



NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_ ROOM #: \_\_\_\_\_

# ELLERSLIE CAMPUS

2017-2018

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## **ELLERSLIE CAMPUS—A PROFESSIONAL LEARNING COMMUNITY FOCUSED ON LEARNING**

### **Vision**

High levels of learning for all students

### **Mission**

Transforming learners into engaged citizens that have the essential knowledge, skills and character to be successful.

### **Values**

Supporting the vision and mission of Ellerslie School through integrity, collaboration, accountability and equity.

Ellerslie Campus is dedicated to high levels of achievement. In collaboration with parents and community partners, we have created a safe and nurturing learning environment where the academic, physical, social and emotional needs of all our students are met. Staff go beyond ensuring that children are taught, to ensure that all students learn essential knowledge, skills, and attitudes in every area of learning.

As a Professional Learning Community, staff strive for student success by focusing on the three big ideas:

1. Focus on Learning not Teaching
2. Focus on Collaboration
3. Focus on Results

And the four key questions:

- How will we teach it?
- How will we know if students have learned it?
- What will we do for students who have not learned it?
- What will we do for students who have already learned it?

### **• *DISTRICT PRIORITIES 2014-2018***

- 1. Foster growth and success for every student by supporting their journey from early learning through high school completion and beyond.***
- 2. Provide welcoming, high quality learning and working environments.***
- 3. Enhance public education through communication, engagement and partnerships.***

## **ATTENDANCE AND PUNCTUALITY**

Section 13 of the School Act clearly states that school attendance is mandatory for all children in the province who are between the ages of 6 and 17. Parents are responsible to ensure that their children regularly attend school. At Ellerslie, we know that students with high absenteeism (**more than 5 days per year**) often experience difficulty keeping up with their studies. As a result, the staff and administration will exercise all avenues available to ensure the regular attendance of students. **This will include referrals to the Attendance Board when necessary!**

1. For students, attendance at school should be regarded as their **RESPONSIBILITY**. At Ellerslie Campus, we expect that students will be:
  - at school
  - on time
  - prepared for each class with all materials required and assignments completed
  - positive contributors to Ellerslie Campus
  
2. **PARENTS ARE REQUIRED TO CALL THE SCHOOL AT (780)-988-5556, IF THEIR CHILD IS GOING TO BE LATE OR ABSENT FROM CLASS.** Otherwise, parents will receive a telephone call indicating their child's absence. We appreciate your cooperation in helping us ensure the safety of your child. All morning absences should be reported before **8:30 a.m.** and all afternoon absences reported before **12:00 p.m.** You can always leave a message on the answering machine explaining the length and reason for the absence.
  
3. When you know in advance that your child will be absent from school, parents are requested to send an explanatory note to the office giving the date and reason for the absence. **Under the School Act, the only reasons that are accepted as "Explained Absences" are:**
  - Illness
  - Bereavement
  - Religious Reasons
  - Field trip
  - School suspension/Expulsion
  
4. **Extended Vacations are not deemed an acceptable reason for absence** and, as such, parents are strongly discouraged from planning extended vacations during the school year. Extended absences from school often impact a student's ability to demonstrate proficiency on curricular outcomes. **Please note, it is not the responsibility of Ellerslie staff to provide programming to your child before they leave.** When a student returns, they will be responsible to obtain missed work from their teachers in order to catch up. Failure to do so may greatly impact their achievement.
  
5. Students are expected to be **IN THEIR FIRST CLASS AND SEATED IN THEIR DESKS** at the beginning of instructional time. Students not in class at those times will be counted as late.

6. Students who are late **MUST** go directly to their class and have their teacher mark them late. Students may be asked to make up time if they are late for class.
7. Breaks between classes provide time for using the washroom and drinking fountains. Students should not interrupt the learning environment during class unless absolutely necessary.
8. Sign-out: Students who leave the school during the school day for appointment or illness must:
  - bring a note from home or have their parents call the school
  - inform the classroom teacher of their departure
  - sign out at the office before leaving

Students will not be sent home without prior knowledge and consent of the parent or guardian. It is important for every student to know that once he/she has registered, he/she may not leave the school building without first signing out at the office. Since we are responsible for your child, we **MUST KNOW** where he/she is at all times.

