

Emily Carr M.S.

Student Agenda 2017-2018

2681 Innes Road
Ottawa, ON
K1B 3J7
Telephone: 613-824-5455
Fax: 613-824-0487

Web Page: <http://www.emilycarrms.ocdsb.ca>



At Emily Carr:

We treat each other with respect.
We are responsible for what we say and do.
We care about our school community.
We recognize our right to be safe.
We use our hands for helping, not hurting.
We are positive in thought, word, and deed.

Keri Coulson
Principal

Karen Green
Office Administrator

Darlene MacDougall
Office Assistant

Keith Gromoll
Chief Custodian

A MESSAGE FROM THE PRINCIPAL

On behalf of the staff at Emily Carr M.S., I would like to take this opportunity to say "Welcome/Bienvenue!" to parents/guardians and students who are returning and extend a warm welcome to the families of students who are new to our school. I hope that 2017-2018 will be a fantastic year for you.

I encourage you to become actively involved in school life by joining a team or a club. Your participation in these activities will make your school year a memorable one. I sincerely hope that all parents/guardians will feel part of our school community and become involved by volunteering and attending school activities.

Please remember to always put your best effort forward. You will be rewarded by your many successes. I look forward to a busy and productive year.

Have a fantastic year! Passez une excellente année!

Keri Coulson
Principal

USING YOUR AGENDA

A NOTE TO STUDENTS

The Emily Carr Middle School Agenda is designed to help you become a better learner. Your agenda will guide you in improving your organizational and study skills. You are encouraged to write in it each day to keep track of homework and assignments.

A NOTE TO PARENTS/GUARDIANS

The daily use of this agenda will assist your child in becoming a better organized and effective learner. It also serves as a guide of what your child can expect from the school and highlights his or her responsibilities.

I hope that parents/guardians will also find this a useful tool in facilitating and maintaining communication between home and school. I encourage you to check and initial it daily, confirming that homework has been completed. If there is no entry on a given day, I encourage you to ask why not. I also invite you to write in the agenda when advising teachers or school personnel about an issue regarding your child.

To begin our home and school communication, please sign in the space below, to indicate that you have reviewed the contents of this agenda, as well as the school's Code of Behaviour, procedures, and rules. I encourage you to assist your child in returning to the Code of Behaviour and other information as needed throughout the year.

**We have reviewed the contents of the agenda and have discussed the
School's Code of Behaviour, School Procedures and Rules with our child.**

PARENT/GUARDIAN SIGNATURE

STUDENT SIGNATURE

EMILY CARR'S CODE OF BEHAVIOUR

All members of our school community are committed to ensuring a safe, stimulating, and positive learning environment where all individuals can question, learn, experience, and grow to their full potential. Creating this environment requires the cooperation, full attention, and best efforts of students, teachers, and parents/guardians working together.

All members of our school community are entitled to be treated fairly and with respect. In return, they have a responsibility to behave towards others in the same way. All students must be aware of and follow all school rules during all school-sanctioned activities and field trips. Together we create an environment where students, staff and parents/guardians feel valued, safe, and respected.

WE EXPECT OUR STUDENTS TO...

Be Respectful

- Be honest and truthful
- Respect other people's feelings and differences
- Respect other people's belongings and public property
- Respect themselves
- During assemblies and public events, show respect for the performers and audience

Be Mannerly

- Use polite language
- Be punctual
- Practise cleanliness/personal hygiene

Be Responsible

- Complete assigned work with care
- Respect due dates for assignments and projects
- Properly prepare for tests
- Ensure that if absent, missed assignments are completed
- Follow classroom rules and routines
- Deliver notes and letters to parents/guardians and teachers
- Be organized and be prepared for class

Be Safe

- Show self-control at all times
- Follow yard rules
- Stay on school property
- Report any injuries, problems, or dangerous behaviour to yard duty teachers
- Stay within the designated areas during recesses



BUS SAFETY

- Respect bus drivers and other students
- Remain seated
- Talk quietly
- Keep hands, head and other objects in the bus
- Wait for the bus to stop before moving from your seat
- Do not eat or drink on the bus
- Ensure that balls, skates, etc. are carried in a bag while riding on the bus



*Please note that hockey sticks or large bulky projects are not permitted on the bus.

For their own protection, students must observe these safety rules while on school buses. In cases where safety rules are not followed, the driver will first seek the cooperation of the student. If there are continued difficulties, the driver will report the student to the Principal. For repeated problems, there may be a withdrawal of transportation services for a specific period of time.

