



Alternative Public School

Mountview Alternative Public School Handbook and Constitution

2008-09 School Year

MOUNTVIEW ALTERNATIVE PUBLIC SCHOOL HANDBOOK

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Introduction

Mountview is **more** than a school.

We are a **community** of children, parents, caregivers, teachers and administrators.

We believe in providing an **enriched curriculum** made possible by the support, dedication and talents of our teachers and parents.

Mountview is a **family-centred** environment thriving on parental and caregiver input, time and imagination.

Be involved in your child's education. Make a difference in your child's education.

What does "Alternative" mean?

At Mountview it means: the right and responsibility to participate in all areas of your child's education; free access to the classroom and to your child's work; involvement in the decision making processes of the school Council; the development of new ideas and approaches to learning; and building a cooperative community through multi-age groupings and cross-classroom learning experiences.

The input of parents is essential to enriched curriculum development. Providing resource materials and assistance to the classroom teachers, integrating new technologies, and using community resources are ways that parents can contribute to an enriched learning experience for their children.

Location

Mountview Alternative is located at 99 Mountview Avenue, housed in Keele Street Public School. Enter the school via Mountview Ave. and take the stairs one flight down where you will be greeted by our wonderful tile wall made by the children in 2002. Through the double doors on your left you will find the Mountview office on your immediate left and Glenna's Grade 3s and 4s (first of our four classrooms) on your right .

Mountview office phone: (416) 393-9037

History

"I think of the school history as people and faces, programs and excursions, concerns, conflicts and resolutions..."
Donna Bartlam, founding parent.

As our children grow and graduate, families, teachers and administrations change, so does the face of Mountview. The school is not static, it is a reflection of its members who are constantly renewed.

Over the years, the greatest strengths of Mountview have been that it enables parents to work within a community of like-minded families, to have a better idea of how the Public School system operates, and how they can best guide their children through it.

Mountview Alternative Public School was founded in 1981, by a group of parents who shared an active concern for quality education and a common resolve to be more directly involved in their children's education. Existing community schools did not provide the degree of direct parent involvement that they were seeking. An alternative elementary school was formed in the homes of these parents and then housed within the walls of Keele Street Public School. **Mountview Alternative offered a distinctly different approach to education within the public school system – parents worked directly with teachers in implementing an educational program.**

Teachers would be individuals open to new ideas and willing to try a variety of approaches to education. They would genuinely enjoy interacting with children and parents. Parents were expected to commit themselves to assisting in the routine operation of the school and asked to spend 1/2 day per week in the classroom or the equivalent amount of time in supportive activities.

The shared philosophy recognized that:

- each child is unique and to be respected and flexible programs should follow this.
- parent participation is encouraged and classroom assistance is desirable.
- close cooperation and constant communication between teachers, parents, and children is essential.
- learning is best in a warm, caring atmosphere, through active involvement in an open environment.
- open classrooms must retain a definite structure within which there are rules and consequences for students and adults.
- children should be involved in cooperative learning activities rather than competitive ones and a greater stress on physical activity and the creative arts.
- children should be encouraged to be critical thinkers, to be independent, self-motivated learners.

In March of 1993, the Mountview Mission Statement and the Constitution of the Mountview Alternative School Association were adopted. The Mission Statement offers a formalized and updated commitment to the principles on which Mountview was founded. The Constitution provides the structure of the Association, and defines each of the roles of the Council (see Appendix A).

The Mountview Mission

March 10, 1993

We, the parents and educators at Mountview Alternative School, hereby adopt as our Mission the following basic precepts:

(a) **Capable Graduates:**

We agree to channel our efforts towards producing graduates who are confident about themselves and their abilities; who are well-equipped to cope with intellectual and personal challenges they will encounter later in life; who have acquired skills in language, mathematics, science, technology, social studies, art, music, drama and physical education; who are adept at problem-solving; and who have developed habits that enable them to work as efficiently in a group as on their own.

(b) **Parental Involvement:**

We believe that parents have both a right and a responsibility to be involved in their children's education, in a school that is open and accessible to them. Such involvement will include, but need not be limited to, assisting teachers and students in the classroom; providing resource assistance to classroom teachers; participating in the hiring of new teachers, developing staffing models; integrating new educational technologies; participating at school meetings; and organizing social activities designed to foster a sense of community at the school.

(c) **A Cooperative Approach:**

We recognize and assert that the ideal school setting is a collegial, inclusive community. Teachers, parents and students are encouraged to cooperate fully with each other. Information is shared freely and ideas are elicited on a regular basis. Institutions, such as the Council and the General Meeting, function democratically and in a manner which avoids any inference of cliquishness or elitism. Members of the community - educators, parents and students - show respect for each other at all times and in all situations. In this way, we demonstrate to our children the value of a cooperative approach to life.

(d) A Balance of Rights:

We acknowledge and affirm that parents bear primary responsibility for the education and wellbeing of their children; every parent wishes to secure the maximum advantages for his or her child. However, parents at Mountview also make a commitment (i) to advance the interests of the school as a whole; (ii) to be sensitive to tensions which might arise between the interests of their own children and those of other children; and (iii) to bring individual concerns to appropriate forums such as the Class Representatives, the Council and the General Meeting.

(e) Cooperative Curriculum Development:

We accept that day-to-day curricular decisions are ultimately the province of educators and that our program must meet the standards set by the Ontario Ministry of Education and the Toronto Board of Education. Nonetheless, the input of parents is essential to curriculum development. It is the teacher's responsibility to obtain input; it is the parent's responsibility to provide it. Both parents and teachers agree to be receptive to new and innovative curriculum strategies.

(f) Flexible Structure:

Finally, we are *committed* to the evolution of flexible structures for the delivery of our program. These structures will include, but need not be limited to, multi-age and multi-grade groupings in the classroom, team teaching, theme teaching and the extensive use of parent volunteers and community resources. Once again, we pledge to be open to new ideas and new approaches.

Message from Our Principal

Mountview Alternative P.S. is a place that truly recognizes that students' success in school depends on the collaborative efforts and involvement of staff, students and most significantly parents. Mountview's greatest strength is its people: students who exude enthusiasm and demonstrate a love of learning, highly professional staff who are innovative, dedicated and committed to nurturing and caring for students, and parents through a highly involved School Council who generously contribute their talents and energies as volunteers, fund-raisers, advisors and advocates for their own children and the entire school community.

At Mountview, we strive to provide and challenge our students with a balanced curriculum that promotes academic growth, creative approaches to learning and high levels of achievement. We are committed to fostering responsible leadership, citizenship and character in our students. We understand that students have varied needs and interests and will strive to ensure that students are provided with a wide range of learning opportunities.

We warmly welcome each new family to the Mountview School Community for the upcoming school year. We look forward to working with you to provide enjoyable and productive experiences for all of our students and we thank-you for your continued support and contributions in this endeavour.

Sincerely,

Jennie Petko

Letter from Your Council

Mountview is a vibrant exciting place for our children to grow and learn. It is not just a school but a community of parents, grandparents, caregivers and friends. It is through parental involvement and working together closely with teachers and administration that make Mountview a very special place. There are many opportunities to get involved at Mountview, and we ask every family to contribute in some way and encourage family members come in and share their talents be they story telling, cutting snacks, mounting work, weaving, or building simple machines! Please join us at General (Mountview Parent Association) meetings to keep yourselves informed and share ideas.

We look forward to working together with you and your family in the upcoming year.

Mountview Council

The Mountview Alternative School Association

(Please see Appendix A for a complete copy of the Mountview Constitution)

The Mountview Alternative School Association is comprised of all parents and guardians of Mountview students, all members of the Mountview teaching staff, and the Principal and Vice-Principal of the school. The Association works to promote the Mission Statement; to coordinate volunteer activities; to support the activities of the Mountview community; and to encourage cooperation amongst educators and parents at the school.

General Meetings

The Mountview Alternative School Association is the Mountview Community. General Meetings of the entire community are held at least 4 times a year. This is the forum to discuss issues and make decisions that affect our school. These meetings keep the population informed and provide a venue where ideas can be shared freely. Baby-sitting for children 3 and over is provided for General Meetings. Younger children may accompany their parents at the meeting.

