



Student Handbook

2022-2023

Inspiring each girl to reach their full potential.

TABLE OF CONTENTS

<u>Content</u>	<u>Page</u>
Elmwood School Mission, Values, Leadership Team	3
School Hymn	4
Key Faculty Contacts	5
Daily Schedule	6
Elmwood School Code of Conduct	8
Elmwood School Dress Code	14
Academics at Elmwood School	19
Elmwood Attendance Policy	23
Technology at Elmwood School	24
Social Media Guidelines	25
Daily General Routines	28
Library Services	31
Student Life at Elmwood School – House System	31
Co-curricular Activities	34
Student Leadership	35
Athletic Code of Fair Play	36
Acknowledgment Page – To be signed by the student, parent/guardian, and SLG/homeroom teacher	38

Updated: November 28, 2022

ELMWOOD SCHOOL

Our Mission

Inspiring each student to reach their full potential.

Our Values

The following values guide our behaviour and decision-making:

- **Respect:** We recognize and value the unique qualities and diversity of the individuals in our community and are respectful of the broader community and environment in which we live.
- **Innovation:** We are committed to exploring and implementing new, creative, and effective ways of doing things both locally and globally.
- **Collaboration:** Teamwork and partnership are fundamental to everything we do inside and outside the school.
- **Responsibility:** We recognize our commitment to, and responsibilities for, our community, our society, and the world.
- **Integrity:** We believe that honesty and truthfulness are fundamental to everything we do.

Our School Culture

Summa Summarum “Highest of the High”

Leadership Team

Head of School	James Whitehouse
Deputy Head, Junior School	Christine Blackadar
Deputy Head, Middle/Senior School	Meagan Enticknap
Director of Marketing and Community Relations	Jennifer Irwin-Jackson
Director of Finance and Administration	Janet Wlodarczyk
Director of Information Technology	Matt Perreault

School Symbol

The daffodil is the symbol of Elmwood School. Inspired by a poem by William Wordsworth, *The Daffodils*, our founding Head of School, Theodora Philpot, adopted it for the Philpot Token Award. Each year, the student who embodies the spirit and ideals of service, fellowship, freedom, and fair play is presented with this award.

School Hymn - To Be a Pilgrim

We who would valiant be
'Gainst all disaster,
Let us in constancy
Follow the Master.
There's no discouragement
Shall make us once relent
Our first avowed intent
To be a pilgrim.

Who so beset them round
With dismal stories,
Do but themselves confound
Our strength the more is.
No foes shall stay our might,
Though we with giants fight;
We will make good our right
To be a pilgrim.

Since, Lord, thou dost defend
Us with thy Spirit,
We know we at the end
Shall life inherit.
Then fancies flee away!
I'll fear not what men say
I'll labour night and day
To be a pilgrim.

KEY FACULTY CONTACTS

Position/Name	Email	Phone Extension Dial 613-749-6761
Deputy Head, Junior School Christine Blackadar	cblackadar@elmwood.ca	303
Deputy Head, Middle/Senior School Meagan Enticknap	menticknap@elmwood.ca	235
Director of Health, Safety and Wellness Frances Marchand	fmarchand@elmwood.ca	296
Director of University Counseling and IB MYP Coordinator Alyson Bartlett	abartlett@elmwood.ca	260
IB PYP Coordinator Kate Meadowcroft	kmeadowcroft@elmwood.ca	320
IB Diploma Coordinator Jason Levesque	jlevesque@elmwood.ca	260
Director of Student Success Katie Fraser	kfraser@elmwood.ca	451
Student Success Coach Jennifer Howell	jhowell@elmwood.ca	
Director of Athletics (MS/SS) and Instructional Leader PE & Arts Erin Derbyshire	ederbyshire@elmwood.ca	293 (Voicemail Only)
Instructional Leader Languages Beth Ellison	eellison@elmwood.ca	410 (Voicemail Only)
Instructional Leader Math and Grade Team Lead– 11/12 Stephanie Chin	schin@elmwood.ca	475 (Voicemail Only)
Instructional Leader Sciences Dr. Nathan Harris	nharris@elmwood.ca	405 (Voicemail Only)
Instructional Leader English Teresa Marquis	tmarquis@elmwood.ca	483 (Voicemail Only)
Grade Team Lead, 6-8 Nadine Kilbertus	nkilbertus@elmwood.ca	335 (Voicemail Only)
Grade Team Lead, 9/10 Ivan Sambles	isambles@elmwood.ca	466 (Voicemail only)
Director of Student Experience Jen Walsh	jwalsh@elmwood.ca	