Students are expected to leave the school promptly at dismissal time unless involved in a supervised activity. Parents are asked to ensure pick-up within 15 minutes of dismissal bell.

### **ELLERSLIE CAMPUS COMMUNICATION PLAN**

The staff of Ellerslie Campus believes that it is vital to ensure that excellent lines of communication exist between home and school. To this end, we have developed a communication plan which will outline the type of information we will update and how the information will be communicated. This plan also includes a schedule of academic updates. It is our goal to provide our students and parents with ongoing access to relevant information regarding all aspects of their child's life at school.

#### **Method of delivery:**

Ellerslie Campus will use SchoolZone as our primary method of communication.

#### **Information updates:**

There are many types of information we will be sharing with parents and students via SchoolZone:

- general school information
- student growth and academic progress
- programming recommendations for the next school year
- classroom news
- fees

#### **Additional information:**

- Parents should print or save a copy of each assessment update so they have a running record of their child's year as hard copies are not provided by the school.
- The final assessment update for the year will be released on the last day of school and will contain a mark which reflects the entire school year.

## **SCHOOL AGENDAS AND SCHOOLZONE PROMOTE LEARNING**

We use school agendas in Grades 1 through 7 as:

- Communication Tools: Students–Parents–Teachers
- Class Schedules
- Organizational Tools

School Agenda have been designed to help students manage their schedules and assignments so that they can take an active part in their academic responsibility. Agendas are used to record assignments, events and reminders. Teachers will review agendas periodically to help students with their time management skills.

School agendas will be added to students Fee Sheet on SchoolZone.

### **SchoolZone**

SchoolZone is a web based Edmonton Public School site that provides parents, students and teachers with secure access to school and student information. SchoolZone is the primary method of communication used at Ellerslie Campus and may include:

#### **School News**

- Special Events
- Monthly Updates
- Report Cards
- Parent Council Information
- Tiger Pride Activities

#### **Classroom News**

- Weekly Spelling
- Field Trip Forms
- I Can Statements
- Nightly Homework
- Summative Assessment Dates

SchoolZone passwords and logins remain the same for students already attending an Edmonton Public School. Passwords and usernames will automatically be created, when registered, for families new to the District.

**Contact the school office if you need a reminder of your usernames and/or passwords.**

### **Homework**

Homework is an essential part of the school routine and developing good study habits ensures success. Each of the areas listed below should be part of the regular homework schedule:

- nightly home reading
- completion of work not finished in class
- working on long-term assignments
- regular review of concepts covered in class
- review for exams
- read in the subject area or free reading

## **Helpful hints for homework**

**Families are expected to check for homework each night in the child's agenda and/or on SchoolZone.** Here are some tips to ensure your successful completion of homework:

- use the agenda every day to record assignments and upcoming assessments
- choose a quiet place where there are no distractions to do your homework. Never work in front of the television set.
- make sure your homework area is equipped with all the supplies you may need (pens, pencils, erasers, ruler, sharpener, paper, dictionary, sticky notepad, stapler, paper clips, etc.)
- nightly homework should include the preparation of your backpack/book bag for the next day. Check that all homework, gym clothes, musical instruments, etc. are included and ready to go. Leave your bag by the door!

## **STUDENT CONDUCT AND BEHAVIOUR**

**The school act, section 12 states:**

A student shall conduct themselves to comply with the following code of conduct:

- be diligent in pursuing the student's studies;
- attend school regularly and punctually;
- co-operate fully with everyone authorized by the board to provide education programs and other services;
- comply with the rules of the school;
- account to the student's teachers for the student's conduct;
- respect the rights of others.

## **EDMONTON PUBLIC SCHOOLS**

The Edmonton Public School Board has developed the following policy in relation to Student Conduct and Behaviour.

Students shall be responsible and accountable for their behaviour and conduct:

- while involved in school-sponsored or related activities;
- while on school property;
- during any recess or lunch periods on or off school property;
- while traveling to and from school; and
- beyond the hours of school operation if the behaviour or conduct detrimentally affects the welfare of individual students or the governance, climate, or efficiency of the school(s).

