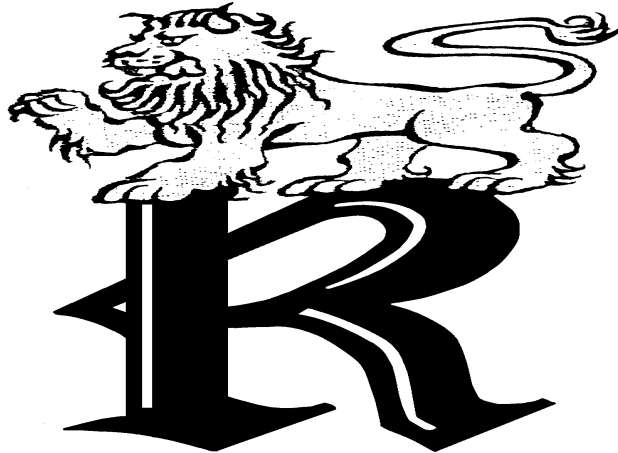


RUNNYMEDE PUBLIC SCHOOL



Parent Handbook 2009-2010

Amelia Dennis
PRINCIPAL

Michael Kanalec Rob Hochberg
VICE-PRINCIPALS

Telephone: (416) 393-9055
Fax: (416) 393-9059
Safe Arrival: (416) 393-9060

Dear Parents/Guardian/Caregiver:

On behalf of the Runnymede staff, we welcome you to your new school year. Bienvenue à Runnymede.

This handbook is intended to introduce you to the various aspects of our school operations. We encourage you to take time to familiarize yourself with its content. Hopefully, you will find it informative and helpful as we work together on behalf of your children.

Please do not hesitate to contact your child's teacher(s) to share your appreciation or any concerns you may have over the course of the school year.

We look forward to working together as we seek to provide your child with a rich educational experience at Runnymede P.S.

Yours in partnership,

Principal
A. Dennis

Vice-Principal
M. Kanalec

Vice-Principal
R. Hochberg

A BRIEF PROFILE

The school was founded in 1913 in a one-room portable located near Jane and Bloor Streets. The next year it was moved to the present location at Runnymede and Colbeck Streets. W.A. Tydell was the first principal of this four room school. During his five year term, the school was enlarged four times to a size of thirty rooms. By 1932 enrollment reached a peak of 1,529 students. In 1960 the new wing was built, bringing the school to its current size. The senior school now serves the populations of three feeder schools: Keele St. P.S. and Howard P.S. The school is organized on a 7 day cycle. Close to half of our population is enrolled in our Early French Immersion Program.

SCHOOL HOURS

| | Kindergarten | Primary Junior | Senior |
|----------------------------|--------------|-------------------|------------------|
| Entry | 8:55 a.m. | 8:50 a.m. | 8:50 a.m. |
| Lunch | 11:25 a.m. | 11:35 a.m. | 11:27 a.m. |
| Entry | 12:50 p.m. | 12:30 p.m. | 12:25 p.m. |
| Dismissal | 3:15 p.m. | 3:15 p.m. | 3:02 p.m. |
| Remedial/Enrichment | | 3:15 -3:30p.m | 3:02 - 3:17 p.m. |

KINDERGARTEN DISMISSAL

Teachers are responsible for seeing that children are released to the care of a responsible family member or designated person.

No child will be sent home with anyone other than the designated person. Parents and other caregivers are urged not to take home any child other than their own unless it has been previously arranged and the teacher has been notified by the parents.

If a child is found in the playground unattended he or she should be taken to the classroom or the office immediately. Please do not leave strollers unattended in the school yard!

SAFE ARRIVAL PROGRAM

The objective of the Safe Arrival Program is to ensure that the students arrive at school safely. If a student is to be absent, for whatever reason, it is required that the parents notify the school.

