Overview of FDK Day

- 8:50 am-9:00 am: Kindergarten yard supervision
- 9:00 am: Entry bell
- 9:05 – 11:35 am: FDK am program
- 11:35 am – 12:35 pm: Lunch
- 12:35 pm: Entry bell
- 12:40 – 3:10 pm: FDK pm program
- 3:10 pm: Dismissal

Overview of Grade 1-8 Day

- 8:35 am-8:50 am: supervision
- 8:45 am: Entry bell
- 8:50 – 11:35 am: am program
- 10:10 – 10:25: Recess
- 11:35 am – 12:30 pm: Lunch
- 12:30 pm: Entry bell
- 12:35: pm program
- 1:55 – 2:10 pm: recess
- 3:20 pm: Dismissal

- Note – Grade 7 & 8 students have recess
Dates to Remember:
- Labour Day: September 4, 2017
- Thanksgiving: October 9, 2017
- Christmas Break: December 25, 2017 to January 5, 2018 inclusive (last day of school December 22; school resumes January 8)
- Provincial Family Day: February 19, 2018
- Good Friday: March 30, 2018
- Easter Monday: April 2, 2018
- Victoria Day: May 21, 2018

Total Instructional Days: 188
### Staffing Assignments 2017-2018

**Annette Street Public School and High Park Alternative**

<table>
<thead>
<tr>
<th>Primary Division</th>
<th>Room No.</th>
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</thead>
<tbody>
<tr>
<td>FDK-A</td>
<td>Susan Gourlay</td>
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<tr>
<td>FDK-B</td>
<td>Robert Cowan</td>
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<tr>
<td>FDK-C</td>
<td>William Sestito</td>
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<tr>
<td>Grade 1 A</td>
<td>Maggie Rosales-Romao</td>
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<tr>
<td>Grade 1 B</td>
<td>Julie Wigley</td>
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<tr>
<td>Grade 1/2C</td>
<td>Toula Masellas</td>
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<td>Grade 2</td>
<td>Bonny Fairweather</td>
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<tr>
<td>Grade 2/3 A</td>
<td>Alice Chang</td>
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<tr>
<td>Grade 2/3 B</td>
<td>Alison Lam</td>
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<tr>
<td>Grade 3/4</td>
<td>Janet Saunders</td>
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**Junior Division**

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**Senior Division**

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<td>Library</td>
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<td>308</td>
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**School Wide**

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<th>Room No.</th>
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<tr>
<td>205 &amp; 206-20020</td>
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<td>214</td>
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<tr>
<td>Gym Office (Male)-1170</td>
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**Community Based Resource Model**

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**HPAS**

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<td>Early Childhood Educators</td>
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<td>Guidance Counsellor</td>
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<td>Itinerant ESL</td>
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<td>Psychoeducational Consultant</td>
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<td>Social Worker</td>
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<td>Lunchroom Supervisors</td>
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<tr>
<td>Junction Daycare</td>
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1. **Safe arrival** – If your child is going to be late or absent, please call the school and leave a message in the Safe Arrival mailbox by 8:30 in the morning. If your child is going to be absent in the afternoon, you can usually reach one of our office staff. If not, call the Safe Arrival line.

2. **If at all possible please walk your children to school 🤗.** If you need to drive, ensure that you drop your children safely, in the identified drop off areas which are only on the school side of the road. No parking on Clendenan Ave or on the south side of Jennings Ave. and absolutely no u-turns!

3. **Parent Safety Program (PSP)** – we have a parent/student ran program for Grades 1-8 in a designated area on the west side of Clendenan Avenue, south of Annette Street. From 8:30-8:50 AM cars can pull up an drop off students. There is always an adult supervising and 1-2 students to escort younger children into the yard.

4. It is an earned privilege for **Grades 7 and 8 to leave school property at lunch** (with signed parental permission). We ask that you do not send notes for students who are Grade 6 or younger to leave school property to go to the store or to a restaurant for lunch. If your child usually stays for lunch, but is going home, please sign them out at the office.

5. We appreciate parents reinforcing with their children that the **office phone is not to be used for arranging play dates.**

6. **Please send a note** to your child’s teacher if they will need to leave early for an appointment. The offices are very busy, therefore we cannot be relied on to have students ready at the office when being picked up for an appointment. You are required to sign them out at the office. When you arrive we will call the classroom to have them get ready and meet you at the office.

