

Student Name: _____

Room: _____



Mascot: Dundee Dragon
School Colours: Green, Black and White

As partners, you are asked to ensure that you and your child have read and discussed the eight information pages at the beginning of the planner.

Please record your signature and your child's signature below to indicate your awareness of the content of these introductory pages.

_____	_____
Date	Student's Signature

	Parent/Guardian Signature
_____	_____
Date	Teacher Signature

WELCOME TO NEW DUNDEE PUBLIC SCHOOL!

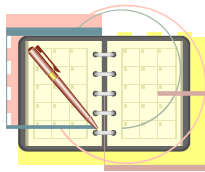
New Dundee Public School is a primary-junior school with approximately 190 students from Junior Kindergarten to Grade Six.



Our Mission:

“Our mission is to empower life-long learners, who strive for excellence in a changing world by creating an environment that promotes academic skills, social skills, and responsible citizenship.”

PLANNER USE



This Planner has been designed to enhance student learning and to facilitate communication between students, parents and teachers. Consistent, responsible use of the planner will enable students to demonstrate:

- more independent learning
- better study habits and organizational skills
- improved homework completion
- improved academic achievement
- improved attendance

Students will learn to plan better use of time, stay on task longer and set realistic goals.

This planner will communicate to parents:

- homework assignments
- upcoming events
- specific goals set by their child and/or teacher

The planner will also provide a means for parents to communicate with teachers.

Teachers will teach students to use their planner as part of their regular daily activities. Students and parents are expected to read through the first eight information pages and sign the front page to acknowledge understanding of them. Students are expected to have their planner at school **every day** and to show it to their parents on a nightly basis. If the planner is lost, the replacement fee is \$7.00.

SCHOOL EVENTS

New Dundee Public School School Events Calendar

Sept. 6	First Day of School
Sept. 15	Meet the Teacher Open House
Sept. 23	P.A. Day
Oct. 10	Thanksgiving
Nov. 18	P.A. Day
Dec. 23 to Jan. 8	Christmas Break
Jan. 27	P.A. Day
Feb. 20	Family Day
Mar. 11 to 19	March Break
Apr. 7	P.A. Day
Apr. 14	Good Friday
Apr. 17	Easter Monday
May 5	P.A. Day
May 22	Victoria Day
June 2	P.A. Day
June 29	Final Day of Classes
June 30	P.A. Day

OUR SCHOOL DAY SCHEDULE



	Kindergarten to Grade 6
Arrival Time	9:05 a.m.
Entry Bell Rings	9:20 a.m.
Period 1	9:20-9:50 a.m.
Period 2	9:50-10:20 a.m.
Period 3	10:20-10:50 a.m.
Period 4	10:50-11:20 a.m.
Nutrition Break #1	11:20-12:00 a.m.
Period 5	12:00-12:30 p.m.
Period 6	12:30-1:00 p.m.
Period 7	1:00-1:30 p.m.
Period 8	1:30-2:00 p.m.
Nutrition Break #2	2:00-2:40 p.m.
Period 9	2:40-3:10 p.m.
Period 10	3:10-3:40 p.m.

Teachers begin supervising the playground at 9:05 a.m. each morning therefore, students must not arrive at school prior to this time. After school students need to leave the school property to ensure that a supervising adult knows their whereabouts. If parents/guardians/caregivers are remaining on school property, please refrain from allowing children to play on school property until after 3:55 p.m. when the supervising teachers are sure that all students are safely with an adult or on their way home.

ATTENDANCE CHECK – SAFE ARRIVAL

Regular attendance is important for students' success at school.



We have an Attendance Check program at New Dundee P.S. **If your child is going to be late or absent, please phone the school's Attendance Check Line at 519-570-8111 ext. 3570.** When you call, please identify:

1. Your child's name
2. Class or teacher
3. Brief details, (e.g. Ann will be away all day due to a cold).

We attempt to ensure that we know the whereabouts of all students every day. Expect a call from us if you forget to contact the school. It is in the interest of your child's safety.

If a student is to be away for an extended period of time, of more than five days, for reasons other than illness, parents are required to sign a form accepting responsibility for schooling during the student's absence. Students who are absent for more than 15 consecutive school days are removed from the register and must be re-registered upon return to school. Placement in the same class is not guaranteed. On average, absences of more than two (2) days/month (20 days/year) are considered to be an attendance concern and will be referred to the Board Attendance Counselor.

ATTENDANCE CHECK LINE
519-570-8111 - Ext. 3570

ENTRY/DISMISSAL

Students must use the designated doors for entering and exiting the school. Prior arrangements are to be made to meet younger siblings outside their school door upon dismissal. Parents are also asked to meet their children outside at the designated doors at dismissal times.



