

# **J.R. Wilcox C.S. School Handbook**



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#WeAreWilcox  
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September 2022

Dear J.R. Wilcox Parents and Guardians,

Welcome to a new school year at J.R. Wilcox! We look forward to a rich year with each of you. We are determined to work together to make 2022-2023 a successful year for you whether you are returning or starting at J.R. Wilcox for the first time. We promote and value learning as an ongoing, active process including dialogue between students, staff, parents/guardians and the school community to improve the quality of education and life within the school. Everyone's contribution is valued and critical to student success.

The purpose of the Handbook is to offer you a general overview of the academic and operational framework of our school. This handbook serves to augment the Student Agenda. The information in this handbook includes expectations and routines. We ask that you read each section carefully so that you understand our high expectations.

Parents/guardians, you are your child's first teacher. We encourage you to get involved with your child's learning by staying in regular contact with your child's teacher. We continue to look for new and better ways to meet the individual needs of all students. Ongoing communication between the school and home is a healthy component of creating student success. Please check your child's agenda daily, participate in school events and consider joining our School Council. We look forward to seeing you and working together to build a great school community with engaging relationships for all.

Sincerely,

Deanna Cape  
Principal

## School Schedule

Kindergarten Schedule		Grade 1 - 8	
Yard Supervision	8:45 - 8:58 a.m.	Yard Supervision	8:45 - 8:58 a.m.
Morning Entry	8:58 - 9:00 a.m.	Morning Entry	8:58 - 9:00 a.m.
AM Learning Block	9:00 - 11:45 a.m.	Morning Recess	10:10 - 10:25 a.m.
Lunch	11:45 - 12:38 p.m.	Lunch	11:45 - 12:38 p.m.
PM Learning Block	12:40 - 3:25 p.m.	Lunch Entry	12:38 - 12:40 p.m.
Dismissal	3:25 p.m.	Afternoon Recess	2:00 - 2:15 p.m.
		Dismissal	3:25 p.m.

It is the responsibility of parents to drop off kindergarten children at their entry door and to pick them up at the end of the school day.

All children must be supervised by a parent/caregiver on the school yard until staff supervision begins at **8:45 a.m.** and after it ends at **3:40 p.m.** Students are expected to enter the school with their classmates on the ringing of the entry bell at 8:58 a.m. Parents/guardians are kindly asked to say goodbye to their children outside of the school and yard to reinforce their growing independence.

## School Council

School Council, which is mandated by the Education Act, has an advisory role in the direction and management of the school. It is composed of school and community members. Its role is valuable and an important method to engage all voices and identities represented in our school.

If you are interested in serving on the Council, please come to the meeting on Tuesday, September 20<sup>th</sup>. Also visit the School Council tab on the school website for further information.

## Attendance Policy

Regular and punctual attendance is expected from all students as it promotes success in academic and social areas. **Students not in their classrooms at 9:00 a.m. will be marked late. Students not in their classrooms at 12:40 p.m. after lunch will be marked late.**

## Safe Arrival

If you know that your child will be away or arriving late, please call our main office phone number at **(416) 394-2388** and **press #1** to report an absence. This line is available 24 hours a day. If the school has not been notified of your child's absence, the automated system will call and email until an appropriate response has been entered.

Successful academic, social and emotional growth is highly dependent upon regular and punctual school attendance. It is with this basic premise in mind that students at J.R. Wilcox are expected

to attend school regularly and punctually. Students who arrive late miss learning already in progress and interrupt the learning for others. Children who are late must sign in at the office before going to class.

If, for any reason, a student has to leave school early, a note should be sent to school indicating the reason for the early dismissal. Parents are required to sign students out in the office when they leave the school during school hours.

### **Keeping Us Informed**

Office staff are in the office from 8:00 a.m. to 4:00 p.m. A telephone answering machine is on outside office hours or when the office administrator and Principal are out of the office so that parents may leave messages at (416) 394- 2388.

If you move or change the phone number or address of your home/business or emergency contact people, it is critical that the school office be informed in writing so that our data can be up to date.

### **Safety and Security at J.R. Wilcox Community School**

Our school doors are locked after morning entry and remain locked throughout the day. If you are dropping off lunches or other items for the students, you must do so at the main office. Please do not take these items to the classrooms. Please endeavor to send your child with all homework and materials required for the school day.

The students and staff of the TDSB are expected to practice for unexpected events including fire drills, lockdowns and evacuations. We practise to ensure that if we were ever in a situation of risk we would know how to calmly, appropriately and safely deal with the situation.