7. When dropping your child at school whether ‘on time’ or late, please do not enter the school building other than to go to the office. **Parents/visitors must sign in at the office and get a ‘Visitor’ pass if they are going beyond the office.**

8. **All school doors are locked 15 minutes after the school day ends (3:35 pm).** The HPAS and ASPS offices close at 4:00 pm. You must use the front door on Jennings and report to the office any time between the start of the school day and 4:00 pm. **Please do not ask Junction Daycare staff to let you in after school** as this puts them in an awkward position.

9. The Kindergarten playground is **permitted by Junction Day Care** from 3:45pm – 6:00 pm (Monday to Friday). Please ensure you have left the Kindergarten playground before 3:45 pm.

10. **Only ASPS & HPAS students and staff** are permitted to use the school playground between 8:35 am and 3:35 pm on regular school days. There is Staff supervision from 8:35-8:50 am & from 3:20-3:35 pm.

11. **When supervising your children in the schoolyard before and after school,** please reinforce our school safety rules. It is difficult for students when the rules change between staff and parents.
12. Pictures **cannot be taken by students, parents or volunteers on school property** without express permission from the Principal for school related activities. Any such photos are not for personal use. Staff are aware of which students do or do not have media releases.

13. **All volunteers must complete a Police Check** to volunteer in the school. Please ask at the office to receive information about the procedure and cost. When volunteering in the classroom or during school related events, all student/staff information is confidential. Should a concern arise, please discuss it with the classroom teacher or staff responsible for the students you are supporting.

14. **Attendance Policy.** Once students have enrolled in school, the expectation is that they will be at school and on time each day. There is a strong positive correlation between regular school attendance and both academic and social success at school. If there is a pattern of lates or absences, expect a call from the teacher and/or the office. For lates or absences exceeding 15 days, it is the board policy to send an attendance letter home, followed by the potential of an ‘attendance referral’ which is initiated with the school’s Social Worker. You are encouraged to contact the Principal or Vice Principal if there are circumstances preventing your child from being at school regularly and/or on time.

15. **Emergency Procedures** – We are required to have 6 practice Fire Drills (3 in the Fall, 3 in the Spring) and 2 practice Lockdown drills each year.

16. **Communication** – most communication is done on the schools’ and school councils’ websites as well as on each school’s twitter account. Classroom teachers often have active classroom websites and/or communicate through classroom newsletters and student agendas (Gr 3-8). Each homeroom classroom has a parent rep. The school office also emails important notices. Paper copies are available on request.

17. **Process for Communicating Concerns:**
   1. **Speak with the classroom teacher** - (academic, social, program questions/concerns) – a discussion and plan to address the concern should take place (parent & teacher)

   2. **Re-visit with teacher** - revisit if plan is not working and revise plan together

   3. **Talk to admin** - request administrator (P/VP) meeting (admin & parent)

   4. **Teacher + Admin + parent** - (parent, teacher, admin, possibly support staff)

The process is intended to be a *positive – solutions based* process. It requires that you know what your goal is going into the communication. Everyone wants to be successful and feel supported (students, parents, staff).

**PLEASE AVOID:**
- Making a request to discuss something with your child’s teacher when students are entering the classroom; and
- Asking to use the phone in the office or classroom, unless it’s an emergency

**We truly appreciate you understanding and complying with these many safety regulations and procedures. No plan is ever flawless, but it is the safety of our students which drives our policies and procedures. Thank you for working with us.**
STUDENT AGENDAS

Students from Grade 3 to Grade 8 will use a student agenda on a daily basis. In our experience, we have found the student agenda to be a valuable tool in many ways – it enhances communication between home and school, promotes the development of organizational, planning and time-management skills and increases student accountability and responsibility.

Classroom teachers will reinforce the use of the agenda in ways appropriate to the age and developmental abilities of their students. Each teacher will establish routines for its use, providing time for completion of entries. Students may record homework assignments and due dates, materials to be brought to school or special events and activities. In the event that there are academic or other concerns, the teacher may use the agenda to inform parents and initiate a process of collaboration in working to meet the child’s needs.

Students require parental support to establish good homework habits. Please provide your child with a quiet homework environment and ensure that there is a regular time during which assignments are completed. Help your child collect the materials required, review timelines and assist in structuring schedules for completion of work by due dates. We encourage you to read and discuss agenda items with your child(ren) on a daily basis and to initial each entry to indicate to the teacher that home monitoring is ongoing.

The first few pages of the agenda include information regarding school procedures. Please take some time to read this information and to review the school’s Code of Conduct with your child. We encourage you to take an active role in promoting the use of the agenda. Daily review, suggestions and encouragement will reinforce academic and behavioral expectations and help our students reach their goals.