The Mountview Alternative School Council

The Council is composed of elected, appointed and ex-officio members of the Association. It initiates and provides leadership for volunteer activities. The Council considers issues of importance to Mountview and makes appropriate recommendations to the Association and has powers to manage the finances of the Association. Council Meetings are held at least 6 times a year. The Council is comprised of 8 class reps, a 4-member executive, 6 at-large positions, 2 student representatives (shared vote), all teaching staff, Principal and Vice Principal. No person serves in a position for more than three years. New Association members are encouraged and asked to submit their names for Council positions, and bring a new vitality to the table. All members of the Association are encourage to attend Council meetings and participate in discussions, but may not vote on issues.

What Does a Co-Chair(person) Do?

Besides setting the agendas for Council and General Meetings and trying to maintain some semblance of order and decorum at these meetings, what do they do? Perhaps most important is that they act as a liaison between the parents of the school and the teachers and administration. Of equal importance is that they are a sounding board for the concerns, questions, suggestions, and schemes of both the parents and teachers.

As one of the executive members and signing officers of the Council they are entrusted to maintain the viability (financial, political, and moral) of the school and its Council.

Secretary

The Secretary is responsible for taking and distributing the minutes of both Council and General Meetings and maintenance of the school directory and welcome packages. Access to a computer and basic computer skills are required. This is a great position for a working parent, as all the meetings are held in the evening, only once every 4 – 6 weeks.

Treasurer

Money, money, money. The Treasurer manages the day to day finances, prepares the Annual Budget and keeps the books of the Association. Computer experience and previous accounting experience is an advantage.

Class Representatives

There are two Class Representatives per class. Your Class Reps act as liaisons between teachers and parents, and coordinates parent volunteers in and out of the classroom. The class reps will send home classroom updates on behalf of the teacher, and present classroom or parent concerns to the Council. Acting as a mini-social committee for the class, the reps will also organize class celebrations. If you have a specific concern and if you wish, your reps will represent you or accompany you in meetings with the teacher, chair or principal.

Student Representatives

We have two elected Student Representatives, (one Grade 5 and one Grade 6). These representatives are elected by the student body in the spring in a similar time frame as Council Nominations and Elections. Student Reps work together to keep the student body aware of the goings on at the school and are the student's voice at the Council level. An election is held yearly to fill these positions, coordinated by the Grade 5/6 teacher together with assistance from Council and students from that class. Election time is an exciting time at Mountview!

At-Large Representatives

Six elected members of the Association are responsible for representing the Council and Association at Ward 7 and ASAC Council Meetings and Community initiatives i.e. Save the Pools, fundraising, safety, environmental initiatives, social events, outreach, concerts, the annual silent auction, the Open House and various others (see list of Mountview Initiatives.) Together with the help of the Class Representatives, Student Reps and members of the Association it is their responsibility to ensure initiatives are followed through to completion.

Mountview Initiatives

These are what makes Mountview a special place for our children to grow and learn. Without parental/caregiver involvement these special events and learning experiences could not be offered. Many initiatives are brought to fruition by committees of Association Members (that's you!) chaired/co-ordinated by Council Members. There are many opportunities for Association Members to head initiatives. Initiatives with the note Assoc. Member are parts of initiatives that Council asks Association members to spearhead or in the case of alternates; assist in spear heading! Please contact your class Rep if you are interested in assisting in these areas even if you did not indicate as such on volunteer information forms. It's NEVER too late to get involved!! Initiatives such as the Holiday and Spring Concerts and Auction require a tour de force of active parents and caregivers!!

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INITIATIVE	NOTES	INITIATIVE	NOTES
ASAC Rep.	Council Member	Newspaper Club	Assoc. Member
ASAC Alternate	Assoc. Member	Open House	Council Member
Babysitting Coordinator	Assoc. Member	Open House 2nd	Council Member
Friendship Assemblies	Council Member + Assoc. Member	Outreach	Council Member
Fundraising	Council Member	Publicity	Council Member
Green Team	Council Member	Safe Schools	Council Member
Graduation	Council Member	Sept Pizza Party	Assoc. Member
Health Action	Assoc. Member	Scholastic	Assoc. Member
HPAS Liaison	Assoc. Member	Staffing	Council Member
June Picnic	Council Member	Social Events	Assoc. Member
Keele Liaison	Council Member	Ward 7	Council Member
Keele Alternate	Assoc. Member	Ward 7 Alternate	Council Member
Keele Funfair	Council Member	Website	Council Member
Funfair Alternate	Assoc. Member	Winterfest	Council Member
Louseketeers	Assoc. Member	Winterfest Alternate	Assoc. Member
Holiday Concert	Council Member	Spring Concert	Council Member
Food	Assoc. Member	Food	Assoc. Member
Raffle	Assoc. Member	Auction	Council Member
Crafts	Assoc. Member	Staging	Assoc. Member
Staging	Assoc. Member	Children's Art	Assoc. Member

Parent Participation

Mountview is an alternative school. This means, as parents, we accept responsibility for our children's learning and want to be more directly involved in our children's education at school as well as at home. Our involvement in their school shows our children that we value and respect learning, we value and respect our community, and we value and respect them. We are guiding our children to ownership of their education, strengthening the sense of family and community, and providing opportunities to enrich the curriculum. By our example, our inspiration, the children will value and respect learning, the community, themselves and their peers.

Mountview Alternative is a living, thriving, pulsing community of experience, skills, talents and opportunities; **provided by, shared by, initiated by the commitment** of the partners in our children's learning.

We **provide** materials and information for the classrooms, children and teachers.

- Materials for decorations for the Holiday Concert, wood pieces for sculptures; recycled materials for imagination exercises and art projects; class pets; baked goods for sales...
- Information on a field trip, related activities, reference materials or contacts, any information that expands and enriches the classroom curriculum.

We **share** our *time, knowledge, talents and skills*.

- *Time* is our most valuable commodity. Our children know this. We share time in class helping with class maintenance and organization, binding books, laminating, safe arrival program. We share time at evening committee meetings, picking up materials the teacher needs for a class project, writing for the newsletter, sewing mail bags for a post office unit. We share time with children reading books, assisting with field trips, helping kindergartens with swim suits...

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- The *knowledge* you share with the school can be work related, hobby related, interest related. For example, as a nurse, you may share your knowledge with a talk during the 'Human Body unit. Share your photos, stories, and souvenirs of a trip, excursion or living in another country or culture. Share your celebrations and traditions at holidays...
- *Talents and Skills*: Perhaps you have a talent to share: an artist teaches art techniques; a sculptor brings in clay and teaches sculpting; musicians come play and sing with our children...

We **initiate** programs that we feel our school and children will benefit by. We have to visualize what we want for them and look for opportunities through their teacher and curriculum, or through extracurricular activities to provide them. If you have an idea you'd like to share, please feel free to do so via Council meetings, your class rep and/or class teacher.

As Mountview parents we **commit** to our children, to learning and to our community. Everyone should be contributing to the school through some form of volunteering. Everyone has an opportunity and an obligation to participate. Some families don't have the opportunity during the school day and find it better to do off-hour activities. We must all find ways to fulfill our commitment to participation. You will be asked to commit upon registration and re-commit every year thereafter. It is the **commitment** to our children, and our loyalty to our community, that makes us unique.

It is our vision that parents, teachers, and administration are equal partners in the guiding of our children through their education. People inspire our children. Doing inspires our children. We have to create our opportunities to participate through the structures provided; responding to volunteer forms; attending General Meetings; filling Council positions; participating on committees; maintaining communication with our class reps and other parents; maintaining communication with teachers on curriculum; in order to fulfill this vision.

While in the Classroom

Mountview has an open door policy. Family members are welcome helpers at all times. Please be sure to sign in and obtain a name tag from the Mountview office in the mornings and upstairs in the Keele office in the afternoons. In order to maintain this policy, we must respect the needs of the classroom. Common sense is always a good guide. Your respect for the children, teachers and other parents through language and actions is appreciated. Your teacher or class rep will let you know of any areas of concern.