Failure to meet the expectations for behaviour and conduct shall result in some or all of the following consequences:

- problem solving, monitoring or reviewing behaviour expectation with student and reprimand;
- parental involvement;
- referral to attendance board;

- temporary removal of privileges;
- detention of student;
- temporary exclusion of student from class;
- in-school suspension;
- out-of-school suspension;
- behaviour contract with student;
- restitution for property damage to an individual or board;
- assessment of student to develop appropriate programming;
- involvement of police; and
- expulsion from a school or all district schools.

All students should feel that Ellerslie Campus is a safe and caring environment that promotes tolerance, dignity and belonging amongst its students, staff and greater community.

Students must be provided with opportunities to develop the skills and attitudes necessary to meet the challenges of the future and become responsible and productive citizens. Any behaviour that disrupts or detracts from the learning climate of the school is unacceptable and infringes upon the rights of others. To ensure a positive climate that promotes student learning exists, the following policy will be used as a guide to handling student conduct and behaviour.

<b>STUDENT CHARTER OF RIGHTS AND RESPONSIBILITIES</b>	
<b>1. I have a right to an education.</b>	<i>It is my responsibility to listen, to learn, to practice, to complete school assignments, and to graciously accept remedial assistance when necessary. I will not disturb, disrupt, or interfere with the instruction of my teachers and/or the learning of fellow classmates.</i>
<b>2. I have a right to happiness and to be treated with dignity and respect in the school.</b>	<i>It is my responsibility to treat others with honor and polite consideration. I will not laugh at, tease, or put down other students, staff, or adults.</i>
<b>3. I have a right to hear and be heard in this school.</b>	<i>It is my responsibility to help maintain a calm, peaceful, and quiet school. I will not interrupt, shout, or make loud noises when others are speaking.</i>
<b>4. I have a right to be safe and secure in this school.</b>	<i>It is my responsibility not to threaten, push, pinch, hit, kick, spit at, or hurt the bones, skin, or feelings of others.</i>
<b>5. I have a right to free expression in learning about myself and others.</b>	<i>It is my responsibility to learn about myself and others in this school. I am free to express my feelings and opinions as long as I am not rude, or disrespectful, or disturb the order of the school and/or personal and public property.</i>

<p>6. <b>I have a right to be myself in this school.</b></p>	<p><i>It is my responsibility to respect others as individuals and not to treat them unfairly because of a handicap, or of their weight, height, gender, age, color, or because they think and act differently than I do.</i></p>
<p>7. <b>I have a right to privacy and to my own personal space.</b></p>	<p><i>It is my responsibility to respect the personal property of others and to accept their right to privacy.</i></p>
<p>8. <b>I have a right to assistance and support in learning self-control.</b></p>	<p><i>It is my responsibility to practice self-control and ask for assistance when necessary. I will expect to be corrected when I abuse the rights of others, as they shall be corrected if my rights are abused. No one will silently stand by and witness the violation of personal rights. I can expect that all these rights will be mine as long as I am fulfilling all my responsibilities.</i></p>

### **PHYSICAL APPEARANCE OF STUDENTS**

Students are asked to wear clothing that is appropriate for the school’s learning environment. **In keeping with accepted norms of decency and good taste**, the following guidelines will apply:

- clothing will be free of offensive language, pictures or insinuations
- clothing will be clean, neat and appropriate for a place of learning (for example: Short shorts, halter tops, bare backs and midriffs, are not appropriate for school.)
- as a general guideline, **all underclothing must be covered**
- hats and jackets are outside wear (except religious headwear) and are not to be worn in the building.

### **RESPECTING SCHOOL PROPERTY**

Students are expected to treat all school property (walls, desks, lockers, etc.) with dignity, care, and respect by:

1. wearing clean footwear in the school at all times, especially when entering from outside.
2. keeping school desks and lockers clean, and in good operating condition.
  - Students shall not add graffiti to lockers, desks, walls, etc.
  - Use of a school locker is a privilege, not a right. Desks and lockers are the property of the school and therefore subject to inspection without prior notice as determined necessary by the school administration.
3. keeping hallways and school grounds free from litter.
4. eating lunch in the supervised lunch areas.
5. reporting any vandalism or damage of school property to the school office or classroom teacher immediately upon discovery
6. using school and recreational equipment appropriately.