### **Doors and Visitors**

School doors are always locked. Should you need to come to the school, please ring the main door buzzer (at Door 1) for entry. Visitors must sign in at the office and receive permission to be in the school (e.g. volunteer, guest speaker). Do not go directly to classrooms.

### **Equity and Human Rights**

The Toronto District School Board is committed to providing a safe, nurturing, positive learning and working environment, free of harassment and discrimination, where every individual is treated with dignity and respect. Our work is guided by the Human Rights Code in order to prevent discrimination and harassment on the basis of protected grounds and protect the rights of marginalized groups.

**Equity** refers to the equality of opportunities and outcomes for all by responding fairly and proportionately to the needs of individuals. Equity is not the same as equal treatment because it recognizes a social-cultural power imbalance that unfairly privileges some while oppressing others and therefore focuses on redressing disparity - meeting individual needs to ensure fair

access, outcomes and participation that result in equality, acknowledging historical and present Systemic Discrimination against identified groups, removing barriers, eliminating and remedying the impact of past discrimination and current oppression. Equity practices ensure fair, inclusive and respectful treatment of all people, with consideration of individual and group diversities and intersectionality of multiple social identities, access to privileges and impacts of oppression. Equity honours and accommodates the specific needs of individuals/groups.

### **Dress Code / Clothing for Outdoor Recess and Physical Education**

Students are expected to dress appropriately for all weather conditions. All students are required to play outside during recess breaks, weather permitting. We aim to go outside in most weather conditions and adhere to TDSB's Severe Weather Protocol.

Students should also wear proper running shoes for physical education classes.

The Student Dress Policy recognizes that dress plays a fundamental role in students' lives and that students come from many diverse backgrounds, identities and experiences and ultimately their right to decide their dress resides with their family. The policy therefore provides choices for students' dress and does not encourage any one choice but rather only directs students on what are inappropriate choices for dress at school.

All students:

- Will wear a top and bottom layer of clothing of opaque material;
- May wear tops that expose arms, shoulders, stomachs, midriff, neck lines, cleavage and straps but will cover the nipples;
- May wear bottoms that expose legs, thighs and hips and expose straps and waistbands, but will cover the groin and buttocks;
- May wear any headwear that does not obscure the face;
- May wear dress requirements to support a creed practices and similar human rights accommodations;
- May not wear tops that expose nipples;
- May not wear bottoms that expose the groin and buttocks;
- May not wear any headwear that obscures the face;
- May not wear undergarments as outerwear;
- May not wear anything that promotes or symbolizes drugs, alcohol, illegal activity, hate or discrimination, profanity, pornography; or that incites violence or harassment; or threatens health and safety.

Policing students' bodies is neither a positive, nor effective method to encourage respectful behaviours, ensure safety and discourage harassment. However, educating students about topics of diversity, healthy relationships, sexism and discrimination, boundaries and consent is a fundamental requirement of creating a safe and positive school climate and effective strategy to ensure healthy and shared respectful spaces for everyone.

### **Lunch Routines**

All students will eat lunch in their classrooms. All are supervised by our team of Lunchroom Supervisors and are expected to follow lunchroom rules and expectations.

- Students eat their lunch at a seat, tidy up their things and wait to be dismissed by a lunchroom supervisor.
- Students should place all recyclable materials and food waste into our proper disposal containers.
- Students should aim to bring a **litterless lunch**: reusable bags, water bottles and food containers.
- Our school is nut free and we ask that NO nut products be sent with your children (this includes Nutella).

**Only Grade 7 and 8 students are permitted, with written parental permission, to leave the property at lunch unaccompanied by an adult. Students who sign out for lunch, may return to school at 12:30 p.m.**

### **Parking, Drop Off/Pick Up and Crossing Guards**

Crossing guards are on duty before and after school at intersections near the school. Please cross with their assistance to get to and from school.

There is **no parking lot access** between the hours of 8 a.m. and 4 p.m. in order to maintain the safety of the students and staff. The parking lot is for TDSB staff only. We cannot safely accommodate vehicles in and out of the parking lot between 8 a.m. and 4 p.m.

### **Bicycles, Scooters & Skateboards**

Scooters, skateboards, longboards and bikes may be used to get to school, but are NOT to be used on school property. Students must walk their bikes onto school property and lock them up by the bike racks or on the fence. Also, scooters, skateboards and longboards must be left outside locked to fences and not used between the hours of 8:45 a.m. and 3:45 p.m. The school is not responsible for the safety/security of bicycles even when they are locked on the fence or bicycle rack. Students must wear a helmet at all times.

### **Student Nutrition Program**

We are fortunate to have a volunteer-run student nutrition program, funded by grants and donations. Early each school year you may register your child in the program to receive healthy snacks at school. Donations are welcome to support our program.