If you have a talent or experience to share, discuss it with the teacher and plan a time that is suitable. When volunteering in the classroom ask your teacher or class rep for ways you can help out. If the teacher is busy, often a list is posted that you can check. If you are able to plan ahead, speak with the teacher as they like to have specific tasks or children ready that require your help.

Teachers may have times that they prefer to be alone with the class and can direct you to another class or area to work in for that time.

Pre-school children are more than welcome but should always be supervised, while in the school and classrooms.

Parents and caregivers are welcome to join the classrooms on field trips (and your help is greatly appreciated!). All classes with the exception of Grade 5/6 need a minimum of 3 parent volunteers to assist on field trips. The first 3 permission forms returned to the teacher with the request to volunteer sections complete are covered by the field trip fund. Any remaining parents, caregivers or siblings (must be accompanied) wishing to join are more than welcome so but will have to cover the cost of entry plus or minus TTC fare.

Field Trip Fund

This fund is supplied by the parents to supplement that provided by the board. Each year parents are asked for a donation to ensure the availability of field trips for all our children. Mountview has always believed in learning from

experience, and through extensive use of community resources. Unfortunately, board funds are very limited. To guarantee the opportunity for each child to participate, the Field Trip Fund was devised. Instead of asking parents for money as each trip arises, one annual donation is made. In this way, each child is able to participate in their class' trip, regardless of their family's financial status at the time. Near the beginning of each school year, a letter is sent to each family's home, requesting a donation per child enrolled. If a family is unable to contribute at the time of the letter, a response is all that is required. This information is strictly confidential. Only one person – the Treasurer – is in charge of the fund. Money received is pooled and teachers make requests for field trips based on the available funds.

Communications

Effective communication is essential in education and in maintaining a sense of community. It is incumbent upon administration, teachers, Council and parents to actively participate in all forms available. Mountview strives to be a collegial, inclusive community where information is shared freely and ideas are elicited on a regular basis.

Reports

Written reports on student progress are sent home three times a year, in November, March and June. A standardized provincial report has been introduced by the Ontario Ministry of Education. It is one format for Grades 1 to 6 and a different format applies to Junior and Senior Kindergarten.

Parent Teacher Conferences

Time for parent-teacher conferences will be set aside in conjunction with the first two written reports. We encourage good communication and teachers are always willing to make themselves available to meet with you to discuss your child or any concerns you may have by appointment either before 9 am or after 3:40 pm

If for any reason you are having difficulty and wish support seek your class rep or Council Co-Chairs.

Curriculum Night

Scheduled early in the school year, teachers formally introduce the curriculum to parents as it pertains to their child's grade level. This is an excellent opportunity to learn what is planned for the year we highly recommend attending this event.

Newsletters

Watch your child's backpack for:

- The monthly Keele/Mountview Newsletter for news on the whole school.
- The *Mountview News*, our student run newspaper published 3 times a year.
- Teachers' newsletters pertaining to important goings on in the classroom.

Council and General Meetings

All members of the Association are welcome to both Council and General meetings. Participation in these meetings is a fabulous way to become aware of the issues that affect our school, and engaged in the discussions surrounding them.

Web Site: www.mountviewalternative.ca

Our website is constantly evolving and improving. It is an ever-growing resource for parents, listing upcoming events, providing online versions of the handbook, financial reports, minutes of Council and General Meetings, Calendar of Events and providing discussion groups to voice opinions and concerns.

Open House

The annual Open House presents an opportunity for new families to come to Mountview and see the classrooms in progress. Hosted by the Mountview Council and held mid February, teachers are available for individual discussions on programs, and volunteer parents are available to share their experiences with the new families. At this time, all registrants are invited to our next General Meeting and our upcoming school events. The Open House provides new parents a unique opportunity to see how comfortable both they and their child would be within the environment.

Request to Register and Lottery

After our Open House interested families have 2 weeks to complete and return a request to register form. These requests are compiled and entered into grade lotteries. We have 14 JK spots each year to fill with siblings taking priority and the rest of the spots filled via the lottery. Spots within the grades vary from year to year. After the lottery the accepted families have 2 weeks to register their child. If the process is not complete by the cut off date their spot is automatically given to the next family on the waiting list. Families with siblings must have the child registered by the cut off date or lose their placement unless alternate arrangements have been made. These guidelines are very strict as there are many families who sit on our waiting list and we must have our numbers submitted by board deadlines.

Code of Behaviour

The Safety Committees of both Mountview and Keele schools, administration, and concerned teachers developed school rules, and a code of behaviour for the entire site.

The Toronto Board of Education is committed to maintaining a working and learning environment which:

- fosters respect for the dignity and well-being of each person
- provides an opportunity for **all** individuals to develop their full potential
- is conducive to the **pursuit** of excellence

The goal of the Keele / Mountview community is to create a healthy, safe and positive learning environment in which people respect one another, work co-operatively, play safely and fairly to develop potential.

School Rules

Show respect for yourself and others in language and actions. Follow directions promptly and accurately.
Keep hands, feet and objects to yourself.

Responsibilities of Students

Follow school rules and routines in the school building, school yard and on school trips.

Show self-discipline, responsibility and co-operation at all times.

Be respectful of yourself and others.

Resolve conflicts and problems through peaceful means. Ask for help when you need it.

Responsibilities of School Workers

Be a positive role model and maintain a positive school environment. Encourage each student to achieve their maximum potential.

Respect the individuality of every student.

Teach, review and implement the Keele and Mountview Code of Behaviour.

Maintain good communication with students and parents.

Responsibilities of Parents

Model and encourage children to show respect for others.

Model and encourage children to follow the school rules and routines.

Be an involved and active member of the Mountview Community.

To support their children and to maximize opportunities for academic and social success.

Responsibilities of Visitors

Start your visit at the office. Everyone must sign in and wear a name tag.

Be a positive role model.

Support the Keele and Mountview Code of Behaviour.

Keele / Mountview Routines

WORK SMART

Be on time each day.
Bring only the things you need.
Follow instructions.
Ask questions. Ask others for help.
Set goals and make a plan.
Try new activities.

WORK HARD

Try our best.
Read every day.
Concentrate and listen.
Complete assignments and homework.

WORK TOGETHER

Celebrate successes.
Help one another.
Participate.
Walk on the right.
Line up when the bell rings.
Play safe in the yard.
Reduce, reuse, recycle.

Recognition for Appropriate Behaviour

We expect everyone in the Keele and Mountview school community to exhibit behaviour which shows self-discipline and respect for all individuals.

This type of appropriate behaviour is expected, appreciated and recognized.

We celebrate positive behaviour through:

- Student Recognition Assemblies
- Special celebrations
- Verbal reinforcement
- Positive communication with parents
- Opportunities for student leadership and responsibility
- Displays of student achievement

Consequences for Inappropriate Behaviour

In order to assist students to practice appropriate behaviours it may be necessary that one or more of the following consequences may occur;

- Verbal reprimand
- Warning
- Time Out
- Logical consequences
- Involvement in problem solving activities to change behaviour
- Conference involving any of student, teacher, parent, Vice-Principal, Principal
- Withdrawal of privileges
- Detention
- Involvement of any of Local School Team, support staff outside agencies
- Replacement of or payment for lost or damaged property
- Voluntary Withdrawal (Pupil is sent home with approval of parent)
- Initiation of Formal Suspension Procedure (based on Board Policy)

Getting to School and Home Again

School Hours

Junior and Senior Kindergarten

8:45 - 9:00 a.m.	Teachers supervise Kindergarten yard
9:00 - 11.30 a.m.	Morning Kindergarten
12:55 - 1:10 p.m.	Teachers supervise Kindergarten yard
1:10 - 3:40 p.m.	Afternoon Kindergarten

Grades 1 – 6

8:45 - 9:00 a.m.	Teachers supervise yard
9:00 - 10:25 a.m.	Class
10:25 - 10:40 a.m.	Recess
10:40 - 12:00 p.m.	Class
12:00 - 1:05 p.m.	Lunch Break
12:50 - 1:05 p.m.	Teachers supervise yard
1:00 - 2:35 p.m.	Class
2:35 - 2:50 p.m.	Recess
2:50 - 3:40 p.m.	Class
3:40 p.m.	First Dismissal (Teachers supervise yard until 4:00 p.m.)
3:40 - 4:00 p.m.	Remedial work
4:00 p.m.	Second Dismissal

Entering the School

Kindergarten parents may leave their child with their teacher in the Kindergarten yard. The yard may be entered from Mountview Ave.