## **LEARNING TONE/ATTITUDE/RESPECT**

When students enter the building they should demonstrate a sense of decorum. They are expected to avoid the use of profane language and inappropriate gestures, and to refrain from shouting, running and rough-housing. Use of iPods, cell phones, and other electronic devices during class time is at the teacher's discretion. Skateboards, in-line skates and shoes with wheels are to remain in lockers or be placed in a designated area during school hours.

## **OBEYING THE LAW**

Students are expected to behave in law-abiding ways. School is NOT a sanctuary outside of the law. Police advice/involvement will be sought as required. Contraband items include, but are not limited, to the following: cigarettes, matches, pornographic materials, knives of any type, firearms, alcohol, illegal drugs, and syringes are not permitted on school property. Any item deemed contraband by can be confiscated by Ellerslie staff or Police personnel.

## **POSITIVE BEHAVIOUR PLAN**

### **Minor Classroom Infractions**

Minor infractions will be dealt with immediately by staff in classrooms, hallways and while supervising.

### **Major Classroom Infractions**

Anything that significantly interferes with instruction or the learning environment is considered a major offence. Examples are continuous disruptive behaviour, chronic tardiness, and/or absence and open defiance.

### **Example of major school offences include:**

- repeated use of profane language or gestures
- threatening behaviour or language in person or through the internet
- use of violence or physical abuse
- possession/use of a weapon
- willful destruction of property
- sexual harassment
- racial slurs
- discrimination in the form of sexual harassment based on gender, racial/religious, physical/mental slurs
- open opposition to authority
- inappropriate use of technology
- dishonesty (cheating, lying)
- deliberate continuous inappropriate behaviour
- smoking on school board property or in close proximity
- false activation of a fire alarm

### **Procedures for handling major offences**

When sending a student to the office for disciplinary intervention, the staff member will record the student's specific behaviour in the school's student information system.

## **Definition of possible disciplinary interventions**

### **Teacher/Student Conference**

The teacher will talk to the student and they will mutually agree upon a resolution to the problem. The teacher may ask that the student sign a statement of expected student behaviour. The teacher will record the incident in the notes section in PowerTeacher.

### **Teacher/Student/Parent Conference**

The teacher, student, and parent(s)/guardian(s) mutually agree upon and may sign a statement of acceptable student behaviour in a formal conference. A copy of the statement is maintained in the teacher's file. The teacher will record a summary of the meeting in the notes section in PowerTeacher.

### **Time-Out**

The student will be sent out to an alternate classroom for one period. The teacher will, at his/her earliest convenience, discuss the behavioural infraction with the student. They will mutually agree upon expected future behaviour. The teacher will record the incident in the notes section of PowerTeacher. **Students will be required by teachers to make up missed instructional time [one hour maximum].**

### **In-School Suspension [I.S.S.]**

The student remains in school. **All privileges are suspended.** Classes are not attended [one to five days].

While on an I.S.S., the student will be provided with materials and assignments, and will be responsible for the completion of these assignments. If the student disrupts during I.S.S., he/she will be given one warning. Should another disruption occur, he/she will phone his/her parent/guardian to be picked up at school. If the parent/guardian is unable to pick up their son/daughter, they will arrange for an emergency person to do so. An out-of-school suspension may be initiated at this point. A record of the incident and student plan of action will be maintained in the notes section in PowerTeacher.

### **Out-of-School Suspension**

Out of school suspension is a formal disciplinary action for dealing with major offences (see previous section). It involves short-term exclusion of a student from class, from riding on a school bus and from attending school, up to a maximum of five school days. The student may be considered as trespassing if present on school grounds during the period of the suspension. Parents/guardians may be required to meet with administration before the student is allowed to return to school.

