of all students in the classroom. Your assistance with your child's attendance and punctuality would be greatly appreciated.

9.1 SAFE ARRIVAL PROGRAM

Please call the school right away in the morning if your child is going to be absent. Parents/guardians can call and leave a message on the answering service. If we are not notified, home, work and emergency numbers and finally police will be called. Your call will save time and effort and will be much appreciated. Email messages can be left at ballantrae.ps@yrdsb.edu.on.ca.

9.2 LATES

Students who are late must enter through the front doors, report to the office and obtain a late slip. Persistent lateness will be communicated to parents/guardians and will generate consequences at school.

10.0 STUDENT and VISITOR ENTRY

For the safety and security of our students and staff, all visitors to the school, **including parents/guardians and volunteers**, must report to the office upon arrival. Please use the front entrance of the school. Most times, all other doors will be locked. Visitors must sign in and obtain a visitor's badge if visiting a classroom or working in the school.

11.0 EARLY DISMISSAL OF STUDENTS

When a student needs to leave early for an appointment, a note from the parent/guardian is required. Adults picking the child up MUST report to the office to sign their child out in the appropriate binder.

12.0 CO-CURRICULAR ACTIVITIES

There are many co-curricular activities that have been provided by staff who volunteer their time to provide them at Ballantrae. These activities have included: cross-country running, choir, band, lunchroom monitors, volleyball, student leadership team, relay, track and field, library monitors, tech crew, concerts, etc. We encourage all students to participate in as many of these activities as they can.

13.0 PHYSICAL EDUCATION

Students are expected to wear appropriate gym clothing and shoes during all physical education classes and activities. Appropriate clothing includes: shorts or track pants, T-shirt and non-marking indoor running shoes. All equipment should be clearly labeled. With Daily Physical Activity scheduled, it is imperative that students have proper indoor running shoes along with their outdoor footwear.

Exemptions from physical education classes require a note from parents/guardians. Extended exemptions require the recommendation of a doctor.

14.0 FIELD TRIPS

Field trips and excursions can provide valuable learning experiences that are an integral part of the school curriculum. Hence, all trips are either preceded and/or followed by in-school activities which reinforce concepts learned as part of an overall theme. Both one-day and overnight field trips are enriching experiences for students.

Careful supervision of students is arranged on all field trips. To assist staff, parent/guardian volunteers are often needed to accompany students on trips.

15.0 BALLANTRAE P.S. SCHOOL COUNCIL

The Ballantrae P.S. School Council is committed to supporting the improvement of Ballantrae P.S. through open communication, supportive advice and sharing the responsibility for the learning of children in our community. The School Council consists of the administration, parents/guardians, teachers, and members of the school community. Their mandate includes providing

support and input to the principal in areas such as the School Improvement Plan and school policies, as well as support for and input on Board policies. All meetings are open to the school community and all parents/guardians are encouraged to participate.

Some of what the School Council does includes:

- Meeting at least 4 times annually to discuss school initiatives
- Creating and supporting an environment which supports the School Improvement Plan
- Enhancing communication
- Facilitating support for school, family, and community partnerships.

Would you like to participate in making improvements and changes in our school? There are many opportunities to participate at Ballantrae as a School Council member, sub-committee member, classroom helper and much more.

16.0 BALLANTRAE COMMUNITARIANS

16.1 CHARACTER MATTERS

We have adopted *Character Matters* as a means of recognizing and promoting good character. Students at Ballantrae are recognized for demonstrating any of the ten character traits promoted by York Region District School Board. These traits are:

- | | |
|--------------------|-------------------------|
| - Respect | - Responsibility |
| - Honesty | - Empathy |
| - Fairness | - Initiative |
| - Integrity | - Perseverance |
| - Courage | - Optimism |

Students are recognized for their good behaviour and demonstration of these character traits on a regular basis.

16.2 RIGHTS & RESPONSIBILITIES

I have the **RIGHT** to learn.

I have the **RIGHT** to be treated fairly.

I have the **RIGHT** to a clean and safe school.

I have the **RIGHT** to my voice, to express my opinions and ideas.

I have the **RIGHT** to be respected.

I have the **RIGHT** to be different.