Children in Grades 1 - 6 may enter from Mountview Ave. door and go directly to their class if accompanied by an adult. Children dropped off before the bell must wait in the school yard.

Picking Up Children

Children may be picked up from their classroom. If you want another adult to pick up your child on a regular basis or special occasion you must write a note to the teacher. This is for your child's safety.

Cars and Parking

There is limited legal parking space, and little space in the student pick-up and drop off zones on Mountview Avenue. However, please obey the signs.

DO NOT PARK OR STOP on the west side of Mountview Avenue. This is a very dangerous habit. The school parking lot is for **STAFF ONLY. TICKETS ARE ISSUED ON A REGULAR BASIS.**

Bicycles

Safety is a concern, as is theft. There are a few bike rack spaces at the Glenlake Ave./Community Centre entrance. Bikes must not be chained to any school railings or fences. Be sure to lock all bicycles securely; however, they are left at your own risk.

School Services

These services are provided by the Board of Education. If you have a particular concern, consult with your teacher or the office and a referral can be made.

Public Health Nurse

Office Location: First floor Health Room next to the Keele office. Office Hours: On call basis only. Phone: (416) 393-0983 (district office)

Duties: The Public Health Nurse in the school co-ordinates school health programs such as immunization, communicable diseases, dental, vision and hearing assessment. The nurse consults with teachers and parents on health problems and child management, and is available to help with health related problems in the classroom.

School Psychologist

Phone: (416) 393-1200 (area office)

Duties: The Psychologist consults with teachers and parents about children's academic and social-emotional needs. She provides individual and group counseling, and individual psychological assessments with parents' consent. She is a member of the Local School Team, whose focus is student well-being and problem prevention.

School Speech Language Pathologist

Duties: The Speech and Language Pathologist assesses and treats children with speech and/or language difficulties that appear to be interfering with everyday functioning or school achievement. If a parent has any concerns, they should contact their child's teacher so that a referral can be made.

School Social Worker

Phone: (416) 393-1200 (area office)

Duties: The School Social Worker provides counselling to parents and/or makes referrals to community resources when there are concerns about children's behaviour and emotional well-being. The school social worker is also the Board's designated attendance counsellor and as such, investigates attendance related referral. With parental permission, the social worker provides counselling to students and when appropriate, conducts group sessions with students regarding divorce and separation, social skills, etc. The social worker conducts parent education groups on a regular basis. The social worker is a member of the Local School Team.

Attendance/Tardiness

When your child will not be at school

Please let your child's teacher or the office know when your child will be absent or arriving late. You may leave a message 24 hours a day on the school's answering machine: (416) 393-9037. At the sound of the tone, leave your child's name, classroom number or teacher and expected date of return. You may also write a note if you know in advance that your child will be absent. If your child arrives after 9:15 a.m. please sign in at the Mountview office so that accurate attendance records may be kept. Lates may be marked as absent if this is not done. As we only have a ½ time office administrator, we ask that if your child will be late or absent in the afternoon to please contact the KEELE office at (416) 393-9035.

Leaving school early

For safety's sake, notify the office if your child must leave early for any reason. School policy is that no child may leave early unless accompanied by an adult. In some cases a junior division child may be permitted to leave with a parent's consent.

Dismissal Procedures

It is requested that parents send a note to your child's teacher, if your child is to be picked up by someone other than the regular caregiver. Parents should not phone the office to make changes in pick up arrangements unless it is an emergency.

Homework Policy

OVERVIEW of Keele and Mountview Alternative School Community New Homework Practices

Beginning in September 2008, at Keele and Mountview Schools, we will be implementing the TDSB's NEW Homework Policy.

Teachers have been planning together in their Primary/Junior Divisions and in their specific Grade Teams to develop our local school community practices, in accordance with the Board's NEW Homework Policy.

Each teacher will be sending home information regarding their grade's homework practices and will be reviewing these in greater detail at our Curriculum Night in September.

In addition, teachers will be communicating regularly with you through their regular newsletters/calendars etc., keeping you informed about what is happening in the classroom and providing suggestions for home activities and resources that you could access to support the family component of the new homework practices.

As a school community, we are endeavouring to take this opportunity to look at homework in a different way. With your support, we want to creatively design a homework program that will be meaningful to our students, help them make connections to their lives both at school and at home, deepen their understanding and enrich their learning. Most importantly, we want to support our shared home-school partnership. As we go through this transition, we may be making adjustments to fine-tune the implementation of these new practices. Your cooperation, understanding and flexibility are very much appreciated as we adopt the new policy and change our collective thinking about homework.

The TDSB Homework Policy:

- Is founded on sound teaching and learning practice, current research, and the results of extensive consultation with students, teachers and parents.
- Balances time required to complete homework with extra-curricular activities scheduled outside of the school day and activities that support personal and family wellness.

The policy emphasizes that:

In Kindergarten: no homework; focus is on home-based early learning activities

In Grades 1 to 6, homework will often take the form of:

- Reading,
- Playing a variety of games,
- Having discussions and interactive activities with the family

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In Late Primary (2nd term of Grade 3) and the Junior Grades (4-6), it may also begin to take the form of independent work.

Whenever possible, homework will be assigned on a weekly basis (not weekends), to provide greater flexibility and accommodate families' busy weekly schedules.

As a school community and with your cooperation and support, we hope that these new homework practices will enhance our students' growth and ongoing joy of learning.

WHAT HOMEWORK PRACTICES LOOK LIKE Grade-By-Grade

In accordance with the Toronto District School Board's New Homework Policy, effective September 2008, the following outline provides an overview of the new Homework Practices by grade at Keele and Mountview. Also attached is How Homework Practices Will Work, developed by our Teacher and Administration Team. In addition, you will be receiving the specific GRADE practices of your child's weekly homework from the classroom teacher.

Homework Philosophy

1. Home-School Partnership to support our students to be life-long readers/ learners
2. Transfer of students' skills and curriculum concepts learned in the classroom to meaningful connections at home, in their community and re: their global commitment

Kindergarten

- No homework assigned by the teacher; resources, strategies/ideas will be shared
- Emphasis on home-based early learning activities and home-school partnership

Grade One and Two

- Primary emphasis will be reading regularly, leveled books; weekly Reading Logs
- Home-school partnership essential to support students' early reading experiences
- At some point, will include interactive games and storytelling/responses
- Family support for reading, games, storytelling and family discussions/community learning experiences

Grade Three

- Primarily emphasis is on meaningful, engaging and student-centered reading, (handing in weekly Reading Logs)
- Regular writing assignment with emphasis on students' creativity, interests and meaningful connections, including sharing activities and storytelling
- Problem-solving/Problem of the Week/unit will become a regular homework component; also math games will be included each term or more frequently
- In second half of the year, emphasis will be on more independent work
- Home-school partnership essential for assisting students' deeper understanding, interests, home and community connections, critical thinking skills and independence

Junior Years: Grade Four/Five/Six

- Continue and expand upon above reading, writing, storytelling and problem-solving assignments, focusing on interests, inference and experiential/community learning
- Reading will include Reading Logs, Book Talks, and Literature Circles etc.
- Writing will include regular assignments, journal entries, storytelling etc.
- Mathematics will focus on Problem of the Week, the development and practice of interactive games and application of critical thinking/problem-solving skills
- Independent work will be assigned in blocks of time and focus on integrated curriculum areas

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Home-school connections will further develop students' independence, leadership, organizational skills, as well as social skills and responsibility for own learning

HOW HOMEWORK WILL WORK in Keele/Mountview

READING

Reading assignments will be the main focus of homework each week in Grades 1 through 6

Research indicates that there is a strong connection between reading to or with elementary children regularly in English or in one's first language, and student achievement.