The cost of the agenda is $7.00. Please send this amount to the attention of your child’s teacher no later than Friday, September 9th. Should you have questions or concerns, please contact Annette at 416-393-9040 or High Park at 416-393-9050.
SAFE ARRIVAL PROCESS and FAQs

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. If your child will be away for an extended absence such as a holiday, you must let the school office know in writing as it must be kept on file for the year. There are convenient forms available in the office.

Please leave a message on the Safe Arrival line if your son or daughter will be absent at 416-393-9040, option 1. Sometimes cell phones are not clear, so try to be in a quiet area and state the name of the child clearly as well as his/her class and reason for absence. You may call anytime over night to leave a message.

The system call-out will work as follows:

- Parents/guardians identified in TDSB’s Student Information Systems who have 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.

- If you are aware of the absence, you will be asked to enter the reason for your child’s absence. The following options will be provided for you:
  1. Illness
  2. Doctor Appointment
  3. Dentist Appointment
  4. Family Matter
  5. Weather
  6. Other

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. It will then be sent to a second callout approximately 1 hour later.

This same process will be followed for the afternoon attendance.

In the evening, all parents/guardians of students who were late that day will receive a call informing them of their child’s tardiness unless they were excused.
SCHOOLCONNECTS FREQUENTLY ASKED QUESTIONS

Why do schools have Safe Arrival Programs?

Student Safety is of utmost importance and parents need to be notified as soon as possible if their child has not arrived at school. The Safe Arrival Program complies with the Education Act and related Ministry of Education policies in respect of student attendance in order to maximize students’ academic success and well-being.

Why does the TDSB use an automated call-out system?

Automation allows our families to be contacted in a timely manner allowing us to confirm absences much sooner than using a manual system. This system allows us to better track student absences/lates and also help to send messages to parents/guardians regarding their child’s attendance in a timely manner.

Can I opt out of the Safe Arrival Program?

NO, the TDSB recognizes that regular attendance is essential to the safety, academic success, and well-being of all students.

Is there something parents/guardians can do to prevent receiving calls from the automated system?

YES
   a. Ensure their child attends school every day on time.
   b. Notify the school in advance when their child will be absent.

A child has two people listed as Priority 1 will both people be contacted?

Yes, IF they are both listed as Guardian and have access to Student Records.

If both people are contacted, will they both have to confirm receipt of the message?

Yes, if one does not confirm receipt, the system will continue to call the other person.

What phone numbers will be called and in what order?

The order of contact will be:
   a. Priority 1 - Home
   b. Priority 1 - Cell
   c. Priority 2 - Home
   d. Priority 2 – Cell
   e. The system does not call business numbers
Can a parent change the priority contacts?

Yes, please call the school office and they will adjust the priority contracts in the Student Information System.

Can a parent/guardian have the child’s babysitter contacted instead of the parent/guardian?

No. Only parents/guardians listed in the Student Information System will be contacted.

If a parent/guardian does not answer the phone, will a message be left on their voicemail?

Yes, however the calling process will continue until a live person confirms receipt of the call.

What if a parent arrives at school after the callouts have begun to drop off a late child?

Parents/guardians will receive a safe arrival phone call. Parents/guardians will also receive a phone call informing you of their child's tardiness that evening.

What if my child is late for school because of the weather?

Unfortunately, the callout time is not adjustable. Regardless of weather conditions, the calls will still begin at the designated time. If there is a long line and you get your admit slip after bell call time, you will receive both a safe arrival call and an evening call.

I confirmed my child absence in the morning, why am I getting called again in the afternoon?

The system considers both morning and afternoon different absences for Safe Arrival. This ensures that a child who has gone home for lunch, but doesn’t arrive back at school for the afternoon is accounted for. If you receive the automated calls in the morning, call the school to confirm that child will be away for the entire day so they can enter the afternoon absence.

What time will the callouts take place?

The attendance is scanned and rolled up for callouts at 9:30 AM and 1:00 PM., with calls beginning shortly thereafter. Messages are taken off the Safe Arrival line until 8:40 AM, after which time you should call the school at 416-393-9040/50 and speak directly to one of the staff.
For Students

(a) Students shall follow the Board's Safe Schools Policy and the school's Code of Behaviour while on excursions. Students involved in interschool athletics shall also follow the Code of Behaviour for Athletes while on excursions. Students on excursions who fail to follow the Safe Schools Policy, the school's Code of Behaviour, or the Code of Behaviour for Athletes (if applicable), will be subject to the same consequences as if the students were in attendance at school during regular school hours.