DAILY SCHEDULE

Junior School Timetable (Grade 1 - 5)

Period 1/2	8:20 – 9:30 a.m.
Recess	9:30 – 10:00 a.m.
Period 3/4	10:00 – 11:20 a.m.
Lunch/Recess	11:20 a.m. – 12:10 p.m.
Period 6/7	12:10 – 1:40 p.m.
Break	1:40 – 2:00 p.m.
Period 8/9	2:00 – 3:10 p.m.

Middle School Timetable

Period 1/2	8:10 – 9:30 a.m.
Homeroom/Break	9:30 – 10:00 a.m.
Period 3/4	10:00 – 11:20 a.m.
Lunch	11:20 a.m. – 12:10 p.m.
<i>Assembly</i>	<i>Wednesday</i>
Period 6	12:10 – 1:00 p.m.
Period 7/8	1:00 – 2:20 p.m. *
Period 9/10	2:25 – 3:45 p.m.

Senior School Timetable

Period 1/2	8:10 – 9:30 a.m.
Homeroom/Break	9:30 – 10:00 a.m.
Period 3/4	10:00 – 11:20 a.m.
Period 5	11:20 a.m. – 12:10 p.m.
<i>Assembly</i>	<i>Wednesday</i>
Lunch	12:10 – 1:00 p.m.
Period 7/8	1:00 – 2:20 p.m.
Period 9/10	2:25 – 3:45 p.m.

ELMWOOD SCHOOL CODE OF CONDUCT

Definitions

For all purposes of this Code of Conduct, the reference to the “Elmwood School community” includes students, teachers, staff, parents and guardians, administration and volunteers.

Introduction

Elmwood School’s Code of Conduct is based on principles that promote teaching and learning and the highest standards of academic excellence and personal behaviour. These principles include the values of respect, innovation, collaboration, responsibility, and integrity in a safe school community. As an International Baccalaureate school, the Code of Conduct is also based on the principles outlined in the Learner Profile. All IB learners strive to be inquirers, thinkers, communicators and risk-takers who are principled, knowledgeable, open-minded, caring, balanced, and reflective. These standards of behaviour apply to all members of the Elmwood community—whether on school property or at school authorized events or activities.

All members of the Elmwood community are to be treated with respect and dignity. Active and engaged citizens are aware of their rights, but more importantly, they accept the responsibility for protecting their rights and the rights of others. Violence and physically aggressive behaviour are entirely unacceptable. The possession, use, or threatened use of any object to injure another person is equally unacceptable.

Under the Ontario *Human Rights Code*, every person has a right to equal treatment with respect to services, goods, and facilities, without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, gender identity, sexual orientation, age, marital status, family status or disability.

Elmwood recognizes that inappropriate and unacceptable behaviour towards another member of the community requires a serious response.

In the following articulation of policies and procedures, Elmwood School reserves the right to apply a full range of sanctions, including expulsion, to any offence. Further, policies and procedures are subject to review and may be changed or amended at an appropriate time without notice. All community members are responsible for following both the letter and the spirit of school policies and procedures.

Roles and Responsibilities

Elmwood recognizes that all members of the Elmwood community, including the Head of School, Deputy Heads of School, teachers, administration, staff, students, parents, and volunteers, have an obligation to comply with the behaviour standards outlined in this Code of Conduct. Members of the Elmwood community have the following roles and responsibilities:

The Head of School, under the direction of the school’s Board of Governors, takes a leadership role in the daily operation of the school. The Head provides this leadership by:

- demonstrating care for the school community and a commitment to academic excellence and a safe teaching and learning environment;
- holding everyone under their authority accountable for their own behaviour and actions;
- empowering students to be positive leaders in the school and community; and

- communicating regularly and meaningfully with all members of the school community.