PUNCTUALITY

Punctuality and regular attendance are important life skills that contribute to success. Students are expected to arrive promptly at school. Late students interrupt classes, distract others and miss valuable instructional time. If a

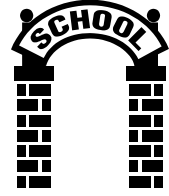


student arrives after the bell rings he/she must go directly to the office before entry to the classroom, to pick up an "Admit Slip" and to notify the office of his/her arrival. Frequent unexcused lates will result in home contact to inform parents or guardians about the situation and to request cooperation in resolving the problem.

VISITING THE SCHOOL

Visitors are welcome at New Dundee P.S. For the safety of the students, all visitors must report to the office immediately upon arrival.

If you are picking up your child, your child will be called to the office to meet you, at which time you will sign him/her out. If you are remaining at the school as a volunteer, you will sign-in and receive a visitor badge that must be worn at all times during your visit. If you wish to meet with a specific staff member, please call ahead to arrange an appointment.



ALLERGIES

Some students and staff have life-threatening allergies to peanuts and nut products. Your cooperation in not sending peanut butter sandwiches or other peanut/nut foods to school is sincerely appreciated by the staff and the families of these children. Students with epi-pens are required to follow the policy created by the WRDSB.



NUTRITION BREAK PROCEDURES

There are two nutrition breaks built into our school day. Students are encouraged to pack healthy snacks for each break. Students will have time to eat, play and socialize at each of the breaks. Students will eat their lunch/snacks in their classrooms.



BOOMERANG/LITTERLESS LUNCHES AND RECYCLING

Students and staff are encouraged to pack lunches in a reusable bag using reusable containers. Any food waste or other lunch garbage "boomerangs" home at the end of the day. New Dundee is a nut sensitive school, please check labels before sending items to school in children's lunches. Please do not bring glass containers to school (e.g., juice bottle).

PRIDE at New Dundee



The culture of New Dundee Public School is built upon the guiding principle of PRIDE. PRIDE is a foundational program for creating a safe and caring learning environment. Through this program, our school and students benefit from a common language and framework for encouraging and honouring appropriate behaviours. This program stresses the interactions with peers and adults are based on the value of being proud of your school and using respectful problem-solving and decision making. Students take pride in themselves and others in their classroom, school, family, local and global community. Likewise, the adults in our school community, staff and parents, are expected to be proud of the school and the students' hard work.

Perseverance

I choose to work hard to finish tasks to completion.

Respect

I choose to treat myself, others, and my environment with care and consideration.

Integrity

I choose to say and do what I know is right, even when it is hard.

Determination

I choose to have a growth mindset and to act with the belief that I can take risks in my learning.

Excellence

I choose my own attitude, my actions and my learning and I always put forth my best effort.

STUDENT BEHAVIOUR

Our Code of Conduct Program has been established to provide consistent student behaviour expectations. We believe that to help our students live up to these expectations, it needs to be a shared endeavor with home, school and the extended New Dundee Public School Community. Our goal is to provide each student with the opportunity to reach his/her potential as an individual and as a contributing member of our society.



The goal of New Dundee's approach to discipline is to encourage students to become self-disciplined by taking responsibility for their behaviour. This

means making and accepting no excuses for inappropriate behaviour. We recognize that this learning process begins long before the child enters school and continues throughout the education process. We assist students in developing appropriate behaviour through:

Encouragement: Frequent and positive acknowledgement is shown to all students, modeling exemplary and appropriate behaviour and conduct.

Prevention: Counseling and further encouragement for students who experience difficulty accepting and/or conforming to the rules of appropriate behaviour in the classroom, or on the playground.

Correction: When inappropriate behaviour occurs within the school setting, it must be dealt with promptly and directly in order to protect the rights of all people. Persistent displays of unacceptable behaviour may result in the following:

- Further dialogue with the student explaining the consequences and possibly implementing a behaviour plan;
- Further dialogue and resolutions with other student(s) involved;
- Parent contact and involvement;
- Loss of privileges at New Dundee P.S.;
- Temporary removal of the student from the setting where the unacceptable behaviour occurred;
- Referral to Principal;
- Detention during nutrition break;
- Possible suspension from school.

Cyberbullying: Any web-based accessible activity which harms another emotionally or socially or affects another's reputation is a serious offence and may result in a suspension and the involvement of the police.

HOMework GUIDELINES

Homework may be periodically assigned to reinforce and practice learned concepts. We encourage our students to read each day. Parents may engage with their children by asking questions about the books their children are reading or taking their children to the library. Homework is one means that parents have to maintain a day-to-day connection with their children's education. It is expected that homework be established as a family routine. When parents and teachers work in an educational partnership, a difference is made for our students.



REPORT CARDS

The school year is split into two terms and Provincial Report cards will go home twice a year for students in grades Kindergarten to Grade 6. Parents can expect to receive a Progress Report in November, the Term 1 report card in February and the Term 2 report card in June.