(b) While on excursions, and while travelling to and from excursions, students will continue to be responsible for their conduct to the principal. Students shall comply with their obligations under section 23 of Regulation 298 of the Education Act, including the following:

- exercising self-discipline;
- accepting such discipline as would be exercised by a kind, firm, and judicious parent;
- being courteous to fellow pupils and obedient and courteous to teachers;
- being clean in person and in habits; and
- showing respect for school property.

(c) Students shall adhere to Board policy that prohibits tobacco, the use of alcohol, and the non-medical use of drugs at all school activities, whether they take place inside school or off school property on excursions.

(d) Students are expected to be prepared for the excursion and adhere to excursion expectations.

(e) Students shall follow the directions of teachers and other supervisors during the excursion.

(f) Students who participate in an excursion are expected to complete, without penalty, any assignments and assessments missed in other subjects due to the excursion, within a reasonable time after the excursion, as determined by the student's teacher.
Parents'/Guardians’ Responsibilities for Excursions

- Each September, all custodial parents shall be provided with a copy of Parents'/Guardians' Responsibility for Excursions.
- Each September, Parents will receive a Form 511E: Medical Information for Excursions. This must be signed and returned to the school within the first two weeks of classes. If your child/ward has or has had any health problems that might affect his/her participation or safety, or requires special attention for him/her during the excursion, please note the details on the form. More complete information may be provided in writing or via telephone to the teacher involved.
- Form 511E authorizes the teacher in charge of the excursion to seek and obtain medical care, if necessary, for the student.
- Please inform the school of any changes to the medical and emergency information for your child/ward. If your child/ward has, or has had, any health problems that might affect his/her participation or safety or require special attention for him/her during the excursion, please give full details in writing, and telephone the teacher to discuss any concerns.
- Custodial parent(s) or guardian(s) of students under the age of 18 who wish their child to participate in an excursion are required to provide consent for each excursion by completing and returning to the teacher a Form 511C: Parent/Guardian Permission for Excursion (or the appropriate athletics form). Students aged 18 and over may sign Form 511C: Parent/Guardian Permission for Excursion (or the appropriate athletics form) on their own behalf; however, it is strongly recommended that the custodial parent(s) or guardian(s) of such students also sign the form.
- Form 511C: Parent/Guardian Permission for Excursion (or the appropriate athletics form) will contain information about the nature and purpose of the excursion, any special risks or unusual activities, locations, date(s) and/or times, supervision, transportation arrangements, including mode of transport, use of volunteer drivers, costs, special clothing or equipment required, lunch or other food requirements, any other information that could have some bearing on whether the parent/guardian would give or withhold consent, a request to update relevant medical or emergency information, and a reminder that student accident insurance may be purchased.
- Every effort shall be made to advise custodial parent(s) or guardian(s) of any volunteer drivers participating in the excursion, and to provide them with specific information about the volunteer drivers’ vehicles. Every effort shall be made to obtain written informed consent from the custodial parent(s) or guardian(s) in order for the student to ride with a volunteer driver.
- Student accident insurance is available to provide coverage beyond that allowed by the Ontario Health Plan. Contact the school for specific information and application forms.
- Custodial parent(s) or guardian(s) are expected to ensure that their child is prepared appropriately for the excursion.
- The Board’s Safe Schools Policy and this school’s Code of Behaviour and the Board’s Human Rights Policy apply throughout the trip. Copies are available from the school office.
- The Board has complete authority and discretion to exclude a child/ward from participation in this activity or to send a child/ward home from the activity early for breach of the Board’s Safe Schools Policy or the school’s Code of Behaviour or the Board’s Human Rights Policy, and in such event, the parent/guardian will be responsible for any related expenses, including lost deposit and additional travel costs.

The Toronto District School Board will have complete discretion to cancel this excursion in the interest of student safety or for any other emergency, and that in such event, the parent/guardian will be liable for any non-refundable deposit associated with this activity.
At Annette Street P.S. and High Park Alternative School, we are committed to providing our students the widest possible variety of learning opportunities in order to ensure they become confident and successful lifelong learners. We are fortunate that we are able to offer the privilege of Internet and E-mail access for student use.

The use of the Internet demands that students understand and practice the proper and ethical use of technology. Together, school staff and parents are responsible for setting standards that children should follow when accessing information sources.

Our staff supports and respects each family’s right to decide whether or not to apply for access. Please review the school expectations as well as the formal TDSB Policy at [http://www.tdsb.on.ca](http://www.tdsb.on.ca) (If you wish to allow your child access, please sign and date the consent form and return it to your child’s classroom teacher.