It is my **RESPONSIBILITY** TO:

- Treat others the way I want to be treated
- Take turns, share, listen to others
- Be respectful toward others by demonstrating courtesy, appropriate behaviour and acceptable language

- Play responsibly; i.e., no physical force or rough play; no bullying, no put-downs or teasing
- Acknowledge and accept individual differences
- Stand up for what you believe in
- Respect school property, the bus, personal property, and property of others ... don't damage, or write on school property
- Follow staff instructions in school, on the yard, and during field trips/events
- Be punctual, prepared, and ready to work with the required materials
- Try my best when completing assignments in class and at home
- Clean up after myself
- Conduct myself in a quiet, orderly manner when in school, traveling on the school bus, and representing the school in public
- Eat lunch in my own classroom, place all garbage in the appropriate containers, and remain seated until dismissal
- Leave the building promptly at recess and lunch hour, or report directly to an organized activity
- Wear clothing which is appropriate for school (refer to section 17.2 Dress Code)
- Remove ball caps upon entering the building
- Refrain from chewing gum on school property and during any school events
- Ride bicycles safely, follow the rules of the road, always wear a helmet

Be a **Communitarian!** We are **responsible** for everyone's **rights**.

16.3 CODE OF CONDUCT

At Ballantrae PS, we expect students, staff, parents, guardians and other visitors, in accordance with Board's Safe Schools Policy, to conduct themselves in a way which:

- Supports a safe, clean, productive learning environment for all
- Demonstrates personal responsibility for learning
- Accepts responsibility for, and consequences of, their own actions
- Allows all individuals to feel safe from any form of isolation or any other forms of abuse

The Code of Conduct is for everyone at B.P.S.; students, teachers, staff, parents, volunteers and visitors. It was developed and approved by the staff and School Council. The Code of Conduct is to be followed both in school and on outside activities such as: recess, buses, field trips, tournaments, and team sports.

16.4 DRESS CODE

Clothing can be relaxed and comfortable, but should not detract from the learning atmosphere at school. Appropriateness of clothing will be judged according to the age of the child.

Students are asked to adhere to the following guidelines:

- Clothing shall not be offensive with respect to cultural and/or religious groups
- Clothing shall not promote alcohol, tobacco, drugs, weapons, violence, hate, gang affiliation or have obscene/vulgar language
- Chains, bracelets or other jewelry shall not have dangerous spikes
- Clothing shall not have any sexual connotations, either written or visual
- Tops shall cover the midriff and back (no muscle shirts, belly shirts, tube tops or backless tops)
- No spaghetti straps/halter tops to be worn by students in grade 3 and higher (shoulder strap should be about 3 fingers wide)
- Shirts shall not be see-through or be made of mesh (low cut cleavage-revealing shirts should also be avoided)
- Clothing shall cover undergarments (bra straps, boxers, etc.)
- Shorts and skirts must be of a reasonable length and provide adequate coverage for the age of the child (bottom edge of shorts or skirts should reach finger tips when arms are held at sides ... with staff discretion)
- No hats inside the school.

Students not following these guidelines will be asked to cover up or change. Parents/guardians may also be contacted to provide appropriate clothing.

16.5 BUS BEHAVIOUR

Students are to conduct themselves on the bus following all bus safety rules and following all of the Ballantrae Code of Conduct expectations. Students not following bus rules will be dealt with as if they had not followed the Code of Conduct at school. Students may have their bus privileges suspended for inappropriate behaviour.

16.6 DIGITAL DEVICES POLICY

"Smart"phones, cell phones, iPods, other music players, digital cameras, personal laptop computers, and other electronic technology devices are becoming more pervasive in our community and in the right context can be valuable learning tools in schools.

Please read the following guidelines regarding these devices at school:

The general over-riding policy

**UNAUTHORIZED USE of electronic devices
IS PROHIBITED**

There will be no use of electronic devices for **communication** during the school day (i.e. sending/receiving texts, accessing Facebook or Twitter, emailing or phoning), unless authorized by a teacher.

CONSEQUENCES:

After this policy has been shared in September, the device will be confiscated without further warning. If the device is confiscated, it will be kept securely by school staff.

On the **first offence**, the device may be retrieved by the student at the end of the day.

The **second or subsequent offence** will require a parent to retrieve the device, and that student may be banned from having *any* such device at school. Specific guidelines and considerations:

Cellular Phones: If you wish your child to have a cell phone for safety reasons before and after school, it must be turned off during school hours and kept in their school bag or locker. School phones are available for emergency contact between students and their parents or guardians during the school day.

iPods and other music players: These devices can be valuable learning and recreational tools. Some staff members ask students to use them for program purposes. HOWEVER- Unauthorized use during class time, inside the school building, and on field trips and outdoor activities (such as Track and Field, Jump Rope for Heart, outdoor education programs, etc.), is prohibited. If these devices are being used inappropriately, they will be confiscated.