The goal of the Progress Report is to facilitate communication among parents, teachers and students early in the school year. This report will assess students in the same areas as the report card but instead of assigning a grade or mark, it will indicate how a student is progressing -- very well, well or with difficulty.

The first report card will reflect the student's achievement of curriculum expectations introduced and developed from September to February of the school year, as well as the student's development of the learning skills and work habits during that period. The second report card will reflect the student's achievement of the curriculum expectations introduced or further developed from February to June of the school year, as well as the student's development of the learning skills and work habits during that period.

All parents will be requested to attend a parent/teacher interview after receipt of the Progress Report in the fall to discuss and celebrate student achievement, progress, strengths and needs. Plans can be put into place, in partnership between home and school to ensure that all students will be successful in school. An opportunity for an interview will also be available after the first report card for parents or teachers who feel that this form of communication will benefit student learning and progress.

Both Provincial Reports will include tear-off sections for the student's comments, parent's comments, and the parent's acknowledgement of the receipt of the report card and/or a request to discuss the child's report with the teacher. These sections are to be returned to the student's teacher.

HANDHELD DEVICES

Handheld devices include but are not limited to the following: phones, iPods/MP3s, tablets, iPads, Netbooks, Chrome Books and Laptops. Students



are expected to show appropriate digital citizenship when using these devices. Here are some guidelines:

- Absolutely NO picture capturing, audio recording or video recording unless explicitly directed by the teacher
- To be used for assignments and school activities or clubs
- When students are in a classroom, they will place their device on the top of their workspace and have it turned off
- Students will only use their device when directed by the teacher
- Students will use the device in a manner that supports their own learning while not interfering in the learning of other students
- Students and staff will model respect and exemplary digital citizenship
- Students violating the plan will lose their phone to the office with increasing consequences depending on frequency and severity of the infraction

CODE OF DIGITAL CONDUCT

Acting responsibly in the digital world means that:

I Respect Myself

- I never share my name, age, phone number, or address over the internet.
- I always ask a trusted adult for help if I feel uncomfortable about something I see or read on the internet.

I Respect Others

- I never ask my friends to share their email, game accounts or passwords with me.
- My internet messages are always respectful and polite.

I Respect Property

- I will always reference the web sites that I use in my research.
- I will take care of school technology and use it properly.

I understand that failing to follow this code will include consequences consistent with the school's code of behaviour and the WRDSB Acceptable Use Procedures (AUP) which can be found at <http://www.wrdsb.ca/our-schools/school-year-information/responsible-use-procedure-rup/>

TRAVELING ON WHEELS



When a child has permission to ride to school, you are encouraged to review together the traffic safety rules.

Storage racks are provided for bicycles, scooters, and skateboards but the school cannot assume responsibility for loss or damage to these items. It is strongly recommended that students lock up ALL wheeled equipment with a combination lock.

If students are riding to school, they must dismount and walk when arriving or leaving school property. For everyone's safety, parents and younger siblings are asked to model this safety practice when riding and accompanying students to and from school.

Roller blades and heeie shoes are not permitted to be used on school property at any time.

DRESS CODE

At New Dundee Public School, students are to be appropriately dressed in a style conducive to a learning environment and respectful to all.

- Writing and graphics on clothing must be appropriate, no references to drugs or alcohol or inappropriate language
- Tops and bottoms must meet at the waist, (no bare midriffs)
- Shoulder straps should be half the width of the shoulders
- Undergarments should not be visible
- Fitted armholes are acceptable for sleeveless tops
- Hats may not be worn during class or eating times
- Shorts and skirts will be a respectable length, (finger tip length when arm is extended)

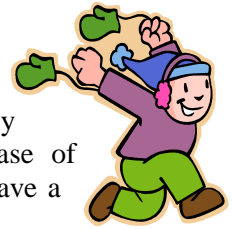
Where it is deemed necessary, students will be asked to change into their physical education clothes or will be sent home to change to more suitable dress. Where clarification is needed, the principal will decide on the appropriate course of action to ensure fairness and respect for all students.

INCLEMENT WEATHER

On days when weather is unsuitable for outdoor activity, we advise walking students to arrive no earlier than 5 minutes before classes begin. For safety and liability reasons, student access to the

school cannot be given until teacher supervision officially begins each morning at 9:05 a.m. At that time students are instructed to wait in the gym until the 9:20 a.m. bell rings.

Students benefit from active play during outdoor activities and should come dressed appropriately for a variety of weather. In case of inclement weather, students will have a break indoors.

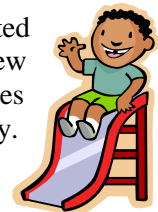


In extreme weather conditions, parents should listen to the local radio stations or log on to the Waterloo Region District School Board website to obtain information regarding bus cancellations and school closures at www.wrdsb.ca.