Please note that students must always ride their assigned bus. Notes to take a different route will not be accepted. Permanent route or stop changes must be arranged through the office and take 3-5 days to implement.

OUR CONFLICT RESOLUTION STEPS

Use your "WITS":

- Walk Away
- Ignore
- Talk it out
- Seek help

IF YOU FORGET...

Someone from the school staff:

- Will encourage you to solve the problem peacefully
- Will give you a warning
- Will inform your teacher
- May ask you to go to the office
- May have you serve a detention

In the office, the Principal:

- Will ask you to explain why you have been sent to the office
- Will help you solve the problem in order to avoid it happening again
- Will decide on appropriate consequences (loss of privileges, time-out, detentions, in-school sanction and/or suspension)
- May send a letter and/or call your parents/guardians
- May inform police of serious or repeated offences
- May seek restitution (repair or replace)

PROGRESSIVE DISCIPLINE

Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports and consequences to address inappropriate student behaviour and to build upon strategies that promote positive behaviours. When inappropriate behaviour occurs, disciplinary measures are applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive.

At Emily Carr, we utilize a range of interventions, supports, and consequences that include learning opportunities for reinforcing positive behaviour while helping our students make good choices. They include:

- Peer/teacher mediation
- Discussions with teachers
- Reprimand from a teacher
- Parental/guardian involvement
- Detention
- Complete appropriate assignments
- Withdrawal of privileges
- In-school sanction
- Restitution where appropriate
- Imposition of behavioural or performance contract
- Intervention to Special Services
- Involvement/referral to School Resource Officer
- Suspension from school
- Expulsion from school

REASONS FOR CONSIDERATION OF SUSPENSION

The reasons for suspension under the Education Act and/or Board policy will appear in the suspension letter.

Reasons for Suspension

- a) Uttering a threat to inflict serious bodily harm on another person
- b) Possessing alcohol or illegal drugs
- c) Being under the influence of alcohol
- d) Swearing at a teacher or another person in a position of authority
- e) Committing an act of vandalism that causes extensive damage to school property at the student's school or to property located on the premises of the student's school
- f) Bullying
- g) Persistent opposition of authority
- h) Habitual neglect of duty as a student
- i) Willful destruction of school property or property located on school premises
- j) Profane or improper language
- k) Conduct injurious to the physical or mental well-being of others in the school
- l) Inappropriate use of information technology, as defined in Board policies and procedures
- m) Smoking on school board premises
- n) Possessing, selling or providing prescription drugs and alcohol or distributing any tobacco products
- o) Being under the influence of illegal drugs
- p) Any act considered to be contrary to the Board or school code of conduct

SCHOOL RULES

Entry/Exit:

- Enter and exit the school through the designated door
- Walk quietly and safely on the right-hand side in hallways
- Leave school promptly at dismissal

At recess time:

- Obtain permission and a pass from staff on duty and enter the school through the designated doors

During nutritional breaks:

- Remain seated
- Talk quietly
- Keep eating area clean
- Use good manners
- Dispose of garbage at the end of the lunch period in the proper containers
- Do not share or exchange your food with others
- Staff permission and a pass are required to leave the classroom

During indoor recess:

- Remain in your designated area
- Engage in a quiet activity and talk quietly
- Staff permission and a pass are required to leave the classroom

Rough play, play fighting and bullying:

- Are not permitted

Throwing ice, snow and snowballs:

- Are not permitted

Valuables:

- Leave all valuables at home; we are not responsible for lost or stolen items

Food and Drink:

- Food and drinks are not to be consumed outdoors
- Gum chewing is prohibited inside the school and on the school yard

Bicycles:

- Bicycles must be walked on school property
- Lock bicycles in the appropriate racks
- Cyclists are required by law to wear a helmet
- We are not responsible for stolen bikes

In-line skates, heelies, scooters and skateboards:

- Are not to be used on school property



DRESS CODE

Guiding principles based on OCDSB Policy 104.SCO:

- Wear neat and appropriate clothing
- Halter tops, tank tops, bare midriffs, muscle shirts, and spaghetti straps are not permitted
- Pyjama pants are not permitted
- Scoop neck/back shirts must be appropriate
- Sexually explicit or revealing dress is not permitted; as a general rule, underwear must not be showing
- All hats, bandanas, and other such attire must be removed upon entering the school and are not to be worn in class
- Clothing may not contain wording or graphics that are racist, sexist, profane or demeaning to another person
- Clothing may not contain wording or graphics that advocate the consumption of alcohol or illicit drugs
- Clothing that is recognized by the OCDSB Safe Schools Committee to be associated with gang membership is not permitted
- Safe and appropriate footwear, with non-marking soles must be worn at all times
- Outdoor shoes or boots should be changed for dry, non-scuffing indoor shoes

SCHOOL PROCEDURES

Absences

If your child will be absent (or late), parents/guardians are asked to call the school (613-824-5455) before 9:00 am. The answering machine is on from 4:30 pm to 9 am. When a phone call has not been received, parents/guardians will be contacted by the office staff as a matter of routine.