### **Allergy Awareness**

We have many individuals with life-threatening allergies, and we are committed to ensuring that all students, staff and volunteers are safe and their well-being is maintained. We ask that you do not send any nuts or nut products to school for lunch or snack. We are a nut free environment.

We also do not allow students to share food with each other. Teachers will be communicating with parents to inform them of any severe allergies that exist for students in the class.

### **Health Concerns and Medication**

School staff do not give children medication. Administration of medication must be arranged through the principal and follows board procedures. If your child has a medical condition (e.g. diabetes, anaphylaxis, asthma, etc.) please make sure to complete the medical forms provided by TDSB and inform the school in order to make a plan in case of emergency. Children with medical needs are noted for all staff, including occasional teachers.

If a child becomes unwell during the school day, his teacher will send or take the child to the office and a member of the office staff will phone the parent/guardian indicated on the emergency card if the problem persists. If no parent or designated alternate can be contacted, the child will remain in the office. In the case of a medical emergency, emergency services (911) will be contacted.

The TDSB has a concussion policy to set out the process for preventing and minimizing the risk of concussion (and other brain injuries) in schools and at off-site events. To outline the protocol for initial concussion assessment strategies, steps to take following an initial assessment and safe removal of students from activities. To provide management procedures for students with a diagnosed concussion including the development of an individualized and gradual return to learning and/or return to physical activity plan.

### **Money, Valuables and Toys**

Students are asked not to bring money to school. Students should only bring the amount necessary for fundraising events or field trips. Valuables and toys should also be left at home. Once money or valuables have gone missing, it is extremely difficult to account for their loss, and the school cannot be responsible for replacement.

Money collected for school initiatives and trips is generally done through School Cash Online.

### **Cell Phones and Personal Devices**

Cell phones and tablets may NOT be used on school property between the hours of 8:45 a.m. and 3:25 p.m. School property includes all areas of the school yard and inside the building, including the washrooms.

Student devices must be powered off once at school and put away for the duration of the day, unless given permission by a teacher to use a phone/device for educational purposes. There should be no phones outside at recess or lunch.

Warning 1 - remind student of the expectation

Warning 2 - confiscate phone and place it in a sealed envelope (available in the office); the phone will be returned to the child once the parent/guardian comes to pick it up and there is a

discussion regarding personal device use at school. Staff will contact the parent/guardian and lock the phone away for safekeeping.

Gr. 7/8 students may take out and use cell phones at lunch time and after school *once they have left school property*.

## Creating a Safe Learning Environment and Progressive Discipline

### Progressive Discipline

Progressive Discipline refers to a whole-school approach that uses a continuum of prevention programs, interventions, supports, and consequences to address inappropriate student behaviour, as well as a variety of strategies to promote and foster positive behaviours. Disciplinary measures are applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive.

**Bullying** may be described as a series of intentionally cruel incidents involving some children. Unfortunately, it is a reality in the lives of all children - bullies, victims and witnesses. It should be noted that bullying could constitute a criminal act, if the bully is 12 years of age or over. It includes pushing, kicking, poking, damage to property such as graffiti, abusive phone calls, name calling, teasing, isolation, and threatening behaviour, including over the internet. This includes verbal abuse towards ethnic origin, gender, and physical or social disability. Bullying can go unnoticed and unreported, and its effects can last a lifetime.

Every student has the right to be respected as an individual; every student has the right to enjoy school life and to feel safe and comfortable at school. **Every student has the right to report bullying without fear and in confidence.** Students therefore must know that there will be no tolerance for bullying, and that they should approach their parents, teachers, or principal in order to report any such incidents. Adults care and deal with such episodes in private and effective ways.

Cyber bullying is surfacing as a worrisome issue in our community. Using cell phones, text and the negative use of websites such as Facebook in a threatening manner can be stressful. Parents are reminded to use their authority to supervise and audit their children's use of technology.

### Consequences

JR Wilcox is an extremely safe school. On occasion, instances of improper behaviour do occur. Unacceptable student behaviour will result in an appropriate consequence. Be aware that the more serious or frequent the misbehaviour, the more severe the consequence. In accordance with TDSB policy, progressive discipline will be used.

When students turn 12 years old, the laws of Canada hold them accountable for their actions. Crimes of assault, theft, and illegal possession are brought to the attention of the Toronto Police Services who will decide whether or not to lay charges. In cases where charges are not laid, the school may still apply consequences such as suspension. **For further information, please refer to the Consequences of Inappropriate Student Behaviour Chart in the student agenda.**

## Homework Policy

Homework gives each student the opportunity to develop important skills, knowledge, attitudes, and values.