### **Community Service**

Students may be assigned to clean up areas of the school as a method of "giving back" to the school community. Community Service may be assigned as an alternative to In-School Suspensions or other more serious disciplinary interventions. When assigned Community Service, students are expected to complete the assigned work to a high standard. Failure to complete community service work will result in an additional consequence.

## **Disciplinary Reassignment**

Disciplinary action can include transfer to another classroom, school, or alternative school placement for a period of time.

## **Police Notification/Arrest**

An incident report is filed with the Police Department. The incident and action are recorded and filed. Police make determination as to whether charges and/or arrest are warranted. The Principal or designate has the discretion whether to sign a complaint for offenses that does not warrant arrest. Parent(s)/guardians(s) will be informed of the incident and the action.

## ***Extreme Behaviour Change Contract***

Students who have a history of behaviour that is disruptive to the learning environment may be assigned to participate in the "Extreme Behaviour Change Contract". The staff views this type of behaviour as a serious infringement to the rights of the other students in their class. This plan is a definitive effort to communicate to the student and their parents the seriousness of the student's misbehaviour and the impact it is having on student learning. The result of the plan will either be a correction of the student's behaviour or a recommendation to the Superintendent and the Board of Trustees that an expulsion hearing be conducted. Assignment to this program is at the discretion of the school administration.

## ***Expulsion***

Expulsion is an action that can be taken only by the Superintendent or Board of Trustees. A student may be expelled from one or more specific schools or all schools in the District for a specified period of time or indefinitely.

## **SCHOOL COUNCIL**

Parents and guardians are encouraged to become a member of our School Council. Meetings are regularly scheduled every month. Upcoming meeting dates will be posted on SchoolZone.

## **ELLERSLIE LUNCH POLICY**



### **Lunch Fees:**

In order to pay our Lunchroom Supervisors, students staying at school during the lunch time are required to pay the annual fee. Fees will be posted on SchoolZone, and on student fee sheets at the beginning of the school year. Students residing in our "designated" areas, and are using yellow bus services are NOT required to pay lunch fees.

### **Elementary:**

- Elementary students eat in their homerooms
- Parents/guardians are responsible for sending a nutritious lunch
- In the case of inclement weather (see EPSB policy), indoor supervision activities will be planned

- Elementary students who are staying for lunch may not leave the school grounds unless signed out by a parent.

### **Junior High:**

- All junior high students will be required to eat lunch in a specified area
- The school store may be open, but students should still bring a nutritious lunch
- After eating, students may have access to the following lunch time activities and locations:
  - gym (students need to change clothes when participating in activities in the gym)
  - fitness room
  - library
  - with a teacher
  - outside
- Junior High students who are leaving for lunch must return on time for afternoon classes.
- Junior High lunch program students will require parental permission to leave the school during supervised eating times.

## **FIELD TRIPS**

Field trips are a wonderful way for teachers to provide students with new life experiences, or to enhance student learning of curricular objectives. The type and duration of field trip is determined by your child's individual classroom or subject teacher, and is usually selected based upon a specific learning goal. In order to assist teachers in their efforts to provide all students with a safe, enjoyable and meaningful field trip, the staff is obligated to adhere to all district and school regulations. The complete district policy regarding field trips can be accessed on the district's website at [www.epsb.ca](http://www.epsb.ca). A summary of our school field trip policy is as follows:

- In order for a student to be eligible to attend an out of school fieldtrip, parents **must** return a signed **district** permission form to the school. No other method of approval will be accepted. By law, these forms must be kept on file for a period of three years.
- To ensure that appropriate arrangements can be made well in advance of the field trip date, signed permission forms and payment **must** be turned in **by the date** printed on the field trip form. Students who do not meet this deadline will remain at school.
- In order to ensure that the fieldtrip is a success and meets the intended learning goals, teachers may refuse the participation of students based upon a history of negative school behaviours.
- The school will provide field trip forms on SchoolZone.
- In order to help keep parents informed, important dates are published in SchoolZone.

- Ellerslie School expects its student body to maintain the highest standard of conduct whenever and wherever they are representing our school. Since a field trip is an extension of the school program, all school expectations apply.
- Students are responsible for all school work missed in other subjects as a result of attending a field trip.
- Insurance coverage for students is a parental responsibility; therefore, student insurance **is not** provided by the school district. Applications for accident insurance will be available in September.