Promptness is of equal importance as regular attendance. **All students are expected to arrive at school by the times designated above.** Students who are not in their classroom by 8:55 a.m. or 12:50 (senior) and 12:50 p.m. (primary/junior) must report to the office to sign in and obtain a late slip. All lates are recorded by the homeroom teacher. In the case of habitual lateness and/or absenteeism, parent(s) will be contacted. An answering machine is dedicated to record lates/absences and it is on 24 hours a day. The phone number is **393-9060**. If a student is absent and no message has been received from the parents, a member of the office staff or a parent volunteer will phone home to ensure the whereabouts of the student. With an enrollment of over 1,000 students, it is especially important to notify the school if your son/daughter is going to be absent or late.

Please include the following information when you call: **393-9060 Safe Arrival**

- Your child's name (please spell last name)
- Classroom number or teacher's name
- Reason for absence
- Number of days your child will be away

Volunteers are needed to help in the main office one or two days a week for approximately two hours (9:00 -11:00 a.m.) to verify the absences. If you are able to assist us, please call the school at 393-9055.

LATE POLICY

In order to provide the best possible program for students, it is necessary for students to attend school regularly and promptly! Research shows that patterns and attitudes are developed early and the older an individual gets, the more likely it is that these patterns will persist.

The office will continue to monitor lates and inform parents of concerns as they arise. Ensuring your child's prompt arrival to school is important to your child's learning and allows for uninterrupted learning for the other students in the class.

LEAVING EARLY AND EMERGENCIES

When a student has a note requesting permission to leave early, the note will be initialed by the teacher in charge at the time of leaving. The student must then report to the Office, with the note, and record the information in the "In/Out" Book. When there is an emergency and there is no note, permission to leave may be granted by the Principal, Vice-Principal or designate only, or by telephone confirmation by a parent/guardian.

SAFE SCHOOLS

Washrooms:

Please be reminded that parents and volunteers are to use the washrooms explicitly marked for adults.

Sign In Procedure:

All parents, volunteers and visitors are to start their visit in the office, whereby they must sign in and receive a visitor's pass to circulate around the school.

Student Pick-up:

Parents are asked to come to the office to pick up their child for appointments. Our office staff will contact the teacher to send the students to the office.

Locked Doors:

Please be informed that exit 1 and 6 are open all day, exit 3 and 4 will be closed at 9:15 a.m. daily. All other exits will remain closed.

Yard Safety:

The monkey bars in the Adventure Yard are for the use of students in grades 1 and up.

ATTENDANCE RECORD CARD

Each September parents are required to complete the Attendance Record Card. This card has the child's name, room number, their attendance record and your home and business phone numbers. Parents are asked to keep the school apprised of any changes in these phone numbers. These phone numbers are kept confidential and will be used only to contact you if your child is absent, ill or injured. **PLEASE COMPLETE AND RETURN THE ATTENDANCE CARD SENT HOME WITH YOUR CHILD.**

SUPERVISION

Prior to Entry and During Recess

Children travelling to school by school bus are met by a teacher or an Educational Assistant and directed to the playground. Teachers / Educational Assistants will be on yard duty 15 minutes prior to entry and during morning and afternoon recesses in the following areas:

- 3 in the Runnymede Yard
- 3 in the Adventure Playground at Lunch and 2 at all other recess times
- 1 at the washroom
- teachers monitor hallways, stairwell and main entrances during entry/dismissal times

ON-SITE ILLNESS OR ACCIDENT

If your child is involved in a minor accident or takes ill during school hours, we do our best to assist him or her to feel comfortable. You will be contacted if we believe you must make a decision whether or not to pick your child up. In the event of a life-threatening situation, 911 will be called first. No medical attention can be provided until parental/guardian permission is granted. **Please be sure that all phone numbers are up-to-date on your child's attendance record card.**

SPECIAL NEEDS AND MEDICAL EMERGENCIES

If your child has a special medical condition or suffers from severe allergic reactions, you must inform your child's teachers. Many children suffer from food or environmental allergies. It is imperative that the teacher, Principal and Vice-Principals be aware of the procedure or medication required in an emergency. For younger children, epi-pens are housed in the office with a photo of your child. Older children are encouraged to carry their own epi-pens.