Faculty, staff, and administration, under the leadership of the Head of School, maintain order in the school and are expected to hold everyone to the highest standards of respectful and responsible behaviour. As role models, they uphold these high standards when they:

- support and inspire students to work to their full potential and develop their self-worth;
- empower students to be positive leaders in their classroom, school, and community;
- communicate regularly and meaningfully with parents;
- maintain consistent standards of behaviour for all students;
- demonstrate respect for all students, employees and parents; and
- prepare students for the full responsibilities of citizenship.

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- comes to school prepared, properly dressed, on time, and ready to learn;
- refrains from bringing anything to school that may compromise the safety of others;
- models a positive attitude in all facets of school life, including daily excursions and exchanges;
- respects boundaries of personal space and the privacy of individuals;
- demonstrates accepting body language that includes, rather than excludes others;
- chooses positive words to communicate facts, ideas, and opinions, whether verbal or written;
- engages in active and constructive problem solving rather than redirecting blame to others;
- follows the established rules and takes responsibility for their own actions.

Parents play an important role in educating their children and have a responsibility to support the efforts of school employees in maintaining a safe and respectful learning environment for all students. Reference to parents includes, where applicable, custodial and non-custodial parents and/or guardians. Parents fulfill this responsibility when they:

- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed, and prepared for school;
- ensure their child attends school regularly and on time;
- promptly report their child's absence or late arrival to the school;
- become familiar with the Code of Conduct;
- encourage and assist their child in following the Code of Conduct; and
- assist school employees in dealing with disciplinary issues involving their child.

Standards of Behaviour

By enrolling at Elmwood, students automatically assume the obligation to comply with the provisions of the Code of Conduct. Central to the Code of Conduct is the understanding that each student will follow certain standards of behaviour. Self-discipline and a willingness to accept responsibility for one's actions and conduct are fundamental to the Code of Conduct.

The standards of behaviour apply to all members of the Elmwood community, whether on school property or at school-authorized events or activities.

All members of the school community must:

- comply with the Code of Conduct;
- demonstrate honesty and integrity;
- respect differences in people, their ideas and their opinions;
- treat one another with dignity and respect at all times, especially when there is disagreement;
- respect and treat others fairly;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- respect all members of the school community, especially persons in positions of authority; and,
- respect the need of others to work in an environment that is conducive to learning and teaching.

Inappropriate Behaviour

Examples of inappropriate behaviour include, but are not limited to:

- unexcused absence from class or school activities;
- unauthorized absence from campus;
- academic misconduct;
- swearing at a teacher or other person in authority;
- acts of vandalism causing damage to school property or property located on school premises;
- smoking or vaping on school property and/or in school uniform;
- possessing, or being under the influence of, alcohol or illegal drugs;
- trafficking in weapons or illegal drugs;
- selling alcohol or giving alcohol to a minor;
- harassment of any kind;
- bullying, intimidating or threatening another person; (Please see Relational Aggression Section of Handbook)
- fighting;
- possessing or using a weapon to cause or threaten bodily harm to another person;
- physically or sexually assaulting another person;
- committing theft, robbery or extortion;
- distributing hate material;
- hate-motivated violence;
- inappropriate use of electronic communications/media, including accessing inappropriate materials on the internet, and posting offensive comments; and,
- conduct injurious to the moral tone of the school or to the physical or mental well-being of others.

Failure to Comply with the Code of Conduct

All Elmwood community members are responsible for observing both the letter and the spirit of the school's policies and procedures. As a general principle, Elmwood School reserves the right to apply a full range of sanctions, including expulsion, to any offence committed by a student. Although the specific provisions set out in this Code of Conduct outline steps that Elmwood School normally will take in the event that a student contravenes, or attempts to contravene, the requirements of a Code of Conduct, they do not take away from the ultimate discretion of Elmwood School to apply any sanction deemed appropriate in the particular circumstances of an offence, including the expulsion of a student.

In addition, it is not necessary that a student succeeds in actually committing an offence for the full range of sanctions to be applied. For example, an attempt to cheat on a test may be just as serious as actually cheating on a test.

