ADMIRAL COLLINGWOOD ELEMENTARY SCHOOL

Student Handbook 2006–2007

School Message

Student Parliament

Code of Conduct

Acceptable Use Policy (Computers)

Announcements

Annual Education Plan (AEP)

Bell Tones

Communications

Discipline

Dress Code

Emergency Procedures
- Fire
- Tornado

Entry & Exit

Extra-Curricular Activities

Gym Use / Gym Clothing

Homework

House System

Electronic Devices

Leaving School Property

Lost and Found

Nutrition & Fitness Breaks

Special Events

Teacher Adviser Groups

Telephone

Textbooks

Washrooms

School Message

This handbook is issued to students as a resource for their use throughout the school year. It should be readily available for quick reference. It is intended to be a growing volume that is continually updated and improved upon. Suggestions for ways to improve this handbook are welcome.

Admiral Collingwood Elementary School is a unique school within the Simcoe County District School Board. ACES is located in the southeast part of the Town of Collingwood. The original Admiral Collingwood was located in the centre of Collingwood until plans were made by the SCDSB to replace ACPS. Our school population made the move into our new location in the winter of 2003.
Admiral Collingwood was originally built as Collingwood Collegiate Institute in the 1920s on the Old Town Park site. After a new CCI was built in 1958, the school site at the corner of Hume and Hurontario Streets became home to Collingwood's Senior Public School where most of the town's Grade 7 and Grade 8 age students attended school. In the early 1980s Admiral Collingwood began its latest life when the Senior Public format for schools was changed, and all Simcoe County schools became Kindergarten to Grade Eight schools.

Through the efforts of administration, staff, parents and students Admiral Collingwood has carved out an enviable reputation as a great school – a triple 'A' school with emphasis on Arts, Academics and Athletics, with the addition in recent years of Attitude to make four 'As'.
The Admiral Collingwood school community is striving to ensure that the values and special qualities of Admiral Collingwood are re-created in our school. Our community is proud of its heritage and that has been demonstrated in the spirit our staff, parents, and students have shown throughout the years.
I am most proud of our work to continue the tradition of excellence in public education and to meet the expectations of the Admiral Collingwood community for its school.

Student Parliament
Our students form the Admiral Collingwood Student Parliament, elected yearly, to work with the school administration and staff in making our school better. The head of the Student Parliament is the Prime Minister. Our Student Parliament has elected members from each Junior and Intermediate classroom, as well as House representatives. The Student Parliament meets biweekly to discuss and take action on projects, developments, and undertakings of the school and the Council. Staff advisors attend these meetings and participate fully in the proceedings.
An important element of the Student's Parliament is the raising of funds for projects determined to be priorities. The Admiral Collingwood Student's Parliament operates occasional food sales at lunch times, holds dances and approved fundraisers to purchase materials for the school.

Code of Conduct
At Admiral Collingwood we have very straightforward expectations for our students' behaviour and the Code that we follow. Our community expects common sense to be evident in the application of this code, and in its implementation. Staff, parents and students deserve a safe, caring environment for learning and activities. Behaviours that detract from this standard will meet with appropriate, and timely action.
Each classroom has a set of rules agreed upon by the class members and the classroom teacher. When behaviours go beyond these standards, intervention by the principal or a designate will take place. All students should be able to work to the best of their abilities in a positive classroom environment.
At Admiral Collingwood, our Code of Conduct is summarized with these three rules:

- **Respect staff members and other students**
- **Strive to be the best you can be**
- **Be active in your learning, and in your school community**

How we act at Admiral Collingwood

- **We show respect for others**
- **We are polite**
- **We co-operate**
- **We keep hands off**
- **We are responsible for our actions**

The Simcoe County District School Board has a system wide Code of Conduct being implemented this year in accordance with the Ministry of Education Safe Schools Act. The SCDSB Code of Conduct is found in the County insert section of this agenda.

Acceptable Use Policy for Computers, The Internet and Electronic Mail
Admiral Collingwood is pleased to have available, as part of the school's computer system, access to the internet and electronic mail (e-mail) for students through the SCDSB's Wide Area Network (WAN). For students to have this privilege parental permission is required. Some parents will choose not to grant permission for such uses, and student access will then be restricted to computer use for word processing and conventional research applications, simulations or skill building programs in Math and English.
Students are responsible for their behaviour on the computers at ACPS, and on the WAN. They are responsible for compliance with our Code of Conduct as they are in all other areas of their school lives. The network and 'personal' files are in fact the property of the school and, therefore, students are advised that nothing they do not wish their parents or teachers to see should be accessed, kept or sent

on, using the school's computers. *The use of the school network is a privilege; not a right and it may be revoked if it is abused.*
Internet use at our school is only permitted with a signed contract on file.