We want our children to enjoy reading, to understand meaning, to make connections and to read for the love of it.

- Teachers in each grade will outline the specifics of the week's Reading Homework
- Younger students may be assigned books or song sheets/poems by their teachers, whereas other students can select their reading material from the classroom, school library, public library, home collection etc.
- The student will complete and hand in their Reading Log on the last day of the assigned weekly time,
- For students in grades 2-6 who are using a Student Agenda, the instructions for the Reading Assignment & the Reading Log will be housed in the "front pocket" of the agenda. Students in Grade 1 will receive Reading Booklets with instructions and Reading Logs.
- After reviewing expectations with their students, the teachers' written instructions will indicate what information students will record regarding what they have read, their interpretation/ understanding, feedback and continued reading interests on the log or directly in the agenda
- Parents will be encouraged to be actively involved in their child's weekly Reading Homework, choosing other reading extensions, engaging in discussions, helping them to read, interpret and record in the Reading Log, as needed.
- Students will be encouraged to read in their home language and in English.
- During class, each teacher will review instructions/student expectations for any follow-up classroom activities at the end of the week, such as Pair Share, Reader's Theatre; Literature Circles, Book Talks, Storytelling etc.
- The completion of the Reading Logs will be tracked by the teacher for ongoing homework assessment purposes under the Learning Skills section of the Report Card (Homework Completion and Independent Work etc.)
- On an ongoing basis, teachers will also provide parents with suggested family activities, strategies and resources that would support their child's Reading Homework and related discussions.

OTHER HOMEWORK

In all grades, at some point during the term or year, students will be assigned other additional homework activities and could include some or all of the following:

- This homework could take the form of interactive games to be played with family members &/or friends.
- Students will be taught these games in class and then be assigned them as homework (monthly or by term). They will have the opportunity to expand their learning and practice and hone their skills. The games will be curriculum-related and reinforce skills and concepts in mathematics or other curriculum areas. The games will also support students' social, character and citizenship development, and may become a regular, fun family activity, as well as a common game connection at school.
- For the Junior students, they will be solving the Problem of the Week or Problem of the Month, using their problem-solving and critical thinking skills.
- To further address Literacy, classes may be assigned Oral Language Activities. These oral language assignments could take the form of sharing family anecdotes or stories from grandparents, parents, and siblings. These stories could be connected to family history and the children's culture and heritage. Other

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Oral Language or Extended Written assignments could reflect family discussions on topics of interest, debates, family activities etc.

- The students would then be asked to share these stories in their classroom in the form of an oral story, a drawing, a brief written story etc. Older students might extend the storytelling to a written story or a journal entry and engage in Storytelling.

JUNIOR STUDENTS HOMEWORK OVER THE WEEK

- Will include reading, and a selection of activities from interactive games, oral and written assignments, and problem solving
- In addition, students in late Grade 3 and in Grades 4, 5 & 6 will be involved in additional Independent Work, in the form of research and “interest” projects
- Completion, practice, preparation and extension assignments may be included more often as the need arises.

OPTIONAL BUT ENCOURAGED “HOMEWORK”

- Further homework extensions designed by parents and children might involve activities related to Practical Application of Concepts and Skills within the family and community environment; such as cooking, shopping, nature walks, recreational activities, entertainment, and student recordings in scrapbooks, collections, journals or art portfolios etc.

OTHER

- Occasionally and on an individual basis, teachers may assign completion or practice tasks to students who are struggling with that specific concept, task or skill or need further practice.
- As well, assignments will be modified to accommodate the diverse learning needs of students within each classroom
- When students are having difficulty completing their homework, teachers will work closely with parents to plan support strategies for improving their homework completion.

There are endless connections and growth opportunities within our diverse learning/ community partnership.

Practices will be revised as necessary and updates distributed to our students and parents.

Quoting our Schools’ Motto: Let’s Learn Together Keele and Mountview!

The Teacher/Administrative Team of Keele /Mountview School Community, September, 2008

Lunch Program

Children are expected to go home for lunch if at all possible. If not, they may participate in the Keele and Mountview Lunch Program. In the event of inclement weather students remain indoors, with a movie and a variety of indoor activities provided. Attendance is taken and every child enrolled is accounted for. All children eating at school must remain on school grounds. Those registered in the program must remain unless a parental note has been given to the classroom teacher. Any questions or concerns may be directed to Karen, the Lunch Program Coordinator who may be contacted daily at the school between the hours of 11:30 a.m. and 1:15 p.m. or a message may be left at the office.

While At School

Telephone

Children are permitted to use the office phone only with permission of a school worker.

Lost and Found

We recommend writing your child's name and room number on all school items, outerwear, shoes, sweatshirts, etc. Found items are stored in each classroom or on the main floor beside the Keele office. Several times a year, all "found" items are displayed. Unclaimed items are donated to charity.

Gym clothes

Your child will need rubber sole shoes for the gym. Sweat pants or shorts and a T-shirt are good clothing choices on gym days.

Indoor Shoes

Consider having your child keep a pair of indoor shoes at school, especially during wet or snowy weather. Having clean dry shoes to change into after recesses and lunch hours will be more comfortable for your child, keeps the floors of the classroom cleaner, and is safer for emergencies and fire drills.

Programs

Field Trips

Mountview has always believed in learning through experience. Throughout the year all grades participate in a wide variety of field trips made possible by the field trip fund. Visits to farms, museums, city works departments, theatre and dance productions are just a few of the kinds of trips children take.

Library Information Centre

The Information Centre is open to all students from 8:00 a.m.-12:00 pm and from 1:10 p.m. - 4:00 p.m. except for the librarian duty days. The Resource Centre has an extensive collection of books, CDs, cassettes and video tapes. Children are encouraged to exchange books regularly. The loan period is two weeks. Parents may borrow materials with their children and are invited at any time to discuss the reading needs of their children.

Computers in the Lab

Children are encouraged to use the computers and may have access the Internet for their school projects with adult supervision. Students who wish to learn more about computers will be aided by the teacher librarian.

Health and Physical Education

Our Health and Physical Education program encourages students to participate in individual or team sports and regular physical fitness activities. The program emphasizes a positive attitude and cooperative behaviour especially in regard to sports leadership, respect for rules and cooperation with others.

Swimming

2008/09 swim program to be reinstated end of Oct/08

A big thank you to Mountview parents active in our Save the pools campaign! Thanks to them and many others' hard efforts we have a reprieve in the draining of our pool. NOTE: This reprieve is only confirmed for the 2008-09 school year! Our school pools are still in danger! Keep active and up to date – visit:

www.letsmakewaves.ca or
www.mountviewalternative.ca

Each week, students meeting the height requirement are expected to participate in the swim program. Kindergarten students require parental supervision and help in the change rooms for the program to be successful. Children must provide their own swim suit, towel and bathing cap. Bathing caps may be purchased in the Keele office.

Extracurricular

A house league program may be offered to both primary (grades 1, 2 and 3) and junior children (grades 4, 5, and 6). Competitive team sports may include hockey, soccer, volleyball, basketball, badminton, track and field, cross-country running, swim and touch football.

Music

The Music Program is part of every child's school week. Music experience such as singing, playing, creating and listening develop the child's musical awareness and confidence.

Choir

This is an optional extra curricular program for children willing to make a commitment to attend practice and is coordinated with classroom objectives. Information is sent home with regards to choir specifics.

Guitar Club

Music teacher James Simone offers guitar club for those children interested. Students from grades 1-6 may participate in the lunch hour program. Ownership of instruments is not mandatory.

Buddy Program

This is a mentoring initiative, which pairs up younger children with older children from Mountview to have shared learning experiences. Programs such as Reading Buddies provide opportunities for cross-class learning and relationship building.

String/Band Program

Specialists who teach at several schools teach the String and Band programs during school hours. Starting in Grade 5 children have the opportunity to participate based on recommendations from both the music and classroom teachers.