The TDSB authorizes the involvement of staff in administering prescribed medication only when the medication is essential for a student to continue to attend school, the child cannot self-administer the medication and the appropriate TDSB form (available in the office) is completed and signed by a parent and a physician.

LUNCH HOUR

Lunch facilities will be provided for those children whose parents are unable to make other arrangements. A limited number of lunchroom supervisors are hired to supervise the students in the eating areas and the schoolyard. Students are asked to bring a litter less lunch. We have implemented "Boomerang" lunches where students return uneaten food back home, along with all containers. The instructions of lunchroom supervisors must be followed at all times. Failure to do so may result in a parent being asked to find alternative arrangements for the child.

Lunchroom Procedures and Rules

- Students enrolled in the lunchroom program must remain on the property from 11:35 to 12:30 p.m.
- In the event that a student will not be staying for lunch, a note signed by the parent, must be sent to the teacher
- Parents requiring temporary use of the lunchroom should send a note to the school on the day that lunchroom supervision is required
- Students are to come directly from their classroom to the lunchroom bringing with them all their outdoor clothing. Classrooms will be locked throughout the lunch hour.
- All food must be eaten in the lunchrooms.
- Milk is on sale for \$0.55.
- Students are expected to show good manners and to be respectful of staff and students.
- After lunch, students are expected to clear their area, place their lunch bags in the bins provided and request permission from the supervisor to go outside.

GOOD NEIGHBOUR POLICY

You are expected to behave in an appropriate manner in the neighbourhood. Any misbehavior **OFF** school property will be reported to your parents and consequences as outlined in the Safe Schools Policy, "A Safe Learning Environment" may be imposed.

RUNNYMEDE PUBLIC SCHOOL DRESS CODE

Runnymede School we set high standards for academic success, social development and behaviour. These standards are reflected in the degree of effort we put into our programs, the respectful language we use, our consideration for others and the manner in which we dress. Therefore, we encourage our students to wear clothing appropriate for a place of learning and which demonstrates self-respect and respect for others. All of these factors contribute to each individual's attitude and success at Runnymede.

As we strive for excellence, it is important to understand the necessity for appropriate standards of dress. Accordingly, the following is the dress code at Runnymede School.

Students will wear clothing appropriate for a place of learning and work, which does not show inappropriate amounts of skin, which is not reflective of gang culture and does not display offensive slogans or pictures.

The following general expectations apply:

- Except for religious reasons, all students, male and female are expected to remove headwear upon entering the building (baseball caps, kerchiefs, way caps, skullcaps, etc.)
- Clothing trends, which have their origin in gang culture such as bandanas, handkerchiefs, etc., are not permitted.
- Undershirts/muscle shirts and jerseys must be worn with a sleeved T-shirt underneath.
- Crop tops, which show the abdomen, and tops with low necklines are inappropriate. Belly shirts, tank tops, backless shirts and sleepwear/pyjama outfits are not permitted.
- Shorts or skirts must not be shorter than 13 cm above the knee.
- Sleeveless top straps must be at least 5 cm in width.
- T-shirts with inappropriate logos or sayings are not permitted.
- Pants/jeans must be worn at the waist.
- Baggy pants must be worn with belts.
- For safety and security reasons, items such as backpacks, purses, laser pens and pointers, pagers, cell phones, I Pods, MP3 players, etc. are not permitted in the classrooms or hallway.
- As a guiding principle, if in doubt, encourage your child to set the article of clothing or accessory aside for another use or occasion, but not for school.

Consequences for non-compliance with the Dress Code will be strictly enforced. They include: warning, parental contact, withdrawal of privileges and suspensions.

Please be advised that we expect all students to put their best foot forward in all that they do, their dress included.