Arriving Late or Leaving School during the Day

Students arriving after the entry bell are to sign in at the office. A late slip will be given to the student after they have signed in. Students will not be admitted into class without a late slip. Lates will be closely monitored and chronic lates will be addressed. Students are to sign in at the office immediately upon returning to school.

Students who leave the school early are to be picked up by their parents/guardians and signed out at the office. Parents/guardians are asked to send a note to the teacher indicating the time of pick-up in the office. Please ensure that your child is aware of scheduled appointments so that they can come to the office at the required time. It is very disruptive to other students when a page is required to summon a student to the office.

Attendance

Good attendance is the basis for academic achievement and success at school. The Ontario government requires that all students attend classes punctually and regularly.

Care of School Property

All students are responsible for the general care of the school building, furniture, technology, equipment and materials. Students are responsible for the cost of damage to school property and materials. Textbooks, library books, and digital devices are the property of the school and are to be afforded proper care. Students who deface, destroy or lose books will be required to pay for their replacement.

Digital Citizenship and Safety

At Emily Carr, we believe that technology can be a powerful tool to enhance learning. Parents/guardians and students are asked to review and sign the Acceptable Use Agreement and return this document to your child's teacher. Supporting the safe use of technology and teaching students to make good decisions in their use of technology is our goal.

Dressing for the Weather

Students should be properly dressed for all weather conditions. They go outside for all recesses in the winter unless the wind chill factor is too severe (-25 and below). In the winter, neck warmers are recommended.

Scarves, like drawstrings on jackets and sweatshirts, can pose a danger as they can become snagged on school bus handrails or doors, on school yard equipment or other mechanical equipment. In the spring, please ensure students have adequate sun protection.



Emergency Closing Procedures

In the event of school closing, the following radio stations are alerted to broadcast information on route cancellations, or total transportation shutdowns: CBC, CFRA, MAJIC 100, KISS-FM, CHEZ, OLDIES 1310/Y105, and VIRGIN RADIO.

It may be necessary to close the school during the day. This will also be announced on the radio. It is essential that students know what to do if there is no adult at home. When buses are cancelled and the school remains open, transportation to and from the school is the parents/guardians' responsibility. When buses are cancelled in the morning, they are cancelled for the day.

Parents/guardians are reminded of the importance of informing the school of any changes in home and work telephone numbers, as well as caregiver or emergency contact changes.

Entry, Exit - Movement in the School

Certain expectations exist regarding pupil movement in the school:

- Students are to enter and exit the building through their designated doors
- When moving through the halls, students should walk quietly in a single file along the right side
- Students should not be in the school at recess, before or after school without permission of staff
- Students must get permission from duty staff during recess to access the washrooms and office
- Staff permission is required for circulation in the school during class time

Field Trip Procedures

Students will receive a field trip permission form for every activity off school property. Without written parent/guardian consent on the appropriate form, the child cannot participate in the activity. In accordance with the procedures set out by the Ottawa-Carleton District School Board, we are unable to accept hand-written notes or telephone calls. Your cooperation in returning the forms as promptly as possible is appreciated.

Lost and Found

Every year, many items are not claimed from the Lost and Found box. Students are urged to label all their possessions and to check the box on a regular basis for their belongings. Unclaimed items are donated to a local charity.

Lunch Time Procedures

Students are expected to eat lunch at school and to remain on school property at lunch time. Parents/guardians of students who walk to school and want their child(ren) to eat lunch at home during the first nutritional break, are required to complete a Home for Lunch form in September. Students are expected to return to school on time for the instructional period (12:05 pm).

At Emily Carr, we want to create an environment where the healthiest choices are the easiest choices for students to make. All food and beverages sold at Emily Carr meet the nutrition standards set out in the School Food and Beverage Policy (PPM 150). While the nutrition standards do not apply to food and beverages that are brought from home, we encourage our students to bring healthy lunches and snacks.