Special Education

The Toronto Board of Education has several programs designed to provide additional support and is provided through withdrawal and classroom programming. English as a second language is offered on site. Some programs such as Gifted and Primary Special Needs are provided off-site.

Parenting Courses

Various Parenting Courses are offered through the Board of Education. Watch for flyers sent home or contact the office for more information.

After 4 Programs

Fun and creative activities for children are offered two periods a year. Some of these are board sponsored while others are independently provided. Information will be sent home regarding registration and any applicable fees. Programs offered have included Art, French, Drama and Cooking.

Mountview Staff

Administration

Acting Principal	Connie Donnelly (until Jan 09)
Principal	Jennie Petko (returns Jan 09)
Vice Principal	Trevor Douglas
Chief Caretaker	George Grech
Keele Office	(416) 393-9035

Teaching Staff

Room 101	Amy Craze	Grades 1 and 2
Room 103	Cathy Zeleniak	Grades JK, SK and 1
	Tina Hawryn	P.M. Education Assistant
Room 104	Barry Gibson	Grades 5 and 6
Room 105	Glenna Munro	Grades 3 and 4
French	Randy Doiron	
Music	James Simone	
Phys. Ed	Tom Carnovale	
Swim	TBD	
Special Education	Kathy Bradford	
Literacy Coordinators	Glenna Munro, Cathy Zeleniak	
Teacher Librarian	Lisa Taylor	

Office

Mountview (9-11:30)	
Office Administrator	Sarrah
Office Hours	9:00 a.m. – 11:30 a.m.
Phone	(416) 393-9037

Keele (Mountview 11:30-4)	
Office Administrators	Elsa and Karen
Office Hours	9:00 a.m. – 4:00 p.m.
Phone	(416) 393-9035

Lunch Program Supervisor

Karen
Contact through Keele office: (416) 393-9035. Hours: 11:45 a.m.-1:00 p.m.

Pediculosis (Lice) Checks

Pediculosis or Head Lice is a fact of life in schools these days. At Mountview we take a proactive approach to the little critters.

First we gather together a team of volunteers to do head checks. Mountview conducts Lice Screening Days throughout the year. These screening days are generally done when the students have returned from a break such as, the beginning of the year, after winter and spring breaks. However, if the need should arise, another Lice Screening Day will be arranged. These volunteers are experienced lice finders accompanied by trainee lice helpers who are shown what to look for and helped with the paper work during the lice-screening day.

Secondly, we promote a sensitive and non-judgmental attitude to pediculosis. It's not cause for embarrassment, and it's not due to lack of cleanliness or bad parenting. We would ask for everyone's support in this regard.

Thirdly, we use the Mountview school community as a resource. If you have questions and/or require more info do not hesitate to talk to your class rep., your child's teacher, or a member of the Lice Team.

If your child has lice, please contact the school. Tell the teacher, your class rep or a member of the Lice Team. Letters will be sent home to alert parents to be on the look out.

(Please see Appendix C for the Pediculosis Treatment Instruction Sheet)

Appendix A - Mountview Constitution

Mountview Alternative School, Toronto, Ontario

CONSTITUTION OF THE MOUNTVIEW ALTERNATIVE SCHOOL ASSOCIATION

SPRING 2008

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1 Name of Association

- 1.1 The name of this Association shall be the “Mountview Alternative School Association”.

2 Mission / Objectives

- 2.1 Mountview Mission Statement (March 10, 1993)

We, the parents and educators at Mountview Alternative School, hereby adopt as our Mission the following basic precepts:

- (a) **Capable Graduates:** We agree to channel our efforts towards producing graduates who are confident about themselves and their abilities; who are well-equipped to cope with intellectual and personal challenges they will encounter later in life; who have acquired skills in language, mathematics, science, technology, social studies, art, music, drama and physical education; who are adept at problem-solving; and who have developed habits that enable them to work as efficiently in a group as on their own.
- (b) **Parental Involvement:** We believe that parents have both a right and a responsibility to be involved in their children’s education, in a school that is open and accessible to them. Such involvement will include, but need not be limited to, assisting teachers and students in the classroom; providing resource assistance to classroom teachers; participating in the hiring of new teachers; developing staffing models; integrating new educational technologies; participating at school meetings; and organizing social activities designed to foster a sense of community at school.
- (c) **A Cooperative Approach:** We recognize and assert that the ideal setting is a collegial, inclusive community. Teachers, parents and students are encouraged to cooperate fully with each other. Information is shared freely and ideas are elicited on a regular basis. Institutions, such as the Council and General Meeting, function democratically and in a manner which

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avoids any inference of cliquishness or elitism. Members of the community - educators, parents and students - show respect for each other at all times and in all situations. In this way, we demonstrate to our children the value of cooperative approach to life.

- (d) ***A Balance of Rights:*** We *acknowledge and affirm* that parents bear primary responsibility for the education and well-being of their children; every parent wishes to secure the maximum advantages for his or her child. However, parents at Mountview also make a commitment (i) to advance the interests of the school as a whole; (ii) to be sensitive to tensions which might arise between the interests of their children and those of other children; and (iii) to bring individual concerns to appropriate forums such as the Class Representatives, the Council and the General Meeting.
- (e) ***Cooperative Curriculum Development:*** We *accept* that day-to-day curricular *decisions* are ultimately the province of educators and that our program must meet the standards set by the Ontario Ministry of Education and the Toronto Board of Education. Nonetheless, the input of parents is essential to curriculum *development*. It is the teacher's responsibility to provide it. Both parents and teachers agree to be receptive to new and innovative curriculum strategies.
- (f) ***Flexible Structure:*** Finally, we are *committed* to evolution of flexible structures for the delivery of our program. These structures will include, but need not be limited to, multi-age and multi-groupings in the classroom, teach teaching, theme teaching and the extensive use of parent volunteers and community resources. Once again, we pledge to be open to new ideas and new approaches.

2.2 Objectives of the Association

The objectives of the Association shall be:

- (a) to promote the Mountview Mission as set out in Article 2.1 above;
- (b) to support and guide the activities of Mountview Alternative School;
- (c) to coordinate volunteer activities at Mountview Alternative School;
- (d) to provide a forum for dialogue and consultation and to encourage cooperation amongst educators and parents at Mountview Alternative School.

3 Membership

3.1 The following shall be members of the Association:

- (a) all parents and guardians of pupils enrolled at Mountview Alternative School;
- (b) all members of teaching staff of Mountview Alternative School, including full-and part-time teachers and educational assistants;
- (c) the Principal and Vice-Principal of Mountview Alternative School.

3.2 No dues shall be payable for membership in the Association.

4 The Council

4.1 Membership

There shall be a Council of the Association, composed of Elected, Appointed and Ex-Officio members, all of whom must be eligible for membership in the Association.

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- 4.1.1 *Elected* members of the Council shall be elected at a General Meeting by the members of the Association, and shall include the Chairperson /Co-Chairs, the Secretary, the Treasurer, 6 At-Large Representatives and minimum of one (1) and a maximum of two (2) Class Representative(s) per classroom teacher. The number of class representatives required to adequately represent each classroom shall be determined from time to time by the Council. The student body with support of the Grade 5/6 teacher and Council will hold a yearly election for 2 Student Representatives, one Grade 5 and one Grade 6.
- 4.1.2 *Ex-officio* members of the Council shall include the members of the Association referred to in Article 3.1(b) and the Principal or, in his or her absence, the Vice-Principal of Mountview Alternative School.

4.2 Meetings

- 4.2.1 The Council shall meet a minimum of six (6) times during the academic year. At least 48 hours prior written notice of each meeting shall be provided by the Chairperson or the Secretary to all Council members. The final Council meeting of the academic year shall be a Transition Meeting, for members of both the outgoing and incoming Councils.
- 4.2.2 Any member of the Association who is not a member of the Council may request notice of and may attend and participate in Council meetings, subject to the right of the Council to declare an in camera session. Only Council members may vote.
- 4.2.3 The Council shall endeavor to make decisions by means of consensus. However the Chairperson has the discretion to put any question to vote. A motion shall carry if it receives the support of a simple majority of Council members present and voting, including the Chairperson.
- 4.2.4 Any five (5) Elected and/or Appointed members of the Council shall constitute a quorum.