A. SCHOOL INTERNET RULES AND EXPECTATIONS

1. Educational Purposes
   - computer resources at school are to be used for educational purposes only

2. Student Access
   - access to the Internet is available through the classroom, the computer lab and the library
   - student and parents/guardians must sign an Internet and E-mail Agreement in order for a student to be granted access at school
   - parents/guardians may refuse or withdraw their approval at any time by providing written notice to the school
   - the school retains the right to monitor the children’s use of the Internet/E-mail at all times.

3. Responsible and Ethical Use of Information Technology
   - responsible and ethical use includes respecting the rights of others and respecting the right of privacy in E-mail
   - no student is permitted to use another student’s password to logon to the computer network
   - no student is permitted to trespass in another student’s electronic folders or files
   - all information accessible via the network should be assumed to be the property of the author, therefore, if a student uses information from the Internet for projects or assignments, sources must be acknowledged
4. Personal Safety Rules
- students may not use the Internet or email without a teacher’s permission
- students may not download anything from the Internet without a teacher’s permission
- students must not reveal personal information, such as name, age, address or phone number on the Internet
- students may not participate in on-line surveys or opinion polls
- students must immediately report to their teacher if they receive a message or see any information that makes them feel uncomfortable
- students may not go to inappropriate sites; they must immediately report to their teacher if they have mistakenly accessed inappropriate material
- students must tell the teacher if someone is using the Internet in an inappropriate way such as writing bad or unkind messages, or visiting inappropriate sites
- students should use positive language when writing messages and publishing work

5. Cell Phones - students can bring their cell phone to school BUT…
- using a cell phone during instructional time or on school property is prohibited unless under the direct supervision of a teacher
- cell phones have to be put away when students arrive on school property, it needs to be on ‘silent’
- if your child has a phone with a camera, they may not take any photos for any reason on school property
- it’s student’s responsibility to keep their phone safely locked in their locker
- failure to follow the above rules will result in consequences and loss of privileges
- younger students without lockers should keep phones safely at home
- there is a courtesy phone in the office and our staff will call students down if needed to speak to parent(s)/guardian(s) in emergencies
- students are to make social arrangements at home and not use the office phone to arrange playdates afterschool

B. CONSEQUENCES OF UNACCEPTABLE USE

Depending on the nature of the misuse, a series of progressive consequences for violation of the policy will be in effect.
- warning,
- removal of privileges for a temporary period
- complete loss of privileges for a period of time
- suspension from school

The classroom teacher or Principal will make parental contact should a violation occur. With respect to serious offences, parents should be aware that any of the following could be enforced: Annette Street P.S./High Park Alternative Internet/E-Mail Policy, Toronto District School Board Policies and Procedures, the Education Act or the Criminal Code of Canada.
Volunteers Wanted!!!!

Annette St PS and High Park Alternative welcome and rely on our Parent Volunteers to make our schools a happy, healthy and welcoming environment for learning. We encourage any parents who are interested in volunteering to step and join our schools volunteer pool.

To become a volunteer, please come by the office and get the appropriate forms. There will be a Police Reference Check form and a Volunteer Interest form which will help us determine where to use your help.

HOW DO I GET A POLICE REFERENCE CHECK DONE?

All adults, volunteers, parents or staff, must have a special police reference check called a Vulnerable Sector Check, done before they can work with our children. The process to get cleared is a lengthy one, however it is necessary to ensure the safety of our students.

To get your clearance, you pick up a form in the office, complete it and return it with a $20 certified cheque or money order made out to Toronto Police Services. The form then goes to the PRC Office of the TDSB, which submits it to the Toronto Police for processing. Your clearance will be mailed directly to your home, and then you will bring it back to the school for further processing. It is sent back to the PRC office which then adds you to the school’s volunteer list. It is then returned to the school, and then we return it to you. Phew.

WHAT IF I’M ALREADY ON THE VOLUNTEER LIST?

Every fall all volunteers MUST complete an online ANNUAL OFFENCE DECLARATION at the school with the Vice Principal. The process takes less than 5 minutes and it keeps your status as active for the new school year.
I JUST WANT TO GO ON A FIELD TRIP? DO I NEED THIS REFERENCE CHECK DONE?

While we welcome any parents who want to assist with the odd field trip here and there, if you plan on being more involved in our school community you will need to get the reference check done. Once it is in the system, it is easy to keep up to date and current for the entirety of your child's educational career.

DRIVERS NEEDED?