FRENCH PROGRAMS

Early French Immersion

Early French Immersion begins in Senior Kindergarten. All Junior Kindergarten children are given registration forms to take home in February or you may pick one up in the office. All instruction is in French until Grade 4 when 40 minutes per day of English will be introduced. From Grades 6 to 8, 50% of instruction will be in English. The Immersion program is offered through to Grade 12

Extended French

This program begins in Grade 4 and is offered at Swansea Public School and Fern Public School. Registration forms are distributed to all Grade 3 English students in February. Students will receive approximately 50% of instructional time in French until Grade 6 at which point English will be reintroduced for 1 hour per day.

Core French Program

Beginning in Grade 4, students in the English program receive French instruction for an average of 40 minutes per day. It is a mandatory subject until Grade 9 at which time students can decide whether or not they wish to continue in the program until Grade 12.

MUSICAL THEATRE

A full and varied program is offered to students. Vocal Music at the primary level is taught by a Music Specialist. Grade 5 students must choose Band/Vocal, Drama/Vocal or Strings/Vocal and **are expected to continue their commitment until Grade 8**. Itinerant Strings and Band teachers may provide additional instruction.

SCHOOL SUBJECTS

Over a 7 day cycle, senior students will receive:

HOMEROOM:

- 7 Math
- 7 Language Arts
- 4 History/Geography

ROTARY:

- 6 Science
- 6 Core French/Core English
- 4 Drama/Music
- 3 Visual Arts
- 4 Physical Education

STUDENT ASSESSMENT

The evaluation of student progress is a continuous and ongoing process. Evaluation will be based on oral reports, class participation, day to day teacher observations, projects, tests, notebooks, effort and attitude.

An Individual Education Plan (IEP) will be developed for students attending the Learning Centre or Learning Disability Class which will be reflected in the formal report card.

For one week in May all Grades 3 and 6 students will be participating in Provincial Assessments of Reading, Writing and Mathematics. Grade 3 French Immersion students are only expected to do the mathematics section of the assessment. The results of these assessments are not used to determine student assessment for report card purposes.

Parent-teacher interviews may be held at any time at the request of either party. Following the first term report card in December, interviews will be scheduled for all parents. Interviews are also arranged following the March report card for parents whose children need to improve their results. The final report card will go home the last week of school. A copy will be placed in the student's permanent Ontario Student Record folder.

Teachers are expected to communicate with parents whenever there is a concern about a student's progress as the school year proceeds. This should eliminate any surprises on report cards.

RECOGNITION ASSEMBLIES

Every two months, students in the Primary and Junior Divisions will be recognized for achievement, community service, citizenship, and school participation at Recognition Assemblies. Students will be awarded a certificate to recognize them for their achievement. The criteria for the recognition awards is based on the values as outlined by the TDSB Character Education initiative.

HONOUR ROLL AND MERIT ROLL

Senior students will be recognized for their academic achievement through the Honour Roll and the Merit Roll at the end of each term. Criteria to achieve the Honour Roll will be an overall average of 80% without any failure. The criteria for the Merit Roll will be an overall average of 75% without any failure. Each student will receive a letter recognizing his or her effort at the end of each term.

PLAGIARISM

When you intentionally, or unintentionally, use or pass off someone else's words, ideas, or images as your own, you are plagiarizing. Unless you give proper credit, you are stealing and it is wrong. Plagiarism is a form of intellectual dishonesty that includes cutting and pasting from the Internet, buying or borrowing an essay, or reusing an essay without the teacher's approval. Copying a friend's work (test, assignment, and homework) is also a type of plagiarism. Students who plagiarize may expect a mark of zero and may face other serious consequences.

To avoid plagiarism:

- Understand what plagiarism is
- Give yourself enough time to complete the research project or assignment
- Make careful notes and summaries
- Respond to notes with your own thoughts and ideas
- When in doubt, ask your teacher or teacher-librarian, or cite the source just in case.

PEACEMAKERS

Grades 5 - 6 students who are good role models, have good listening skills and are reliable may be recommended by their teachers to take part in a conflict management program. Twenty-five students are trained to assist Grades 1 – 2 students resolve their conflicts peacefully. In their role as "Recess Buddy Mediators", they will be using a problem-solving model to teach younger children how to mediate in the Primary Yard during recess. The supervising teacher on duty will continue to deal with any serious problems which may occur.