As a school community, we are committed to making our school a healthy place to learn. In doing so, we promote healthy choices beyond what is required in the policy. When special activities or celebrations occur during the school year where food is required, students will be requested to only bring in fruit, vegetables or cheese. We appreciate your support as we endeavor to “walk the talk” of healthy eating.

At Emily Carr, we have many students who have life threatening allergies to nuts. **We expect that students do not bring food containing nuts.**

Medication

Board regulations require that all student medication being administered at the school be reported to the office. Should a student require medication during school hours, an *Administration* (OCDSB 286) or *Self-Administration of Oral Medication Authorization* (OCDSB 285) consent form (obtained on the OCDSB website, Emily Carr website or from the office) must be completed by the family doctor and returned to the school before medication can be given. No medication, including over the counter medication such as Tylenol, is to be dispensed to a student without a medical doctor's order. Medication consent forms must be renewed each school year.

Student Illness

When a student becomes ill at school, the office will try to contact parents/guardians immediately. If parents/guardians are unavailable, we will call the person identified as the emergency contact person.

Once again, we stress the importance of informing us of changes in home or work telephone numbers.

School Yard

Our primary concern on the school yard is for the safety and security of each and every student. As such:

- Students are not permitted to throw ice, snow, snowballs, rocks, sand or any projectile that has the potential to injure another student
- Students are not permitted to litter or be on neighbouring properties
- Games involving physical contact such as tackle football are not permitted
- Rough play and play fighting are never permitted
- Skateboards, roller blades, scooters, regular hockey sticks, toy guns or any other toys that might be dangerous in a crowded environment are to be left at home
- Mini hockey sticks are permitted if used appropriately
- The school does not take responsibility for the replacement of articles that might be damaged or lost while at school. As a result, it is recommended that expensive possessions like iPods, MP3 players, and handheld video game consoles are not brought to school.

School Hours

9:00 – 9:15 am	Recess
9:15 – 11:15 am	Instructional block
11:15 am – 12:05 pm	Nutritional Break / Recess
12:05 – 2:05 pm	Instructional block
2:05 – 2:45 pm	Recess / Nutritional Break
2:45 – 3:45 pm	Instructional block
3:45 pm	Dismissal

School Year Calendar 2017-2018

Labour Day	September 4 th , 2017
First day of school	September 5 th , 2017
PA Day	October 6 th , 2017
Thanksgiving	October 9 th , 2017
PA Day	November 24 th , 2017
Winter Break	Dec. 25 th , 2017 – Jan. 5 th , 2018
PA Day	January 26 th , 2018
PA Day	February 16 th , 2018
Family Day	February 19 th , 2018
March Break	March 12 th – March 16 th , 2018
Good Friday	March 30 th , 2018
Easter Monday	April 2 nd , 2018
PA Day	April 27 th , 2018
Victoria Day	May 21 st , 2018
PA Day	June 8 th , 2018
Last Day of Classes	June 28 th , 2018
PA Day	June 29 th , 2018

Lockers

Lockers are assigned to all students. Students are required to use a combination lock on their assigned locker. Students should not share their locker combination with other students. Students will have access to their lockers at recess and nutritional breaks to prepare for their next activity or instructional period.

Telephone Calls

School telephone lines are very busy and are to be used by students only in emergencies. Forgotten gym wear, skates, assignments or field trip permission forms are not considered emergencies. Phone calls of this nature do not encourage students to be responsible. In order to respect classroom learning time, students will not be called to the telephone to receive personal messages.

Visitors

Visitors are welcome in the school. For security reasons, all visitors must use the main door and report to the office where they will sign in and receive an identification tag.

As a courtesy, all classroom visits by parents/guardians should be pre-arranged with the teacher involved.

Yard Supervision

As no supervision is provided before 9:00 am or after 3:45 pm, students should not arrive before 9:00 am and must leave the school grounds promptly at 3:45 pm, unless taking part in a supervised activity.

Homework Guideline

Homework provides an opportunity for students to complete assignments and practice skills. Encouraging your child to read daily is a wonderful way to enhance learning. A guideline for a suitable amount of homework time is 10 minutes per grade level.

Parents/guardians are encouraged to monitor the time spent on homework and to communicate with the school to keep a healthy balance. We all need to work together to help students plan and organize their time to work towards assignment deadlines and to avoid homework anxiety.