We always need parent drivers to get our students to sports, field trips and special events. If you are willing and able to drive, there is a special form in the office for Volunteer Drivers. You will have to provide a valid driver’s license and proof of insurance. If you do not own the vehicle, the owner will need to fill out the section giving you permission to drive students in the car.

WHAT CAN VOLUNTEERS DO IN THE SCHOOL?

Volunteers are needed for a variety of activities in the school. Parents can read to classes, go on trips, drive students, organize events, help with visiting artists and so much more! There are many volunteer opportunities in the classrooms, in the school, and with the parent council. Parents are encouraged to share their skills, knowledge, community resources and time with our students.

PRIVACY AND CONFIDENTIALITY

As a volunteer in a classroom there are times when you may become aware of personal information about the students in the class. All volunteers are expected to keep any knowledge they have confidential and are not to share it outside the classroom. If you, as a volunteer have any concerns or questions, please direct them to the teacher immediately. As well, parent volunteers are not allowed to take pictures or make twitter posts about the classroom or field trip activities. This is to protect our students and families privacy and is in compliance with the Canadian Privacy Act.

ALL PARENTS ARE REQUIRED TO SIGN IN AT THE HPA OR ANNETTE OFFICE!!
All of our students have the option of staying for lunch. There will be forms sent home to indicate if your child is staying at school or going home for lunch. For the first week of school, we will assume your child is staying for lunch unless you send a note indicating they will be picked up.

Grade 8 students have the privilege of leaving school property for lunch with a signed contract. If you have not signed a contract for your grade 8 child to go out at lunch time, please send a note each time you allow them to leave the school. The Grade 7 students will have the privilege of leaving school property at the end of October/beginning of November for lunch with a signed contract. The forms will be sent home closer to the time.

If your child will be staying for lunch, please send along a litter-less, healthy lunch. Please remember that we cannot heat up lunches for our children.

Snacks and lunches are to come from home: remember two healthy snacks (am & pm) and one healthy lunch, please.

**Peanut, Tree Nut, Coconut & Sesame Free! No glass containers.**

Due to student allergies, we are requesting that parents **do not send food treats in for birthdays**. If your child would like to share something with their classmates for their birthday, a nonfood item or small loot bag is recommended (e.g., special pencil, stickers).

**Allergy Alert!**

If your child has allergies or dietary restrictions, it is critically important that you inform us of them as soon as possible and arrangements will be made to ensure that your child is not exposed to any allergens that may cause a reaction. If your child’s allergy is anaphylactic, please ensure that your child comes to school with an epi-pen in a clearly labeled pouch.

If you have indicated that your child has a serious allergy or medical concern you will be sent home an emergency medical plan package to complete in September.
ANAPHYLAXIS POLICY

We are a Peanut, Tree Nut, Coconut and Sesame Seed Free School

High Park Alternative School and Annette Public School take allergies and anaphylaxis very seriously and we rely on all staff, parents and guardians to do their part in keeping our children safe.

Several children in our school community have severe life threatening allergies to PEANUTS, TREE NUTS, COCONUT and SESAME SEEDS. To ensure their safety, these items are prohibited from school, school property and school events and trips off school grounds. This includes items that may be at risk for cross-contamination. Please note that we also have a staff member with a severe latex allergy.

Some examples of Tree Nuts are: Almonds, Pistachios, Cashews, Walnuts, Pecans, Pine Nuts, Hazelnuts, Chestnuts, Brazil Nuts and Shea Nuts. Examples of common items containing latex are: balloons, gloves and band-aids/first aid products.

An individual can develop an anaphylactic allergy at any time, therefore any of our children could develop a serious anaphylactic allergy and be at risk.

Our policy below applies to our school grounds as well as events and trips held off school grounds. Please read below for more detailed information on how we can work together to keep our children safe.

Anaphylaxis (pronounced anna-fill-axis) is the most serious type of allergic reaction. It can progress very quickly and may cause death without proper medical attention.

An allergen is a substance which can cause an allergic reaction. Foods such as Peanuts, Tree Nuts and Sesame are a few of the most common allergens.

Cross-contamination is when a food that is free of an allergen is prepared on a surface or comes into any contact with an allergen (e.g. prepared on a surface that had the allergen on it, stirred with a spoon that touched an allergen). Cross contamination is a very serious risk for children with known allergies as the allergen is invisible.

When can an individual experience anaphylaxis? Anaphylaxis can occur when an allergen is ingested through food or drink, or by means of cross contamination such as a food for an allergic individual being prepared on the surface that an allergen came into contact with (e.g. a knife used to make a peanut butter sandwich is then used to make a jam sandwich for a person with a peanut allergy) Anaphylaxis can also occur when an allergic individuals skin comes into contact with an allergen (e.g. picks up a nut with bare hands or touches a toy that has come into contact with an allergen).
**Best Practices**

**Do not share food/drinks**

Teach children that food and drink are not to be shared.