When applying sanctions, the following process will be used. For more serious incidents, these steps may be skipped in favour of direct communication with the Middle/Senior School Deputy Head and parents.

Academic Warnings (AW)

These are given for incidents that hinder a particular student's academic progress. Fair warning and understanding of circumstance should be given to a student before they are distributed.

Examples of Academic misdemeanours include, but are not limited to:

- Forgetting homework or repeated failure to bring the appropriate equipment to class.
- Failure to complete the homework set to an acceptable standard, or failure to hand in homework on the day it is due.
- Lack of punctuality or failure to attend an activity where attendance is expected.
- Lack of adherence to the Academic Integrity Policy (see Academic Integrity Policy).
- Poor classwork.

If a student has received an AW for a missing homework, they are still expected to produce that piece of work at the earliest opportunity (at the teacher's discretion). Failure to do so may result in another AW.

Conduct Warnings (CW)

Conduct Warnings will be given for inappropriate behaviour when a student breaks school rules, the Code of Conduct, or behaves in a way that is unacceptable to the school.

Examples of Conduct misdemeanours include, but are not limited to:

- Consistent lateness to class
- Unauthorized absence from a lesson (student may be in school but did not attend)
- Rudeness to staff
- Rudeness to peers
- Repeated disruption to the class
- Poor manners
- Unauthorized use of cell phone during school hours
- Unauthorized use of technology while in a lesson
- Consistent uniform infractions
- Other examples listed above in "Inappropriate Behaviour" .

Process and Procedure

In determining whether an offence has been committed and what sanction should be applied, Elmwood School will employ procedures that:

- reflect the severity of the offence alleged, including the intention of the student, the frequency of occurrence and the impact on the school;
- ensure that a student, and their parents, are aware of the complaint against the student;
- ensure that a student, and their parents, have the opportunity to present fully and fairly their version of events and explanation and to have these taken into account by the decision-maker; and

- ensure that the decisions will be made in a fair and impartial way.

The range of sanctions that Elmwood School will apply to offences include:

- issuance of Conduct and Academic Warnings (see above guidance)
- meeting with appropriate person(s) (such as fellow students, faculty, administrators)
- lunchtime detention
- contact with the parent(s) of the student involved
- removal from a school activity, special program or recess to complete work or special assignment designated by the teacher
- removal from class for a period of time
- conference involving student, teacher, homeroom teacher, parent, Director of Health, Safety and Wellness and/or the Deputy Head
- arrangement of a behaviour or performance contract with the involvement of the student, teachers and parents
- financial restitution, reparation or service in a case where damage is caused or maintenance work made necessary
- formal suspension from school for one or more days
- expulsion from the school.

The school reserves the right to dismiss a student when the continued attendance of that student would not be in the best interests of that student or the school. The school also reserves the right to dismiss a student when their behaviour seriously jeopardizes the school's ability to guarantee the dignity and safety of its students, interferes with learning, represents a breach of the Code of Conduct, or involves conduct that is injurious to the moral tone of the school or to the physical or mental well-being of others.

The general procedure Elmwood School will observe to investigate and deal with any reports of breaches of the Code of Conduct is as follows.

Where the incident is not of a serious nature, the teacher will give an Academic or Conduct Warning. If the incident is serious, the following procedure will be observed:

- The teacher who observes the incident/behaviour or to whom it has been reported will, where possible, complete a Serious Incident Report within 24 hours and submit it to the Deputy Head of School or designate.
- The Deputy Head will investigate.
- The Deputy Head will question those with alleged involvement to determine involvement, facts and related issues.
- As part of the investigation, the Deputy Head will provide the student with an opportunity to explain their conduct, respond to the allegation and be heard regarding their position with respect to the incident in question.
- After these initial interviews, the Deputy Head will inform the parents as required.
- In serious cases, where there is potential for lengthy suspension or expulsion, the Deputy Head will obtain from the student and their parents a written acknowledgement of the allegations.
- The school will document any conversations by its employees, including those in which allegations are communicated to the student and/or parents.
- Communication with the student and parents will clearly indicate Elmwood School's policies and the consequences for infractions.
- If a student denies an allegation and a matter of credibility arises, the student and their parents will be given an opportunity to meet with the person who will make the discipline determination (the Deputy Head or designate) so that they can:
 - (i) present their version of events, including mitigating circumstances;
 - (ii) test or challenge the evidence against the student; and
 - (iii) make submissions as to possible sanctions.