RUNNYMEDE PUBLIC SCHOOL COUNCIL

The reincarnation of the PTA as School Council began during the 1998-1999 school year. Since then, the advisory role of School Council has expanded considerably. Areas of Council responsibility are mandated by Provincial Regulations and are outlined in "School Councils: A Guide for Members

(<http://www.edu.gov.on.ca/eng/general/elemsec/council/council02.pdf>). The Constitution governing Council activity is available in the school office.

While the traditional areas of parental involvement in school activities are an invaluable asset to our children's education (helping in class, in the office and library, with extracurricular activities, fundraising), School Council offers an even greater opportunity for parents to get involved in all aspects of school life. To encourage all parents to participate in the meetings and activities of the Runnymede Public School Council, notice of meetings and other information is provided through flyers, email, newsletters and the notice board outside the school Office.

The Council has at least seven parent members, teaching staff representatives, one member of the non-teaching staff and the Principal. We also have a provision to appoint a community representative. Runnymede Public School Council also provides representatives to the Ward Council, which maintains a dialogue with other local schools, the Superintendent and our Trustee.

Council meetings take place regularly, and are an essential forum for discussion and parental input over issues facing the school. Decisions regarding the disbursement of School Council funds are also made at Council meetings, and are governed by the following resolutions:

- To spend the greatest proportion of Council funds on projects which collectively, over the long term benefit the largest number of students
- To only utilize funds when there are insufficient funds available from other sources, including the Principal and the School Board

Every year, a number of Committees of Council are formed, to assist in particular areas of activity; for example, the Yard Committee and the Fundraising Committee. Parental involvement is also required on a number of school committees, such as; Budget and School Improvement Plan.

For Council to be an effective voice, we need your participation. Contact a Council member (details in the newsletter) to discuss your ideas or concerns. You are encouraged to visit the School Council website at www.runnymedecouncil.org.

GRADE 8 GRADUATION AWARDS

Students have the opportunity to earn one of the following awards:

The Jean Todd Award: a cheque is presented to the student who has received the highest percent of teacher votes for Runnymede Awards and is thus deemed to be the top overall student.

The Runnymede Award: certificates and Runnymede "R"'s are presented to those students who show exceptional ability in four of five areas and good ability in a fifth area. The areas considered are: academic achievement, responsibility, participation, cooperation and attitude. Candidates are short listed when they are nominated by two staff members. Each teacher who teaches these students then vote and the finalists must have unanimous approval.

The Principal's Award: goes to the student who has demonstrated exemplary leadership and has the ability to influence others in a positive manner.

Athlete of the Year: the female and male athletes of the year are chosen on the basis of athletic excellence, leadership, responsibility, fair play and ability to coach others.

The Awards of Merit: certificates are presented to those students whose work in a particular core subject area is outstanding. Students who qualify may not receive a Runnymede Award concurrently.

The Creative Writing Award: is presented by the School Council to the student who demonstrates excellence in the area of creative writing.

AWARDS IN OTHER GRADES

The following awards are distributed at the end of June:

Grade 6 and 7 Awards of Merit: recognizes those students who show excellence in the various subject areas.

The Citizenship Award: is presented to a student in each Gr. 1 – 8 class who has shown outstanding citizenship.

The Academic Achievement Award: is presented to the student who has demonstrated outstanding achievement in all areas of the Grade 6 program.

Athlete of the Year: the Grades 6 and 7 female and male athletes of the year are chosen on the basis of athletic excellence, leadership, responsibility and fair play.

The Marion Griffin Award: is presented to the Grade 6 student who displays overall proficiency in all areas of the program.

The Creative Writing Award: is presented by the School Council to a Grade 6 and 7 student who has shown excellence in the area of creative writing.

The Gertrude Husband Award: a cheque is presented to the Grade 5 student in either the English or French Immersion program who is evaluated as being the top academic student.