Digital Cameras (including cell phone cameras): Teachers sometimes request students to use digital cameras at school to document and celebrate student activities or to complete classroom assignments. HOWEVER- Unauthorized use of cameras at school is prohibited, unless permission is granted by administration. Inappropriate use will result in confiscation.

Electronic Games: We encourage students to be physically active during recesses. Game devices are discouraged at school unless authorized by staff. Inappropriate use at school (i.e. during instructional time) will result in confiscation.

“Smart”phones: Smartphones often carry all of the capabilities listed above, plus the ability to take notes,

record voices, store information like log-in codes, all of which have legitimate uses in schools. The policy for each component listed above still applies. Without authorization, these devices should be turned off and be kept in a school bag or locker.

Laptop Computers: Several students in the school use Ministry-funded laptop computers and peripherals. These are to be used regularly in classes. YRDSB does have policies about using personal laptops and connecting to our wireless system. A form, signed by parents, is required to ensure the integrity and safety of the school board network. Please contact the school for more information.

Technology is an effective way to build student engagement, but misuse will be discouraged.

Students who bring these devices to school do so at their own risk. The school cannot be held responsible for loss, damage or theft of any electronic device. If students have a device at school and wish it to be held securely, it may be turned in to the office.

17.0 PROGRESSIVE DISCIPLINE

Effective discipline is a positive feature of any school. Appropriate behaviour is positively rewarded while inappropriate behaviour is identified and met with professionalism, consistency and firm, but fair, consequences. The expectations, as set out in the school Rights and Responsibilities, Code of Conduct, Dress Code, and Digital Devices Policy are meant to ensure a common understanding of rights and responsibilities as well as the consequences of not meeting the standards established for the school. The following consequences may be put in place as a result of inappropriate behaviour:

- apology
- teacher/student counselling
- written explanation from student and/or student contracts
- contact with parent/guardian (verbal or written)
- daily student communication book
- replacement of damaged property
- withdrawal of privileges/confiscation of materials
- meeting with administration
- exclusion from class or recesses (time out)
- suspension (1-20 days)
- expulsion for extreme behaviours that contravene the YRDSB Safe School’s Policy and Ministry of Education policy. These consequences are meant to reflect “progressive discipline” and where a student is on the

continuum of consequences will determine the degree of consequence.

18.0 DIGITAL IMAGES

At Ballantrae P.S. we encourage parents, guardians and family members to capture their children's memories at school events; however, we are concerned if these images include other students and then are subsequently posted to the internet. You should not post images of children other than your own without their permission. You should also avoid mention of names (visually or verbally) and, if possible, avoid using or sharing the name of the school. The use of cameras at school requires teacher

or principal permission, in order to protect the privacy of all of our students. Students who have cell phones at school (which must be turned off and kept in their school bags) require permission to use the camera feature.

19.0 ANAPHYLAXIS

Some members of our school community could die because of exposure to peanuts or nut products. Ballantrae PS is therefore a peanut and nut-free school. Please check ingredients carefully when sending snacks, lunches, or special treats to school. Items that cannot be clearly determined to be nut-free will be returned home unopened.

Ballantrae Public School TIMETABLE 2013-2014

	Mon.	Tues.	Wed.	Thurs.	Fri.
Bus Arrival/ Supervision Begins 8:00 a.m. Student Entry 8:20 a.m.					
Period 1 8:25 – 9:05 40 Min.					
Period 2 9:05 – 9:45 40 Min.					
Period 3 9:45 – 10:05 20 Min.					
Recess 10:05 – 10:35 30 Min.	10 minutes- snack in classrooms 20 minutes outside, weather permitting				
Period 4 10:35 – 11:15 40 Min.					
Period 5 11:15 – 11:55 40 Min.					
Period 6 11:55 – 12:15 20 Min.					
Lunch 12:15 – 1:15 60 Min.	20 minutes- lunch in classrooms 40 minutes outside, weather permitting				
Period 7 1:15 – 1:55 40 Min.					
Period 8 1:55 – 2:15 20 Min.					
Period 9 2:15 – 2:55 40 Min.					
Dismissal 2:55-3:10 bus departure/ parent pick up					