## **ACCIDENTS**

Minor "First Aid" will be given to any student injured on the premises. If the accident is of a serious nature, the parent/guardian will be notified immediately. To aid in the protection of your child's health/safety, **please make us aware of any special health considerations (e.g. allergies, illnesses) and such things as family physician and health care number on your son/daughter's registration form. Please remember to update new contact information regularly.** Each student is urged to take out personal accident insurance which covers curricular activities and extra-curricular activities sponsored by the school. The forms for this voluntary insurance plan will be distributed early in September.

## **PHYSICAL EDUCATION POLICY**

Ellerslie School supports the mandate from Alberta Learning to increase students' physical activity levels. This is based on the belief that healthy students are better able to learn and that school communities provide supportive environments for students to develop positive habits needed for a healthy, active lifestyle.

### **PROCEDURE FOR STUDENTS CHANGING FOR PHYSICAL EDUCATION CLASS:**

- All students are required to wear appropriate clothing to participate in the regular program of physical education. This includes a t-shirt or long sleeve shirt, shorts, track pants or jogging pants that do not bare a student's chest, abdomen, or underclothing. During outdoor activities this also includes a hoodie or long sleeve sweater, jacket, toque and mitts appropriate for the weather conditions. Students not wearing appropriate clothing for physical education class will be warned twice within one term. If a student continues to be unprepared for class, parent(s)/guardian(s) will be contacted and further measures will be taken; this could include any of the following: detention, community service, or suspension.
- Proper footwear must be worn at all times. All students are required to have a pair of indoor and outdoor runners.
- The teacher is the final judge as to whether it is too cold to participate in an outdoor program for physical education (-23° Celsius with a wind chill or colder). Students must be properly clothed when participating in outdoor physical education activities.

## **FIRE DRILLS/SCHOOL SECURITY ALERTS**

Fire drills are to be regarded as a safety training exercise. During a fire drill, students are expected to:

- Move from their class to the exit designated for that room (routes will be posted by the door)
- Move along the corridor close to the wall nearest their classroom door
- Avoid talking, noise, and disorder, so that everyone can hear all necessary instructions
- All students must remain with their classes and meet in their designated locations
- Wait quietly while the classroom teacher takes attendance
- If a student is missing, teachers will send notification to administration (at the front of the school).
- Return quietly to the school building and to your classroom only when instructed to do so by the teacher.

Security alert drills help to prepare staff and students for actual school security alerts in which students and staff are protected inside a locked school. These drills are

tailored to specific situations on school property or in the neighborhood (e.g. inclement weather, chemical spills, threats of violence, loose animals, etc.).

- Upon hearing the special announcement ("Security Alert, Security Alert, Security Alert") teachers will look in the hallway and check for students. Any students in the hallway will be brought inside the classroom. The doors and windows will be locked, blinds closed, and lights turned off.
- Teachers will e-mail the office with names of extra students and missing students from their classroom.
- Students are to remain quiet and staff is to make every effort to keep students away from windows or doors.
- The school is to remain in lockdown mode until the all-clear announcement is heard ("attention staff & students – all clear, all clear, all clear) or other instructions will be received by phone, e-mail, or runner.

## **LOCKERS**

Lockers are assigned to every North Campus student so that each student has his/her locker as near as possible to his/her homeroom. Lockers are provided to students at the North Campus. Combination locks are provided for student use at no charge. **Students must use locks provided by the school.** Misplaced or lost locks can be purchased through the office. For reasons of security, it is important that lock combinations are not shared with anyone.

School lockers are the property of the Edmonton Public School Board, and are available for Ellerslie students to use. Students should be aware that lockers could be opened and searched at any time by an administrator or agent of the Board if there is concern for the well-being or safety of students and staff.