The Wilhelmina Lucas Award: a cheque is presented to the Grade 2 student in either the English or French Immersion program who is evaluated as being the top academic student.

BOOKS, EQUIPMENT AND SCHOOL PROPERTY

Students will be assigned a variety of textbooks throughout the year depending on the subject area. Students are responsible for maintaining textbooks in good condition and for returning them at the end of the term or school year. In classrooms where programs have been individualized, textbooks may not be provided or required. Should a student damage or lose a textbook, a letter will be sent home advising the parent of the replacement cost.

Every student must take responsibility for caring for the school premises, including lockers, equipment and desk tops. Each student must also do his or her part to help keep the school tidy, clean and litter free. Any willful damage to school property will not be tolerated. Students who damage any school property will be disciplined and restitution will be sought.

THE LOST AND FOUND

Found items are placed in boxes or hung on racks near Room 126 on the first floor. Unclaimed clothing will be bagged once a term, held for 2 weeks, and then brought to one of the charities in the area. Jewellery, keys and eyeglasses are kept in the office. You can assist us by putting labels on all your child's belongings.

LIBRARY AND LEARNING RESOURCE CENTRE

The Library and Learning Resource Centre enables students to access, evaluate, process and communicate information. All information tasks require students to apply elements of research and inquiry process. Materials are offered in French and English. A computer lab, an internet connection and webpage (www.tdsb.on.ca/libraries/libraryEle.asp?schoolNo=5272) are available to both students and staff. The library also houses a parent resource area which contains curriculum documents, as well as parenting materials.

Students who do not return their books will have their library privileges suspended. Replacement cost for a lost library book will be expected.

The library is open before school at 8:30 a.m until 3:55 p.m., on Tues., Wed., Thurs., so that students may come in to work on assignments or research projects. Parents are also welcome to use the library after school.

In School Support team

The In School Support Team consists of teachers and administrators within the school. This Team meets once per month to discuss students who may be experiencing difficulties in school. The difficulties may include academics, social o, or behavioural issues. The In School Team will suggest and discuss strategies, accommodations, and next steps in order to ensure that all students achieve success. The In School Team may also recommend that a student be brought forward to a School Support Team Meeting for further suggestions.

SCHOOL SUPPORT TEAM

The School Support Team consisting of a vice-principal, special education teacher, classroom teacher, psychoeducational consultant, special education consultant and social worker meet on a weekly basis to discuss students who may be experiencing learning difficulties. The Team's role is to provide support and services to students, teachers and parents about academic, social and/or emotional concerns. Before discussing your child at a SST meeting, your child's teacher will contact you. If the team's recommendation is that a formal referral for an educational and/or psychological assessment, social worker involvement, speech or occupational therapy be pursued, parent consent is required and you will be invited to one of the Team meetings.

ENGLISH AS A SECOND LANGUAGE

Students who were not born in Canada and require additional support are provided with more intensive English instruction. They may be withdrawn from their regular classroom for individual or small group instruction by an ESL teacher to strengthen language skills.

SPECIAL EDUCATION PROGRAMS

Community Based Resource Model

Special Education support is offered in the TDSB through the Community Based Resource Model which allows schools to give significant support to students prior to an Identification, Review, Placement Committee (IPRC). Runnymede has a Bilingual Resource Program and English Resource Program, which provides students with a low level of support and a Home School Program (for students in the English program only) with a moderate level of support. Generally speaking, students from Grades 2 to 8 who require accommodation and/or modifications to their program participate in one or the other program, depending on needs. If a child is identified as Exceptional by the IPRC, the recommendation may be for the child to attend the Home School Program for a significant period of time.

The Identification, Placement and Review Committee

Should you or the SST suspect that your child be exceptional (i.e., gifted, behavioural, communication), a request can be made to proceed to the Identification, Placement and Review Committee. The IPRC is composed of a member of the TDSB Special Education Department, a Psychologist and a Principal. This Committee decides whether or not a child is exceptional and determines a program placement that is best suited to meet the needs of the child. Parents, the classroom teacher and a school administrator are invited to the IPRC meeting and decisions are confirmed in writing. The student may be placed in Runnymede's Home School Program (HSP) and will receive at least 50% support. Should a student's need still not be met in the HSP, the student may be offered a placement in a central intensive support classroom.