**Only send safe foods/drinks**

All food and drink must not contain Peanut, Tree Nut or Sesame Seeds.

**Wash up**

If your child has handled or eaten something containing Peanuts, Tree Nuts or Sesame Seeds for breakfast or while at home for lunch, please ensure hands and face are washed well and teeth are brushed before coming to school or attending a school event or trip.

**Be Mindful of cross-contamination**

When preparing lunches, snacks, food or drinks, ensure all prep surfaces are washed thoroughly. Food that is prepared on a surface that came into contact with peanuts, tree nuts, or sesame seeds is at high risk for cross-contamination and can pose a risk to children with these allergies. If you are unsure, use a clean plate or designated cutting board to prepare food.

**Read labels**

Before purchasing a food or drink, even one that has been "safe" in the past, make sure to read the label. Ingredients can change without notice. Read carefully through all listed ingredients and look for warning statements referring to allergens.

If any ingredient list states “processed in a facility…”, "may contain…", "may contain traces of…", "made in a factory that also processes…." Peanuts, tree nuts, or sesame seeds, it is not safe. Items with these warnings will be immediately removed from the classroom as products with these statements can actually contain enough allergen to cause a serious allergic reaction.

**Read every item you purchase**

Even if you have more than one of the exact same item you should read each item/package carefully. Many companies have several manufacturing plants and some plants may produce foods with allergens, thus potentially causing one item to be safe and another to be harmful.

**Read ingredient lists carefully from start to finish**

Food companies do not have to make allergens stand out (e.g. **bolding**, italicizing, **underlining**). The allergen may simply be listed in the ingredients without any warning statement at all.

**Be extra cautious of imported products**

Food labelling regulations vary by country and products may not list potential allergens.
Every day we have many children in the office for bumps, bruises, bandages and sometimes just a little loving care. The office staff and some designated teachers are trained in CPR, Defibrillation, Epi-Pen administration and First Aid. In any emergency we will call 911 first, then parents.

There is a TDSB policy that every time there is a head bump, parents are called and informed. Usually we will have the children phone themselves to let you know, but rest assured there is an adult in the office with them who has already checked them out and given them ice. Any child with a head bump will be monitored by their teacher, and if we see any changes or concerns we will call you back immediately.

If your child is ill and requires medication during the school day we are not authorized to give it to them unless we have received the appropriate medical form filled out by your doctor. You can find it at http://www2.tdsb.on.ca/ppf/uploads/files/live/100/375.pdf or ask for one in the office. Students who can self-administer their medications do not need this form filled out. As well please note we are not able to give any child over the counter medications such as Tylenol, Cough Syrups, Anti-Histamines, etc. This is a TDSB policy for legal and safety reasons.

Children who become ill at school will phone home to be picked up. To use the phone we ask that the teacher assess and send ill children down to call home and not have them using the phones during recess or lunch hour. Unfortunately we do not have a supervised rest place for sick children and would like to limit the spread of any illnesses amongst the students in our care. If you know your child is sick, please make arrangements and keep them at home for the day. The teachers, other students and parents, and most of all, your own child would appreciate that!
Are you planning a vacation this year? You need to let us know in writing! The Ministry of Education requires us to keep written notice of vacations on file in the school. As well, sometimes you've told the teacher, but the information doesn't make it to the office or is not in writing which means we can't log it in the Attendance System.

If you are going away for more than 15 school days your child(ren) will either need to be demitted and re-registered OR you will need to arrange with your child(ren)'s teachers to take a program of study which must be marked and kept on file at the school. Teachers are NOT required to provide such a program and it is up to their discretion if they can accommodate this request if they are able.

As well, if you are going on vacation and leaving your child(ren) in someone else's care while gone, please let us know in writing! It's important we know who is looking after our students and how to get in contact with them.

We have attached a convenient form for your use, you may write a letter, or please stop in to the office and fill out a form!