4.3 Powers

The Council shall have the power:

- (a) to manage the finances of the Association and, without limiting the generality of the foregoing, to raise funds, establish accounting procedures and expend money on behalf of the Association;
- (b) to establish procedures and guidelines for parent volunteer activities in the school;
- (c) to select the appointed members referred to in Article 4.1.2. above;
- (d) to consider issues of importance to Mountview Alternative School and make appropriate recommendations to the Association, the Principal or the teachers;
- (e) to perform other tasks as delegated to it by the members of the Association at a General Meeting.

4.4 Elections/Nominating Committee

- 4.4.1 The Council shall, on or before March 31 of each year, establish a Nominating Committee, composed of the Chairperson and at least two other members of the Association. The task of the Nominating Committee shall be to solicit at least one candidate for each Elected and Appointed position on the Council.
- 4.4.2 The Nominating Committee shall report on the candidates for Elected positions at a General Meeting of the Associations to be held no later than May 31 of each year. The Chairperson

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(or, if he or she is a candidate for re-election, a person chosen by the General Meeting for this purpose) shall then call additional nominations from the floor. Each nominee must indicate his or her willingness to serve. If there is more than one candidate for any position, an election shall be held. All members of the Association, including the Co-Chairs, are entitled to vote. The election shall be conducted by secret ballot. The candidate receiving the most votes shall be declared the winner. In the event of a tie between two or more candidates, the winner shall be determined by lot.

4.5 Term of Office

- 4.5.1 Each Council member elected or appointed in accordance with Article 4.4.2 above shall take office on July 1 and shall serve until June 30 of the following year.
- 4.5.2 Any vacancy in any Elected or Appointed position other than that of the Co-Chairs which occurs during the year, or which remains following the fulfillment of the requirements of Article 4.4.2 above, shall be fulfilled by the Council as soon as is practicable. Where the position of a Co-Chair becomes vacant, the Council may appoint an interim Co-Chair, subject to ratification at the next regularly scheduled General Meeting of the Association. Any person appointed in accordance with this Article shall serve until the next June 30.
- 4.5.3 Any Council member, other than an ex-officio member, who misses (3) consecutive meetings of the Council, and who fails to furnish an acceptable explanation for his or her absence, may be removed from office pursuant to a majority vote of the remaining Council members.
- 4.5.4 Any Council member, other than an ex-officio member, who fails to perform his or her duties adequately may be removed at any time pursuant to a two-thirds vote of the remaining Council members. A Council member who is so removed may appeal to the next regularly scheduled General Meeting of the Association and may be reinstated by a majority vote thereof.
- 4.5.5 Any Council member who wishes to resign must do so by letter addressed to either the Chairperson or the Secretary of the Association.
- 4.5.6 Elected members are limited to a total of three consecutive one year terms for any one position on Council. This becomes effective starting July 1, 2004 and does not reflect participation on the Council prior to that of July 1, 2004.
- 4.5.7 If for any reason Council deems necessary to extend an Elected Position they may do so by a majority vote both by Council and Association Members; providing the person is willing to serve another term and there is no other willing candidate.

5 Duties of Officers and Elected Members

5.1 Officers of the Association

- 5.1.1 The Officers of the Association shall be the Co-Chairs, the Secretary and the Treasurer.
- 5.1.2 No person shall serve simultaneously in more than one Officer position.

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5.2 Co-Chairs/Chairperson

The Co-Chairs/Chairperson shall:

- (a) serve as the chief spokesperson of the Association;
- (b) chair the General Meetings and Council Meetings of the Association;
- (c) set and distribute the agendas for all General Meetings and Council Meetings;
- (d) serve as an ex-officio member of all committees of the Association;
- (e) perform the duties as set out in this Constitution or as assigned by the Council or the members of the Association at a General Meeting.
- (f) determine which Co-Chair is Chairing the meeting and have this recorded at the onset of the meeting to allow the second co-chair the right to vote.

5.3 Secretary (may be a shared position, shared vote)

The Secretary shall:

- (a) serve as chair in the absence of the Chairperson /Co-Chairs.
- (b) supervise the taking distribution of minutes of all General Meetings and Council Meetings;
- (c) supervise the keeping and distribution of a current list of members of the Association;
- (d) perform other duties as set out in this Constitution or as assigned by the Council or the members of the Association at a General Meeting.

5.4 Treasurer (may be a shared position, shared vote)

The Treasurer shall:

- (a) serve as chair in the absence of both the Chairperson / Co-Chairs, and the Secretary;
- (b) in consultation with other members of the Council, prepare an annual Budget for the Association;
- (c) manage the day-to-day finances of and keep the books for the Association;
- (d) report regularly to the Council and to the General Meeting on the finances of the Association;
- (e) perform other duties as set out in this Constitution or as assigned by the Council or the members of the Association at a General Meeting.

5.5 Class Representatives

5.5.1 Each classroom shall have 2 Class Representatives.

5.5.2 The role of Class Representative maybe shared by spouses with one shared vote between.

Each Class Representative shall:

- (a) coordinate parent volunteers in the classroom;
- (b) serve as a liaison between parents and teachers;
- (c) organize and chair, as required, meetings to air classroom concerns;
- (d) present classroom concerns to the Council;
- (e) perform other duties as set out in this Constitution or as assigned by the Council or the members of the Association at a General Meeting.

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5.6 At Large Representatives

- 5.6.1 Members At Large will participate in the Council discussions as well as agreeing to be responsible and Coordinate a minimum of one or more initiatives that Council decides to undertake.
- 5.6.2 The Nominating Committee will strive to achieve a balance of parents from the different grades to ensure fair and equitable representation for all age groups.

5.7 Student Representatives

- 5.7.1 Two (2) Student Representatives, one Grade 5 student and one Grade 6 student shall be elected by the student population each spring in time for the final Council meeting of the year.
- 5.7.2 A minimum of one (1) Student Representative should be present at all Council and Association meetings.

Each Student Representative shall:

- (a) Student Representatives shall serve as a liason between students, Council and the Association
- (b) Present student concerns to the Council/Association
- (c) Present Council/Association concerns to the students
- (d) Perform other duties as set out in this Constitution or as assigned by the Council or the Members of the Association at a General Meeting.

6 **Ad Hoc Committees**

- 6.1 The Council or the members of the Association at a General Meeting may from time to time stike ad hoc committees which may include, but need not be limited to, a Communications Committee, a Lunch Program Committee, an After Four Program Committee and a Constitution Committee.

7 **General Meetings**

7.1 Meetings

- 7.1.1 There shall be a minimum of four (4) regular General Meetings of the Association during the academic year. At least 72 hours prior written notice of each meeting shall be provided by the Chairperson or Secretary to every member of the Association.
- 7.1.2 A General Meeting shall endeavor to make decisions by means of consensus. However the Chairperson has the discretion to put any question to a vote. A motion shall carry if it receives the support of a simple majority of members present and voting. The Chairperson shall not vote at a General Meeting, other than to break a tie.
- 7.1.3 Any ten (10) members of the Association shall constitute a quorum.

7.2 Special Meetings

- 7.2.1 A Special General Meeting may be called by the Chairperson without notice, provided that no fewer than ten (10) members of the Association present and voting at the meeting agree to waive notice.

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- 7.2.2 A Special General Meeting may be called by any six (6) members of the Association, on 72 hours prior written notice to all other members.
- 7.2.3 A Special General Meeting called pursuant to Article 7.2.1 shall not be empowered to effect changes to this Constitution or to the structure or fundamental policies of the Association and, without limited the generality of the foregoing, such a Meeting shall not be empowered to elect members of the Council, reinstate a member of the Council who has been removed, amend the Association's financial policies or rescind any motion which has been passed by the members of the Association at a regular General Meeting.

8 Financial Policies

- 8.1 The Council, in consultation with the members of the Association at a General Meeting, may from time to time prescribe or amend policies for the disbursement of funds belonging to the Association, which policies shall be appended to this Constitution.