Acceptable Use Policy

Unacceptable Uses

Personal Safety

- no personal contact information about yourself or others
- do not meet with anyone you have met online
- promptly tell your teacher should you receive any inappropriate messages

Illegal Activities

- no access to the main system of our network, or to anyone else's files
- no attempts to disrupt the system or its data through viruses or other means
- do not use the computer network to engage in any illegal act

System Security

- be responsible for your own account and files. Never give your password to someone else
- bring any security problem to the attention of your teacher as soon as possible
- follow all anti-virus procedures especially when downloading data

Inappropriate Language

- no use of obscene, profane, rude or disrespectful language
- no posting of information that could cause distress or system disruption
- harassing behaviours will not be tolerated

Respect for Privacy

- no message re-posting without the originator's approval
- no posting of chain letters
- follow e-mail guidelines re: deleting, collecting, and number limits
- printing only necessary and approved pages of selected passages

Plagiarism and Copyright Infringement

- no plagiarizing of work from the Internet
- respect the rights of copyright owners

Inappropriate Access to Material

- no access to inappropriate or illegal material (pornography/hate literature)

students are expected to follow their parents' guidelines regarding further restrictions on inappropriate materials
To use the internet at Admiral Collingwood students must have signed permission forms from their parents indicating that they understand the terms of the system's use. The permission form is part of our school's Parent Handbook.

Announcements

O Canada and morning announcements are delivered over the P.A. system at approximately 8:45 a.m. after students have entered the school with the bell.

Annual Education Plan

Students in Grades 7 & 8 will be involved in the development of their Annual Education Plan each year. This document, mandatory for all students in Grades 7 – 12 in Ontario schools is worked on during our TAG group time and guidance classes throughout the year. It is intended to be supplemented throughout the student's Intermediate and Senior years, and kept as part of each student's portfolio.

Bell Tones

8:45 a.m.	Classes begin
10:25 a.m.	Nutrition Break
10:50 a.m.	Fitness Break / Outdoor Activity
11:10 a.m.	Classes resume
12:50 p.m.	Nutrition Break
1:15 p.m.	Fitness Break / Outdoor Activity

1:35p.m Classes Resume
3:15 p.m. Dismissal Bell

Communications
Effective communication is a key priority to effective education.
Morning Announcements help make students aware of present events as do (1) class bulletin boards, (2) sporting event notices.
School Newsletters – These are sent out every other Wednesday (the first and third Wednesdays of each month) and are supplemented with other memos if necessary, with pertinent information re curriculum, meetings, upcoming events, and timelines. Efforts are made to communicate with parents via e-mail should families so wish to use this method of communication.
Calendars – School event calendars are sent home with our newsletters at the beginning of every month.
Class Newsletters and Webpages – Class newsletters are great source of information for parents and students, and are encouraged.

Discipline
Discipline for infractions of our Code of Conduct will be handled through the Principal and Vice Principal.
Also note that every teacher has a Classroom Management Plan including class rules. A copy of this plan is handed in to the office at the beginning of the year. A copy of the set of rules for each class can be posted in each room for easy reference by students and supply teachers.
The interventions and consequences that may be initiated by staff are outlined below. This list is not inclusive nor does it imply that each consequence must be exercised before moving to subsequent consequences. A specific behaviour may lead the school authorities to offer any alternative or to invoke any consequence or combination of consequences.

- Interview with student
- Formal interview with student
- Parental involvement; phone call, correspondence, interview
- Peer counselling
- Detention of student
- Removal of the student from the classroom to an alternate setting within the school, with supervision
- Removal of privileges to attend school related functions or extra-curricular / co-curricular programs
- Performance according to a behavioural, attendance or academic contract
- Requiring the student to make restitution where appropriate
- In-school exclusion from class
- Suspension
- Expulsion

Tools utilized to record discipline infractions include: problem solving worksheets; time out worksheets – completed by the student; responsibility forms – completed by the staff member involved; and suspension letters, and contracts – completed by the school administration.