Benefits of homework:

- Practice and reinforce skills from daily school work
- Complete unfinished work
- Develop lifelong study skills (learn to prioritize)
- Develop responsibility for their work
- Boost self-esteem
- Develop strong work habits
- Develop self-discipline
- Develop independence
- Develop time management skills

Role of parents/guardians:

- Establish homework routines
- Guide (help child organize and prioritize)
- Supervise
- Provide a quiet workplace
- Hold child accountable
- Encourage dialogue
- Communicate concerns
- Love, support and encourage

Homework routine:

Regular Time

If possible homework should be done at the same time each day. This becomes a part of the everyday life.

Everyday

The question should always be, "What are you going to do for homework today?"

Communicate

Do not hesitate to contact the teacher with your questions or concerns.

Time

Watch the time to make sure it is appropriate for the grade level. You may want to use a timer to help your child to be conscious of time and how to use time effectively.

True Sport

Emily Carr MS has joined the **True Sport** movement and strives to ensure a positive, meaningful and enriching experience for all students to participate in sport. The True Sport movement is based on a belief that good sport can help build lasting strengths in individuals. At the heart of True Sport are four core values: fairness, excellence, inclusion and fun.

Principles for Sport

Go for It

Always rise to the challenge.
Discover how good you can be.

Play Fair

Play honestly and obey the rules.
Winning is only real when competition is fair.

Respect Others

Respect teammates, competitors and officials, both on and off the field.
Win with dignity and lose with grace.

Keep in Fun

Have a good time.
Keep a positive attitude and contribute to a positive atmosphere.

Stay Healthy

Respect your body.
Keep in shape.
Avoid unsafe activities.

Give Back

Do something that helps your community.



Character Education at Emily Carr Middle School

Character building is an integral part of our school day. Emily Carr is a school community which learns, reinforces, and practices the character attributes on a daily basis.



The Character Attributes are...

Acceptance: I reach out to include others. I accept others for who they are. I am gentle with myself and others when mistakes are made.

Acceptance sounds like:

- Yes, you can be on our team.
- What do you think?
- Give us your opinion, your point of view!
- Let's play this new game!
- I'd like to learn more.
- That's really interesting!

Appreciation: I am grateful for all that I have. I am thankful for the support that others give me. I am generous in recognizing the contributions of others.

Appreciation sounds like:

- Thank you!
- I couldn't do this without you.
- You are the best!
- You remembered...
- I can always count on you.
- That is very kind.

Cooperation: I work with others to make a peaceful community. I am willing to listen to others' ideas and suggestions. I compromise and negotiate to solve problems and differences of opinion.

Cooperation sounds like:

- Pardon me.
- Excuse me.
- May I please...
- Thank you.
- Can I help you?

Empathy: I am compassionate, caring, and kind. I am a true friend. I will walk in your shoes in order to understand you. I am slow to judge and quick to forgive.

Empathy sounds like:

- It happened to me once too.
- I know how you feel.
- I'm so happy for you!
- You look upset.
- I'm sorry for you.
- That must hurt a lot.

Fairness: I make decisions based upon the whole picture. I treat others the way I would like to be treated. I am just.

Fairness sounds like:

- It's your turn!
- You go first!
- Let's share!
- Thank you.
- Do you want to join us?
- She hasn't had her turn yet.

Integrity: I behave ethically and honourably. I am honest, loyal, and trustworthy. I am truthful and courageous. I stand up for what is right even when it is hard. I am a person of my word and people who know me understand that.

Integrity sounds like:

- Here, I brought the DVD as I promised.
- Thank you for following my instructions.
- I brought in the work you asked me to bring.
- You can depend on me.
- I can count on you.

Optimism: I believe that challenges are opportunities. I choose to see goodness. I have hope for our future.

Optimism sounds like:

- What a beautiful day.
- Thank you for believing in me.
- I'll try harder next time...
- I can do this!
- I'm looking forward to...

Perseverance: I will work hard and I will not give up. I will finish what I begin and I will not give up. I will care enough and I will not give up.

Perseverance sounds like:

- Don't give up!
- Nobody succeeds without trying.
- Try, try again!
- Practise, practise, practise!

Respect: I honour myself and others through my words and actions. I support our diversity of beliefs. I treat our world and everything in it with dignity.

Respect sounds like:

- Pardon me.
- Excuse me.
- May I please...
- Thank you.

Responsibility: I am accountable for the decisions I make. I realize that my decisions impact my community. I honour my commitments.

Responsibility sounds like:

- I can do this!
- I can do it on my own!
- I can do it by myself!
- Here is my completed homework.