If early morning Special Education and regular bus routes are cancelled, they are automatically cancelled for the entire day.

Bus transportation will most likely be cancelled if necessary early in the morning. In the event that weather conditions deteriorate after school has started in the morning, regular afternoon bus schedules may commence earlier than normal. Tune into the radio for announcements.

Parents of students who are transported daily by bus should frequently review with their children the family procedures to follow when they arrive home early. Make arrangements now to ensure that your children know exactly what to do if for some reason you should not be home when they arrive early. Can they locate a key? Should they go to a neighbour's house? It is not feasible for school staff to personally notify parents in the event of an early bus dismissal.



New Dundee Public School will remain open all day and walking students will be dismissed at regular times. Parents always have the option of keeping children home or picking them up early when concerned about weather conditions.

PARKING

School parking lots are reserved for school staff. If parents need to enter the school, they are asked to park on neighbouring streets and walk to the school. We appreciate your cooperation with this matter.



BOOKS AND SCHOOL RESOURCES

Students are loaned books and other resources during the year. Primary students may bring home books from the Home Reading Program to read nightly. Students are asked to treat all loaned books with care, as they will be charged for books that are damaged or not returned.



LIBRARY RESOURCE CENTRE & OUR VIRTUAL LIBRARY

Our automated library-resource center has an excellent collection of children's literature, popular fiction, reference books, videos, computer software and other current learning materials. The resource center is an extension of the classroom and students regularly visit to do research, select personal reading material, or use a computer. To maintain our collection in reasonable condition, we ask that parents help by overseeing the care and prompt return of borrowed items. If borrowed items cannot be found, parents will be asked to assist with the cost of replacements.



Library Learning Commons can be found at <http://library.wrdsb.ca/virtuallibrary>

It is a starting point for all library resources and services. It offers great book suggestions, help with your research, and much more! Link to the Virtual Library from the Library Learning Commons website. Ask library staff for the Virtual Library home access login information.

SCHOOL WEBSITE

New Dundee P.S. has a website which can be found at <http://nnd.wrdsb.ca>. We encourage you to visit our website regularly because it contains interesting items for our parents and community, as well as a great deal of information about our school, upcoming events and what we value at New Dundee P.S. We hope to continue to add to our website throughout the year so please check it often.



OFF CAMPUS TRIPS

Off campus trips enhance the classroom programs and provide our students with meaningful learning experiences. Destinations include outdoor education centers, historic sites, museums, galleries and



community facilities. Detailed information regarding off campus trips will be shared with parents well in advance. Whether the students will be transported by bus, car or will be walking, **WRITTEN** permission forms must be returned and signed in order for the students to participate. Teachers and parent volunteers provide adequate supervision according to Board policy. Parent volunteers are needed for all trips.

MEDICATION AT SCHOOL

Please do not send any non-prescribed medication to school with your child. Staff members are not permitted to administer non-prescription medication of any sort. If prescription medication needs to be administered during school hours, parents/guardians are required to complete an Administration of Oral Medication Form available at the office. All medications are kept in the office.



ILLNESSES DURING THE SCHOOL DAY

If your child becomes ill or has an accident in the course of the day, we will try to contact you. We would ask that you arrange for someone to come to the school to take your child home or to your doctor. For this reason, it is important that we have your current home, business and/or childcare number. Please keep us informed of any changes.



LOST AND FOUND

Please take the time to clearly label all of your children's clothing, gym outfits and personal belongings. If students choose to bring a popular toy or special treasure from home, they should clearly mark their name on it and accept responsibility for the care of these personal items.



The lost and found box is located on the lower level and you are encouraged to check them often. Items remaining in the collection at the end of December, March, and June are donated to a local charity.

SOCIAL MEDIA

Check out our Twitter account @newdundeepublic. We celebrate the many exciting events and opportunities that happen in our classrooms, around our school and on field trip excursions. We have begun to try to encourage staff, students and community members to help celebrate with us by using the hashtag #nndpride.



New Dundee Public School Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
<i>Period 1</i> 9:20 – 9:50					
<i>Period 2</i> 9:50 – 10:20					
<i>Period 3</i> 10:20 – 10:50					
<i>Period 4</i> 10:50 – 11:20					
<i>1st Break</i> 11:20 – 12:00					
<i>Period 5</i> 12:00 – 12:30					
<i>Period 6</i> 12:30- 1:00					
<i>Period 7</i> 1:00 – 1:30					
<i>Period 8</i> 1:30 – 2:00					
<i>2nd Break</i> 2:00 – 2:40					
<i>Period 9</i> 2:40 – 3:10					
<i>Period 10</i> 3:10 – 3:40					