- If the offence is one that might result in a serious sanction (e.g. suspension for more than one or two weeks, or expulsion), the student and their parents will be given an opportunity to meet with the person who will make the discipline determination (Head of School) so that they can:
 - (i) present their version of events including mitigating circumstances;
 - (ii) test or challenge the evidence against the student; and
 - (iii) make submissions as to possible sanctions.

The policies and procedures contained in the Code of Conduct are subject to review and may be changed or amended from time-to-time.

Entitlement to Access and Search

By enrolling at Elmwood School, both the student and their parent(s) acknowledge and agree that where Elmwood School has reasonable grounds to believe that there has been a breach of a school rule, a school administrator or designate may access and search a student's locker, person and/or possessions in order to maintain a safe school environment and/or to ensure that the student is complying with the requirements of the Code of Conduct.

Bullying and Relational Aggression

Inclusion and mutual respect are essential components of a welcoming, dynamic, and functional school community. Elmwood is committed to providing a physically, emotionally, and psychologically safe environment for all our students. Bullying, including cyber-bullying, will be dealt with seriously and result in possible suspension.

Relational aggression is a behaviour that is intended to harm someone by damaging or manipulating an individual's relationship with others and the aggression occurs through body language, words, and relationships.

Examples of Relational Aggression:

- spreading rumours and gossip
- passing notes about another student
- making fun of someone in a class by rolling eyes or making disparaging sounds
- bumping, poking, or pinching someone on purpose
- taunting someone
- damaging someone's property
- knocking someone's books on the floor
- excluding someone
- making mean jokes and then saying "just kidding"
- making fun of someone's appearance, weight, or clothes

Students who are being bullied physically, emotionally, or psychologically are encouraged to seek help from someone who is in a position of authority. At that point, an assessment or investigation of the situation will begin to determine the level of seriousness of the behaviour.

Possible solutions and consequences may include an informal resolution, mediation, or formal disciplinary action. Please see the Code of Conduct for more information.

ELMWOOD SCHOOL DRESS CODE

The Elmwood School Uniform

Students at Elmwood School have been wearing a uniform for over 100 years. It continues to be an important part of the school's tradition and promotes the sharing of a common outlook, behaviours and attitudes within the school. Students are encouraged to seek individual expression through positive actions and achievements rather than through their manner of dress or presentation. Parents are expected to support the school by ensuring students have all the required uniform items clean and in good repair.

- The School reserves the right to request that students wear only regulation uniform items.
- Students must arrive at school and leave at the end of the day in proper uniform. They should wear weather-appropriate outerwear as required and boots worn to school must be replaced with black shoes once in school. While black polishable dress shoes are preferred, any black shoe that does not rise above the ankle will be acceptable.
- Visible jewellery items are permitted so long as they are not excessive and/or distracting. Permitted jewellery items include earrings, necklaces, rings, bracelets, and watches.
- No make-up should be worn by Junior School students. Make-up and nail polish worn by Middle and Senior school students in uniform should be natural-looking and subtle.
- Hair should be worn neatly and off the face. Ribbons and hairbands should be dark green, white, black or the school's tartan. Hair should look natural in colour including highlights, streaks or extensions.
- Visible tattoos or piercings, other than ear piercings, are not permitted.
- Purses are not worn with the uniform.
- If a student is unable to wear regulation clothing for medical reasons, a medical certificate is required and submitted to the Director of Health, Safety and Wellness.
- For Health and Safety reasons, proper footwear is to be worn at all times in the building.
- All items of clothing, including shoes and boots, must be labelled with the student's name in full (no initials, please).

Uniform Guidelines

[Early Years](#)

[Junior School](#)

[Middle and Senior School](#)

Uniform Infractions

Students should wear their uniform consistently and with pride. Faculty will follow a uniform checking process daily and determine sanctions as appropriate. These sanctions include conduct warnings and in some cases, students will be sent home to rectify their uniform.