SCHOOL TRIPS

Throughout the year, outings of an educational nature are planned for students. These trips are under the direct supervision of one or more teachers and parent volunteers are welcome. All school outings are conducted with the full consent of parents. For outings involving greater distances, or overnight programs, a separate form for each trip will be sent home. Written (not oral) permission is required to allow the student to participate in these school trips.

CROSSING GUARD TIMES

The Crossing Guard will assist students at the cross-walk at Runnymede Road and Colbeck Avenue at the following times: Morning – 8:20 a.m. to 9:00 a.m., 11:39 a.m. – 12:40 p.m. Afternoon – 3:20 to 4:00 p.m.

COMMUNICATION

Our school newsletter the “Runnymede Rapport” will be sent home the first week of each month in an attempt to keep parents and students informed about different aspects of Runnymede. It will include recent and upcoming events, curriculum initiatives, school or TDSB policy changes and any school wide concerns. Please be sure to ask your child to bring it home for you to read.

PARENT CONCERN PROTOCOL

We encourage all parents to take an active interest in their children’s school and education. If you have a concern regarding an educational issue, please share it with the appropriate staff at the school. Your first point of contact is your child’s teacher. Discuss the concern directly with him or her so that together you can work towards a satisfactory resolution in the best interest of your child. If you continue to have concerns, contact the Vice Principal for your child’s specific grade level or the Principal for assistance. The next contact person would be the school Superintendent of Education. If concerns arise related to a policy matter that cannot be resolved at the school level, contact your school Trustee. The Trustee is your elected official and is a member of the Toronto District School Board. In addressing all concerns, the expectation is that a climate of respectful dialogue and interaction is maintained.

CLASS PLACEMENTS

In the final term of each school year, the planning and organization process for the next school year begins. Staff and administration put a great deal of time and thought in the organizing of classroom groupings each year. Instructional needs, social/emotional needs and gender distributions are all carefully considered as well as taking into account *The Ministry of Education’s Primary Class Size* which places a ‘hard cap’ of 20 students in Primary classes (K – Gr. 3). Teachers meet with school administration to discuss the needs of each student. In order to best meet the individual needs of every student, the following factors are taken into consideration:

- The academic needs and learning style of the child
- The social/emotional/behavioural needs of the child
- Support programs - care is taken when placing children who are withdrawn for special programs i.e. Special Ed., ESL
- A range of ability levels of the students in the class
- The class size (primary caps)
- Balance of males/females
- Parental comments regarding the following:
 - i) academic needs and learning style of their child (i.e. motivated, self-starter, independent learner, requires additional teacher support in order to complete tasks, etc.);
 - ii) the social/emotional/behavioural needs of the child; class arrangements provide for children who work well together - this can also mean separating children who do not;

We appreciate your trust in our professional judgement in balancing the considerations mentioned above. Please be aware that we will not entertain requests for specific teachers and that the final decision for class placements is the responsibility of the Principal. (Education Act, Regulation 298, S.10, Duties of Principals 11.(1)b)

Our school newsletter the “Runnymede Rapport” will be sent home the first week of each month in an attempt to keep parents and students informed about different aspects of Runnymede such as: recent and upcoming school events, curriculum initiatives, school or TDSB policy changes and any school wide concerns. Please be sure to ask your child to bring it home for you to read.

SCHOOL COMMITTEES

A number of school committees require two parent representatives. If you are interested in joining one of the committees, contact your School Council Chair. They include:

Staffing Committee: is governed by the Board and the Teacher’s Collective Agreement. The committee consists of at least three teachers, the Principal and Vice-Principals and the site Federation Representatives. The committee develops and proposes a staffing model based on projected enrolment and staff allocation.