There is little purpose in assigning an overabundance of repetitive work. The aim should be growth and development of the student. It is also necessary to acknowledge individual differences in students, and teachers should be prepared to have reasonable flexibility in their programs including homework which will address these differences. For further clarification, please see the TDSB Homework Policy page in the student agenda.

Students who are absent are responsible for homework that has been assigned. Students should arrange for a classmate to collect handouts, etc. so that the student is prepared for the next class. Homework is assessed as part of Learning Skills for the Report Card.

### **In-Class Celebrations**

We have a school wide policy that birthday treats not be brought into the school. We give birthday books from the office and acknowledge all birthdays on the announcements every morning. We have many students with severe food allergies so we ask that treats be brought into the school to celebrate, as determined by the teacher and in keeping with health and safety protocols.

### **Severe Weather Guidelines**

When weather conditions necessitate the closing of schools, announcements will be broadcast on local radio stations and posted on the TDSB website between 6:00 a.m. and 8:00 a.m.

Conditions warranting indoor recesses

(a) Rain, thunderstorms, lightning, hail, extreme winds and extreme cold.

(b) Cold weather: When temperature and/or windchill factor indicates -28C or lower children will remain indoors due to risk of frostnip and frostbite.

When an extreme cold weather alert is issued or when temperatures and/or windchill factor indicates -20 to -28C, recesses may be shortened to 10 minutes and lunch recess be 20 minutes depending on local conditions.

(c) Humidity, Heat and Smog Alerts: The City of Toronto issues heat alerts and heat emergencies based on the daily forecast from May to September. Alerts are posted on the Web site [www.toronto.ca/health](http://www.toronto.ca/health) or available by calling (416) 338-7600.

### **Parent Concern Protocol**

A parent who has a concern about a child's education should request a meeting with the child's teacher. If the parent's concerns are not resolved after such a discussion and any follow-up actions that come out of the meeting, the parent should request a meeting with the principal. If

the issue is still not resolved, the parent may request a meeting with the school superintendent. This course of action has always been employed at the school and is the TDSB policy.

### **Volunteers and Police Check**

If you would like to volunteer in your child's classroom on a regular basis, you will be required to have a police check. Volunteers who help on only rare occasions such as one or two field trips a year are excluded from this requirement, however permission must still be granted through the office. Please visit the office to learn how to obtain a TDSB police check.

### **Supportive Services**

At J.R. Wilcox our programs are based on inclusion and Universal Design for Learning so that all students may thrive in the regular classroom. We strive to support all students in this way in order to build both academic and social-emotional skills. Research tells us that inclusion is best for all learners. As teaching teams we regularly meet to discuss student strengths and areas for growth. Monthly, In-School Team (IST) and School Support Team (SST) meetings take place in order to support educational planning for specific students.

<https://www.tdsb.on.ca/Leadership-Learning-and-School-Improvement/Special-Education>

### **Inclusion**

*Inclusion* refers to a way of thinking and acting that demonstrates universal acceptance and promotes a sense of belonging for all learners. It is an attitude and approach that embraces diversity and learner differences and promotes equitable opportunities for all learners.

### **Inclusive Education**

Inclusive education refers to education that is rooted in anti-oppressive practice ensuring equity in content, pedagogy, access and climate based on the principles of acceptance, inclusion and learning designed to meet the individual needs of all learners to achieve fair and successful outcomes. Students see themselves reflected in their curriculum, school staff teams, their physical surroundings, and the broader environment, in which diversity is honoured and all individuals are respected.

### **School Support Team**

If teachers or parents feel that they require assistance with educational planning for a student, they may ask for a meeting of the School Support Team. The meeting is attended by parents, teachers, the principal and members of Student Services as they are available. Classroom and home strategies and accommodations are discussed, or if these have already been tried and further supports are required, resources outside the classroom may be recommended as well. School Support Team discussions are part of any process leading to support from a special education teacher or Special Education identification.

### **Student Services**

There is itinerant support staff consisting of a psycho-educational consultant, a social worker, a speech and language pathologist and an occupational therapist. They attend meetings of the School Support Team (SST) whenever they can and make suggestions to help ensure success for

all students. They are available on a limited basis to undertake individual assessment at the request of the School Support Team for planning for educational needs, and for determining eligibility for special education support.

### **Lost and Found**

If you have lost an article, check the Lost and Found bins located in the basement, near the school main doors. Items not claimed throughout the year will be donated to a local charity. This will be done before the Winter holiday in December, March Break and end of June.

### **Learning Enrichment Foundation Daycare**

Before and after school daycare and available through the Learning Enrichment Foundation. Please contact the staff directly at: 416-656-1781.