Lost Items

Items that are misplaced throughout the school year can often be found in the Pound. Those items with current name labels attached can easily be returned to their owners. The remainder of the items are cleared out at the end of each

school term or when the accumulation of items so warrants. These items are either given to the Uniform Shop for resale or to a local charity.

The Uniform Shop

Uniforms, accessories and spiritwear can now be purchased through our new online store. The Elmwood School Uniform Shop can be accessed [here](#) and complete uniform guidelines can be found [here](#).

Orders are fulfilled by our Uniform Shop volunteers. Email notifications will confirm when an order is ready for pick-up at Elmwood School. Private shopping sessions can be booked by emailing the [Uniform Shop](#).

Civvies Days

These are days set aside for students to wear casual clothes to school. Clothes must be appropriate school attire and may include jeans. Shorts should be no shorter than 10 cm above the knee. No spaghetti straps or bare midriffs.

Students may be asked to change into a regular uniform or be sent home if clothing is deemed inappropriate.

ACADEMICS AT ELMWOOD SCHOOL

The I.B. Learner Profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. IB learners strive to be:

- ***Inquirers:*** They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning, and this love of learning will be sustained throughout their lives.
- ***Knowledgeable:*** They explore concepts, ideas, and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.
- ***Thinkers:*** They exercise initiative in critically and creatively applying thinking skills to recognize and approach complex problems and make reasoned, ethical decisions.
- ***Communicators:*** They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.
- ***Principled:*** They act with integrity and honesty, with a strong sense of fairness, justice, and respect for the dignity of the individual, groups, and communities. They take responsibility for their own actions and the consequences that accompany them.
- ***Open-minded:*** They understand and appreciate their own cultures and personal histories and are open to other individuals and communities' perspectives, values, and traditions. They are accustomed to seeking and evaluating a range of points of view and are willing to grow from the experience.
- ***Caring:*** They show empathy, compassion, and respect towards the needs and feelings of others. They have a personal commitment to service and act to make a positive difference in others' lives and the environment.
- ***Risk-takers:*** They approach unfamiliar situations and uncertainty with courage and forethought and have the independence of spirit to explore new roles, ideas, and strategies. They are brave and articulate in defending their beliefs.
- ***Balanced:*** They understand the importance of intellectual, physical, and emotional balance to achieve personal well-being for themselves and others.
- ***Reflective:*** They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

International Baccalaureate Primary Years Programme (PYP)

The Primary Years Programme (PYP) offers an inquiry-based, transdisciplinary curriculum framework that builds conceptual understanding and enriches the Ontario Ministry programme. All Elmwood students from PK to Grade 5 benefit from the PYP student-centered approach to education. PYP students use their initiative to take ownership of their learning and to share it by taking action. By learning through inquiry and reflecting on their own learning, PYP students develop knowledge, conceptual understandings, skills and the attributes of the IB Learner profile to make a difference in their own lives, their communities, and beyond.

International Baccalaureate Middle Years Programme (MYP)

The Middle Years Programme (MYP) offers an approach to teaching and learning that embraces and enriches the Ontario Ministry programme. All Elmwood Students in Grades 6 to 10 participate in and benefit from the academic rigour, the interrelatedness of subject areas, and holistic student-centred learning delivered through the MYP curriculum model. The culmination of a student's involvement with the programme is the completion of IB assessments in each subject area and the Personal Project in Grade 10.

International Baccalaureate Diploma Programme (DP)

The IB Diploma Programme is an enrichment for students in the final two years of their Ontario Secondary School Diploma (OSSD) programme. The IB Diploma Programme is a demanding pre-university course of study that leads to standardized examinations, international recognition and university credit. Please see the course calendar for details.

ELMWOOD SCHOOL ACADEMIC POLICY

The Elmwood School academic policy is provided to assist parents and teachers in developing a cooperative, effective plan for academics that finds the balance of two basic principles.

1. Students need to learn independent study skills and develop the habit of setting aside time each day to review and strengthen their classroom learning.
2. Students need to have time for a normal life that includes hobbies, friends, family and unscheduled, unstructured time.