Dress Code
Students are expected to wear appropriate clothing at school at all times. We expect our students to dress neatly and cleanly, and to maintain the type of appearance that is not distracting or offensive to staff members, or to fellow students. Appropriate clothing is to be without improper or suggestive language, to cover the shoulders (three finger rule), and the midriff, and not be too sheer or too short (mid thigh for shorts or skirts). Straps and or underwear should not be visible at any time. Pants are to be pulled up to the crest of the hips. Students not complying with this code will be asked to cover up to the appropriate level or parents will be called to take the student home.

Emergency Procedures
Fire Drills – Teachers and students leave the building via the designated EXIT. All doors are closed behind them. If smoke is encountered, the alternate EXIT is used. Students are assembled outside at the fences and attendance is taken.
Tornado Drill – Teachers will review tornado safe areas with their classes at the beginning of the year.
Safe Schools – In accordance with the Safe Schools Act, procedures will be discussed with students regarding the school's plans for safety issues within the school. Code Red – lockdown - drills will be undertaken several times a year. Additional drills may be required for other emergency situations.

Entry and Exit
Teachers meet their students at their classroom door at entry times (the start of the day, the end of breaks).
At the end of the day students are dismissed via the bell tone system.

Extra-Curricular Activities
Each year our staff attempts to provide as full a range as possible of extra-curricular and co- curricular activities for our students. These activities include: soccer, cross country running, basketball, volleyball, floor hockey, and track and field as well as chess, choir, science fair and public speaking. All of these and other programmes enrich our students' lives and help shape their school experience.

Gym Use/ Gym Uniforms
Gym use for extra-curricular activities will be organized co-operatively each term. Remember: no activity is to take place in the gym unless there is a teacher in the gym to supervise.
All students are expected to bring a complete change of clothes for physical education classes.
Indoor shoes are also expected to be worn at school, and in use for physical education classes.

Homework
Admiral Collingwood Elementary School is continuing to implement school-wide homework guidelines for students from junior kindergarten to grade eight during the school year. We believe that success in school and in life, is more easily attained through the development of work skills, dedication to tasks, the ability to plan and organize, and the willingness to communicate.
We believe that successful learning can be achieved through a team approach involving the student, the school and the home. With all three components working together, students will definitely benefit.
With changes in curriculum and assessment, there is the need for greater student responsibility in the learning process. At Admiral Collingwood Elementary School, we believe that students need to develop good work habits for their daily school assignments and for home study.
The following document will provide our school community with guidelines for "homework". We hope parents and students will use these suggestions. Please contact the school if you have any questions.
What is homework?
Homework is:
- *An activity the home undertakes to support and extend the classroom learning*
- *Practice assignments to reinforce skills after they have been taught in the classroom*
- *Preparation assignments to give students background information before instruction begins in the classroom*
- *Extension assignments that take the students beyond the classroom by applying knowledge and skills*
- Creative assignments that require students to integrate many skills and concepts when producing a major project

Homework Guidelines
Grades JK to 3, The Primary Division
Homework assigned by the school would be:
- *Uncompleted work from the school day*
- *A book to read with/to parent or sibling*
- *A special project*
- *A brief assignment to reinforce skills taught in class*

Homework in the Primary Division could also be activities the home undertakes to support and extend classroom learning.
HOMEWORK IN THE PRIMARY DIVISION COULD/SHOULD BE WITHIN THE RANGE OF 10-30 MINUTES DAILY.

Grades 4-6, The Junior Division

Homework assigned by the school would be:

- *Practice assignments to apply knowledge and skills*
- *Completion of unfinished work from class*
- *Extension assignments to integrate skills and concepts*
- *Creative assignments to reinforce skills; i.e. science fair, business fair projects, book to read for book report.*

Homework for Junior Division students could also be activities the home undertakes to support and extend classroom learning.

HOMEWORK IN THE JUNIOR DIVISION COULD/SHOULD BE WITHIN THE RANGE OF 30-60 MINUTES DAILY.

Grades 7-8, The Intermediate Division

Homework assigned by the school would be:

- *Completion of unfinished work from school*
- *Practice assignments to reinforce skills*
- *Extension assignments to apply knowledge and skills*
- *Creative assignments to integrate skills and concepts*
- *Preparation assignments; i.e. writing assignment, research exercise, reading for book reports*
- *Studying for tests and examinations*

Homework could also be activities the home undertakes to support and extend classroom learning. Examples could include discussions at home about schoolwork or applications of skills to activities at home.