Use of lockers is a privilege and not a right. A student's access to a locker can be removed if their behaviour warrants. Each student is responsible for the security and tidiness of his/her locker. Locker clean-ups are conducted at least twice a year. Lock combinations

are recorded by homeroom teachers and filed in the office for the benefit of students and parents. It is important that lock combinations not be shared with anyone for reasons of security. Students are cautioned about bringing valuables to school. All valuables should be properly secured in your locker at all times while in the school. We ask that you leave your valuables in your locker while attending physical education activities.

### **ILLNESS AT SCHOOL**

When a student becomes ill, he/she should notify the classroom teacher. If the student is too ill to remain in class, the office will inform the parent/guardian and the student will be allowed to go home, as arranged by phone with the parent/guardian (e.g. picked up by parent or other responsible person named). There is a sign-out book in the office where a parent or adult must record that they are leaving the school. Under no circumstances should a student who is ill remain in the washroom or other areas of the school without contacting the office. We are concerned about student welfare and must be able to watch the child to be sure that their needs are met.

### **BICYCLES**

Some of our students may choose to ride their bikes, skateboards, or scooters to school. Students are encouraged to lock bicycles as in any public place. The school cannot assume financial responsibility for damaged or stolen bicycles.

Please note: Students are requested to record and leave the serial number of their bicycle at home in case of loss or damage. As a safety measure, students must walk their bicycles on school sidewalks, as well as in the crosswalk at the front of the school. **By law helmets are required.** Students who skateboard or rollerblade to school are expected to do so in a safe and controlled manner using a helmet as a minimum of safety equipment. As well, there is no skateboarding or rollerblading on school property during school hours.

### **PERSONAL PROPERTY**

The safekeeping of personal property rests with the students. We therefore discourage students from bringing valuable property to school. We request that lunch bags and all outer clothing be identified with the student's name. The students are encouraged to look in the LOST AND FOUND box if they have misplaced items.

### **SUPPLIES**

Supply lists and/or supply fees are posted on SchoolZone as well as the Website. The school will provide textbooks for the students. Parents will be required to pay for the replacement of lost, stolen or damaged textbooks. Textbooks for students in grade 7 through 9 will be provided after a **CAUTION FEE of \$75** has been paid. The caution fee, a "one time" fee is refunded when the student leaves Ellerslie School, provided there are no overdue books or fines.

Students are expected to have the necessary school supplies at all times. They should also have an extra pair of shoes or running shoes to wear INSIDE. Indoor shoes with non-marking soles are allowed in the gym.

## **TOBACCO, ALCOHOL AND DRUGS**

The use of alcohol, drugs and tobacco is strictly prohibited. This applies to school buses, school field trips, on or near school property. Students violating this policy may be suspended or expelled. In addition, the police may become involved in matters involving drugs and alcohol possession at school.

## **BUSING**

Students who use the Yellow School Buses for transportation to and from Ellerslie Campus will be expected to adhere to Behavioural Standards previously outlined. Any student not meeting these expectations may be returned to the school office, and parents may be required to arrange alternate transportation. Repeated or severe incidents will result in expulsion from the Yellow Bus program.

## **DRIVING YOUR CHILD TO SCHOOL**

While dropping children off, please let students out of your vehicle only when safe to do so. Please do not park in handicap stalls (unless you have a permit), in the staff parking lots, or on crosswalks, or Ellerslie Road. Although school staff will not enforce traffic laws on 66th Street, remember that peace officers periodically visit our campus to observe and reinforce traffic safety. More to the point, parents are setting examples at all times. Children pay much more attention to what you do, than to what you say.

## **VISITORS**

All visitors to the school must sign-in at the General Office when they first arrive in either building.

## **TELEPHONE USE**

A school phone for Grade 3–9 student use is located beside the main entrance doors at the North Campus. This phone must be activated from the office. Students may only use this phone during break times. Staff will facilitate phone calls home for all South Campus students from the office.

## **INCLEMENT WEATHER**

During inclement weather, the administration may choose to have the students remain indoors for the recess break. ***The students should always be dressed appropriately for the season as they may be outside for a short period of time.***

## **TRANSFER OUT**

As soon as you know you are going to be moving to another school, city or country, please inform your homeroom teacher as well as the school office. On the last day of attendance, return all school property, such as borrowed books, references, texts, library materials, etc.