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**The Dreaded Lice Letter**

It is very likely that sometime during your child's school career they will come home with a letter about lice. The TDSB has a lice policy that requires if your child has been found to have lice, you keep them home and treat it. To re-enter school the child must be nit-free. Usually this only takes an evening at home and should not cause them to miss school. The school does conduct 2-3 lice checks yearly. We do send a letter home to any class that has a confirmed case of head lice so parents can be vigilant at home. Lice are common in school aged children and are NOT life threatening. Do not panic if your child has lice, we will send an instruction package home to assist you in taking care of them.
Date: ____________________________

My Child(ren) 1. _____________________________________ Room # ____________
    2. _____________________________________ Room # ____________
    3. _____________________________________ Room # ____________

Will be leaving school temporarily – Last day of attendance: ____________________________

Country: _______________________________ Reason: _______________________________

Expected date of return: __________________________________________________________

Name of Parent (please print) ____________________________________________________

Signature of Parent: ____________________________ Phone_________________

***** (or attach note provided by parent with signature)

To be filled out by the Principal

_____ Program of study attached and reviewed by principal, student will remain on the register and in the homeroom, G-Day can be used for attendance.

OR

_____ Extended absence with no program of stud (over 15 school days) student name removed from class list and demitted from school

OR

_____ Student will remain in homeroom and be marked absent (less than 15 school days)

Confirmed by:

______________________________________________________________

Principal’s Signature

cc. parent, OSR
The Toronto District School Board is launching School Cash Online, an easy to use, safe and convenient way for parents and guardians to pay for their children’s school fees, including agendas, yearbooks and class trips. To register for School Cash Online, please follow these step-by-step instructions.

NOTE: If you require assistance, select the SUPPORT option in the top right hand corner of the screen.

Step 1: Register

a) If you have not registered, please go to the School Cash Online home page
https://tdsb.schoolcashonline.com/
and select the “Get Started Today” option.

b) Complete each of the three Registration Steps
*For Security Reasons your password, requires 8 characters, one uppercase letter, one lowercase letter and a number.

Step 2: Confirmation Email

A registration confirmation email will be forwarded to you. Click on the link provided inside the email to confirm your email and School Cash Online account.
The confirmation link will open the School Cash Online site prompting you to sign into your account. Use the email address and password just created with your account.

Step 3: Find Student

This step will connect your children to your account.
a) Enter the School Board Name
b) Select the School Name
c) Enter Your Child’s First and Last Names
d) Enter Your Child’s Date of Birth
e) Select Confirm
f) On the next page confirm that you are related to the child, check in the Agree box and select Continue
g) Your child has been added to your account

Step 4: View Items or Add Another Student

If you have more children, select “Add Another Student” option and repeat the steps above. Five children can be added to one parent account.
If you do not wish to add additional children, select “View Items for Students” option. A listing of available items for purchase will be displayed.

Stay connected! Be sure to select the option to receive email notifications when new items become available, selecting “Yes”.

✓ I want to receive email notifications for new fees assigned to my student and updates on school-related activities.
Got a question? We have answers!
Check out our frequently asked questions below:

School Cash Online FAQs

Help! I’ve forgotten my login/password!
Click on "Sign In" at the top right of the page and then click on “Forgot your password?” link to reset your password. A temporary password will be sent to the email address registered with your account.

How secure are my purchases?
School Cash Online is committed to protecting your information. We adhere to the Personal Information Protection and Electronic Documents Act (Canada) (PIPEDA), Canada’s anti-spam legislation (CASL) and are compliant with the latest industry standards for payment card security (PCI). For more information, please visit: www.schoolcashonline.com/Home/Privacypolicy

What emails will I get from School Cash Online?
Don’t worry, we hate spam too! You will receive emails with your receipts, and payment reminders when you have things to purchase.

What if I can’t find my student?
Contact your school to confirm your student’s details (name, birthday, student #) to ensure it matches exactly what was entered in your school's records.

What if I can’t see any items?
Each school creates their own items for purchase and assigns them to the students. Once assigned, they will appear in the Student Items tab on School Cash Online. Please contact your child's school bookkeeper if you do not see the item you are looking for.

Do I need to re-register a student that moves to a different school?
If the student is moving to another school within the district, and School Cash Online is available for that school, then the items for the student will automatically be updated to reflect the new school. If the student is moving outside the district or to a school that does not have School Cash Online, the student will be de-activated in School Cash Online.

What if I want a refund?
Please contact your school office if you would like to request refunds for any items purchased.

Need Help?
Contact Parent Help Desk

1.866.961.1803

parenthelp@schoolcashonline.com

enthelp@schoolcashonline.com
ANNETTE STREET PUBLIC SCHOOL COUNCIL

Get to know us!
www.anetteschoolcouncil.com
Join us!
Everyone welcome at Council Meetings
*kidsitting provided
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Your support MATTERS to ASPS

HIGH PARK ALTERNATIVE SCHOOL PARENT COUNCIL

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Your support MATTERS to HPAS