HOMEWORK IN THE INTERMEDIATE DIVISION COULD/SHOULD BE IN THE RANGE OF 60-90 MINUTES DAILY.

The aforementioned time ranges for homework are guidelines and should also reflect the time of the school year. There may be some days when no homework has been assigned.

Each student at Admiral Collingwood Elementary School in grades 2-8 will receive an agenda. All assigned work, special projects and dates, should be entered into this book by the student. The agenda can also serve as a communication book for teacher and parent/guardians. ***Each child is responsible for notes and communication regarding homework and special events.*** *The agenda can be used as a communication book between parents and staff if agreed upon. A separate communication book for adults to write in may also be used. Parents/guardians are encouraged to check this daybook daily as a means of keeping up-to-date with their child's schoolwork.*

House System

Admiral Collingwood Elementary School has a house system for each school year.

All students will be placed into one of the four houses – Lightning (yellow); Thunder (blue); Hurricanes (green); Cyclones (red).

Points for school houses can be accumulated in many different ways (intramurals, school teams, leadership, clubs, learning skills, citizenship, Student of the Week). House captains are selected for each house from the Intermediate members of the house. House captains are responsible for the tracking of points accumulated by their house. They are also responsible for the meeting of the houses on a monthly basis to go over expectations and goals for the month.

Staff are also placed in houses. Each house will have a staff advisor to assist the captains in their duties.

Prefects will be chosen from the Grade 6 and Intermediate students in each house for school leadership duties (welcoming groups to our school, hall monitoring, office and 'helper' duties).

Leaving School Property

All students who wish to leave school property during school hours are required to hand their teacher a note, which is signed by a parent/guardian. These notes are then sent down to the office to be recorded. Students leaving school for the nutrition break are to leave only at the beginning of the time, and they are to go only to the locations designated on the signed note. (Permission forms for leaving school at lunch hours are included on our Student Information Sheet – also sent home with this handbook.)

Classroom teachers also keep a list of students leaving school property for appointments. When parents are picking up students, the students should not leave their classroom until called from the office.

A 'Sign In / Sign Out' book will be in use throughout the school year. The book will be located at the office and it is to be used for any absences that occur during the school day.

Electronic Devices
Students attending Admiral Collingwood are to leave their personal listening devices ('walkman', MP3 players, 'disc man') at home. The school will not be responsible for any loss or damage to these possessions. **Personal communication devices, such as cell phones or walkie talkies, should not be brought to school**. No cell phones are allowed due to privacy issues (camera phones). Our school telephone is available for student use on a 'need to use' basis.
Devices such as laser pen lights are not to be brought to school in any situation.

Lost and Found
Stray items are kept in the Lost and Found. Lost and found containers are located on both floors of the school. Small items are kept in the office. Items will be displayed for students to claim and then donated elsewhere periodically throughout the year.

Nutrition & Fitness Breaks
In accordance with the Balanced School Day schedule, there are two nutrition/fitness breaks established during the school day. The first occurs at 10:25am and concludes at 11:10 a.m. The second nutrition/fitness break begins at 12:50 p.m. and ends at 1:35 p.m. Students must have signed permission forms from parents allowing them to leave the school premises during these break times. All classes are supervised in their classrooms by staff members for the first 20 minutes of the nutrition breaks. Students are supervised during their fitness / outdoor breaks by staff during the latter twenty minutes of the break.

Special Events
Special events throughout the year (i.e.: Open House Barbecue, Christmas Concert, Book Fair, etc.) will be addressed through school council meetings, and newsletters.
The scheduling of special events in the classrooms (e.g.: bake sales, etc.) will be announced in class newsletters.

Telephone
The telephone should be used by students, only in the case of emergencies. They should first have obtained a phone pass from their teacher.

Textbooks
School issued textbooks must be returned during the school year. Students and families are responsible for lost or misplaced textbooks. These resources must be replaced.

Washrooms
Students are required to ask permission before entering the school to use the washroom at break times. Students should leave the washrooms neat and tidy.
No more than one student is to leave their room to use the washroom at any time. No student should be denied permission to use the washroom. However, each teacher should ensure that washroom privileges are not abused.