Equity Committee: raises awareness, increases knowledge and develops skills to challenge racism, sexism, ethnocentrism, homophobia, classism, ageism and discrimination against persons with disabilities. It sponsors workshops / drama presentations across the divisions and has made in-service sessions available to staff.

Safe Schools Committee: reviews the school’s safety and security and develops a plan to maintain and enhance safety and security within the school. The Safe Schools Plan includes the School Code of Conduct, Dress Code, a variety of school safety issues and prevention initiatives. The committee is also responsible for monitoring the on-going plan.

HEALTH INFORMATION
Immunization and Health Records

In order to register and remain in school, in Ontario, students must show proof of complete and up-to-date immunization, or be exempted on medical or philosophical grounds. Medical exemptions must be signed by a physician; philosophical exemptions will be in the form of an affidavit sworn by a lawyer or notary public. Unimmunized children risk being suspended from school. The following is the recommended immunization schedule:

| AGE | IMMUNIZATION |
|-----------------|--|
| 2 months | Diphtheria, Tetanus, Polio, Whooping Cough (pertussis) |
| 4 months | |
| 6 months | |
| After 1 year | Measles, Mumps, Rubella |
| 16-18 months | Diphtheria, Tetanus, Polio, Whooping Cough |
| After 18 months | Haemophilus b vaccine (HIB) |
| 4-6 years | Diphtheria, Tetanus, Polio, Whooping Cough |
| 14-16 years | |
| Every 10 years | |
| Grade 7 | Hepatitis B – shots |

Whooping Cough (pertussis) and HIB are recommended but not required.

Each child is issued a personal Health Record Card and Immunization Information letter upon registration. Please help us to keep these records current by reporting any communicable diseases and booster shots.

TDSB Pediculosis (Head Lice) Procedures

Parents should check their children regularly for head lice. If any are found, please report this to the child's teacher immediately. Parents of children identified with head lice will receive a letter from the school. They will be required to seek treatment for their child and to keep the child home until the problem is cleared. To re-admit a child to class, a parent must sign and return a form to the Principal or a designate confirming that the child is free of lice and nits. All children in a class in which a student is found to have lice will receive a letter informing parents of that fact. All classes may be checked once a term by a team of trained volunteers.

CO-INSTRUCTIONAL ACTIVITIES

The Runnymede staff offers students a variety of activities before and after school as well as over the lunch hour. They are also members of committees such as: Awards, Assemblies, Budget, Concerts, Gr. 6 & 8 Graduations, Gr. 6 & 7 Ski Trips, Environment, Safe Schools, School Improvement, Playday, Staffing, Timetabling, Teacher Resource Fund, Volunteer Tea and Social Committee. Teachers serve as school contacts for all program areas in the school or as representatives for the Teachers' Federation, United Way, Family of School Curriculum Implementation or School Council.

Junior students may have the opportunity of joining a co-instructional club (e.g. Chess Club or Dance Club) during the winter months. They also might become involved with our Community Builders Program or Peacemakers.

School sports team may include: touch football, track & field, soccer, basketball, volleyball, softball, hockey and cross-country running. The number and type of teams vary from year to year. House league teams are organized to provide opportunities for all interested students. All of these activities are intended to promote school spirit and socialization between students from different classes.

Students have the opportunity to participate in the Primary Choir, French Primary Choir, Junior Choir, Senior Orchestra, Senior Strings Orchestra as well as Brass, Strings or Woodwinds Ensembles.

A spring Drama presentation is often planned combining music, dance and drama.

The Senior Yearbook Committee compiles a record of major senior school events. The year's highlights are relived in the form of photos, reports and creative writing pieces.

In September, Grades 7 & 8 students have the opportunity to run for the Student Parliament representatives or positions such as: Prime Minister, Deputy Prime Minister, Ministers of Finance, Communications, Entertainment, Environment or Student Issues. They organize dances, plan spirit days, raise funds for the student yearbook and collect food donations for food banks.

We would like to thank our teachers who choose to do these on a voluntary basis in addition to their teaching responsibilities.