9 Constitutional Amendments and Transitional Provisions

9.1 Notice

An amendment to this Constitution may be proposed by any member of the Association on a minimum of one (1) month's written notice to all other members.

9.2 Vote Required

Any amendment to this Constitution must be approved by at least two thirds of the members of the Association present and voting at a General Meeting.

9.3 Transitional

- 9.3.1 This Constitution, once approved by at least two-thirds of the members of the Association present and voting at a General Meeting of the Association, shall be deemed to supersede and supplant any prior constitution, by-law or like document, which may purport to govern the affairs of the parent association or parent-teacher association or equivalent at Mountview Alternative School.
- 9.3.2 Copies of this Constitution shall be furnished to all present members of the Association and henceforth, to all new members of the Association as defined.

Appendix B - Revised Policy Statement on Expenditures

May 1992

This policy is intended, first, to encourage planning and, second, to provide a mechanism for ensuring that those who spend parent money remain accountable to the school as a whole. It is not intended to impede creativity or to discourage teachers and parents from spending money.

A. Parent Fund

1. As soon as possible after the beginning of each school year, the Finance Committee will draft and the Council will approve a *tentative budget* for the year. This budget will be circulated to all parents and teachers.
2. The budget will reflect the general aims and objectives for the year of both the teaching staff and the parents of Mountview. As such, it will be subject to frequent revision during the year.
3. Once the budget has been approved, *expenditures specified as line items in the budget* need not be formally approved again by the full Council. Informal consultation with the Finance Chairperson or designate to ensure that adequate funds are still available is strongly advised, however.
4. *Expenditures not specified as line items in the budget will* fall into one of two categories. These are:
 - (a) those *capable of being approved by the Council* in advance of when they are required to be made; and
 - (b) *genuine emergencies*, where Council approval is impossible.
5. A genuine emergency is defined as a situation where it would have been *impractical* for the teacher or parent requiring funds to have projected the need for those funds at the time of the last Council meeting. *Where at all possible, approval by the full Council should be sought.*
6. Where a genuine emergency does arise and money is required from the Parent Fund on short notice, the following procedure must be followed before any money can be disbursed:
 - (a) Verbal approval by (i) the Chair of the Council or designate, (ii) the Finance Chairperson or designate, and (iii) one other Council member must be obtained as soon as possible after the need for the disbursement becomes known;
 - (b) The person seeking the disbursement has some obligation to consult with the teachers to ensure that no other emergencies have arisen and must advise the Finance Chairperson of the results of these consultations before seeking approval; and
 - (c) Where possible, before money is advanced, the details of the expenditure should be provided in writing to the Finance Chairperson, using the appropriate form (see Schedule "A" attached), which will be kept in the school office.
7. Prior approval will not be unreasonably withheld so long as adequate funds to meet projected expenses remain available.

B. Petty Cash

Allocations from petty cash are reserved for pre-authorized expenditures from the Parent Fund, as identified above. Petty cash allocations MUST be accounted for. Unauthorized expenditures might not be reimbursed from petty cash.

C. School Funds

Funds allocated to Mountview by the Toronto Board of Education (e.g. to purchase supplies or to fund buses for field trips) are to be disbursed only in accordance with Board policies and after consultation with the Administrative Assistant or, if required by the Board, the Principal or Vice-Principal. *School funds are not parent funds* and their use is therefore not subject to authorization by members of the Council.

Appendix C - Pediculosis Treatment Instruction Sheet

Head lice is spread by head-to head contact with an infested person and sometimes by contact with his/her clothing, hats, combs, brushes, pillows and towels. ANYONE can get head lice.

The eggs (nits) of lice hatch in 7-10 days. Head lice can be passed to others as long as there are any live lice or if all of the eggs are not removed. You must remove all of the eggs. The head louse may be brown or grayish, with a flat wingless body. They are small insects about 2-3 mm in length and about half as wide. They move quickly and shy away from the light making them difficult to see. Lice have six legs and live almost entirely on the head. They bite the scalp to obtain blood which is their only means for survival. It is the biting which causes an infested person to feel itchy. Head lice can only survive for up to 56 hours if off the head.

The eggs are tiny and may be yellowish-white, brown or gray and shiny. They are glued to the hair near the scalp. Unlike lint or dandruff, they will not wash off or blow away. Eggs may be found throughout the hair but are most often located at the nape of the neck, behind the ears and at the crown. A magnifying glass and natural light may help when looking for them.

Treatment

All infested family members should be treated at the same time.

Lice Shampoos and Crème Rinses

Commercially available shampoos and crème rinses contain pesticides that kill the lice. These products do not kill the eggs (nits). **REGARDLESS OF THE PRODUCT USED, THE EGGS MUST BE REMOVED MANUALLY.** Using a lice shampoo is not enough to get rid of the lice permanently.

Read the package directions of the product you have chosen and follow them carefully. If you have questions about the product, ask your pharmacist or consult with your doctor.

If you are pregnant, nursing, have allergies or using medications, consult your pharmacist, doctor or call the Motherisk Program at the Hospital for Sick Children in Toronto at (416) 813-6780.

Non-Chemical Treatment Option

If you choose not to use a commercial lice product you can use the following:

- Mix together equal parts of vinegar and oil (mineral oil, baby oil, cooking oil)
- Apply to dry hair and rub well
- Wrap in Saran Wrap for 2-3 hours
- Wash hair
- Remove ALL eggs (nits) and lice

This needs to be done 5 times, every 3 days for 15 days.

To help loosen the eggs after the treatment, rinse hair with warm water and vinegar (1/2 water, 1/2 vinegar). Keep hair wrapped in a wet towel and leave vinegar on hair for one hour.

Removal of Eggs

Since lice combs do not remove all eggs, using your fingernails to pull out the eggs is the best way to be sure that your child is completely clear.

1. You will need good lighting, i.e. sunlight, a strong lamp, etc. Use a magnifying glass if eyesight is a problem.
2. Use a comb or hairbrush to remove tangles

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3. Divide hair into small sections and fasten off the hair that is not being worked on. Using a fine toothed lice-comb, go through each section from the scalp to the end of the hair. Dip the comb in a cup of vinegar or use a paper towel to remove any lice, eggs or debris from the comb between passes. If debris builds up, use an old toothbrush to clean the comb.
4. Work through that same section of hair and look for attached eggs. They are always oval-shaped, usually shiny gray, white or brown. Eggs are laid close to the scalp but can also be found anywhere along the hair shaft. Use your fingernails or scissors to cut the individual hair strands with attached eggs.
5. Go on to the next section until all sections have been completed. **ALL EGGS MUST BE REMOVED.**
6. When all the eggs have been removed, the comb should be cleaned and soaked in HOT water for ten minutes. Wash hands and clean fingernails.
7. After the egg removal has been completed, search your child's hair for live lice. They move quickly and may be caught by a tweezers, your fingernails, or by using double-sided tape.
8. Check the infested person every day for at least two weeks and regularly afterwards. Finding an egg or two the next day does not necessarily mean re-infestation. Being consistent and diligent about manual removal will help.
9. If additional eggs (3-5) per day are found, live lice may still be on the head. Another thorough manual search is recommended at that time.

Other Measures to Control this Problem to be Carried Out at the Time of Treatment

1. Wash bed linen, clothes (hats), and towels used by the infested person within the past 48 hours.
2. Stuffed animals, pillows and other non-washables can be placed in a hot dryer for 20 minutes or bagged for 2 weeks.
3. Do not use chemical sprays in your home as part of your treatment. They are dangerous and totally unnecessary. Just vacuum.
4. Boil combs or brushes for 10 minutes.
5. Check each member of the family daily. A repeat treatment should be done 7-10 days after the first lice treatment. Once the condition is cleared, check each family member every week for six weeks.
6. Please call the Principal to discuss any problems or questions you may have.

WE REQUEST THAT ALL PARENTS CO-OPERATE IN FOLLOWING THE ABOVE RECOMMENDATIONS. IT IS ONLY WITH YOUR HELP THAT THIS CONDITION WILL BE CONTROLLED.