Project and Long-Term Assignment Deadline & Policy

Elmwood students are supported in their learning process by the Faculty and Administration. Clear instructions for assessment, evaluation, and deadlines are set so that students can meet the expectations of the course and demonstrate their knowledge.

There is a need for students to develop time management skills and accept personal responsibility in completing work. This would remove the level of stress that is experienced when there is a backlog of incomplete work.

Long-term assignments and projects help students learn to plan ahead and to manage time. The following are the guidelines for such assignments:

- Students will be notified of due dates for major tests and assignments within a reasonable time frame. Teachers will use the Schoology workload calendars to coordinate due dates so that students have a reasonable number of assignments due on any day and post due dates on this calendar.
- For major projects, tasks will be broken down into specific steps that students are expected to complete as directed by the teacher.
- When a student does not hand in an assignment, the parent will be notified by the student's teacher. Penalties for late assignments are listed below.
- In the event of an extended absence due to approved situations consulted with the school (i.e. medical reasons, family circumstances, late registration), a student will be expected to complete any missed assessments within a reasonable time frame for the teacher.

Late assignments

- In the first instance, the student must see their teacher and explain the reason for lateness, establishing a new deadline.
- The teacher also contacts home to discuss with parents/guardians the problem with the lateness and the new deadline.
- Repeated instances of late assignments will result in further conversations with the student and parent/guardian in line with the school's academic conduct policy.

Penalties for Late Assignments

Assignments are due on the date and time agreed upon by the teacher and the students. This information should be posted to Schoology, so both parties are clearly aware of the deadline. An assignment is considered late if it is not submitted at that time. In unique situations, students can seek out their teacher for extensions to deadlines. This must be done in advance of the deadline and not on the day. After a new date has been agreed upon by both parties, if the assignment is not turned in on time, that assignment will be considered incomplete and reflected in the students' marks.

Homework

At Elmwood School we do not believe in assigning homework for homework's sake. In some cases homework will be of benefit for practice-based review of a skill. Sometimes this practice can't be completed in the regular class time and it will be assigned for homework. Additionally certain reading assignments (longer novels or texts) may need to be completed in part at home in order to maximise instructional time in the classroom. As students progress through high school and in the upper grades there will be more work to be reviewed and completed outside of class time including, but not limited to, studying for quizzes and tests, writing up lab assignments, completing larger projects, reviewing and revising work done in class.

Academic Integrity

Elmwood School expects that its students will approach their learning with serious purpose, personal responsibility, good sense, and respect for others. It is expected that they will adhere to the highest standards of academic integrity.

Elmwood School makes every effort to ensure that its students understand the academic integrity policy. It is also the students' individual responsibility to familiarize themselves with Elmwood's Academic Integrity Policy and to adhere to the letter and spirit of this policy. Students who fail to adhere to these standards will face a range of disciplinary sanctions, according to the offence.

Incidents of academic misconduct include the following as examples:

- copying or paraphrasing the work of others without proper citation (plagiarism)
- copying the work of another student (with or without their knowledge) and submitting it as your own work
- using the same piece of work and submitting it for assessment in two different courses, with the consent of the teachers involved (duplication of work)
- the intent to share or communicate (or the act of sharing of information and communicating) including via electronic devices, with others without permission during a test or examination.
- viewing or using tests or examinations without permission of the teacher
- copying (or allowing to be copied) answers on a test or examination
- theft of the test or examination.

Academic Integrity - Roles and Responsibilities

Teacher – If an incident of academic misconduct is suspected, the teacher will assemble the relevant evidence and interview the student and present the evidence to the Instructional Leader.

Instructional Leader – If the IL considers the evidence of academic misconduct unconvincing, the process stops. If convincing, then the teacher will inform the Deputy Head and IB Coordinator and the student’s parent/guardian of the infraction.

Deputy Head – The Deputy Head will examine the evidence, interview the student(s) and inform the parent(s) of the investigation. The Deputy Head will decide on the final outcome and meet with the student.

Consequences of Academic Misconduct

Academic misconduct on an examination can result in a zero on the exam, suspension, and possibly expulsion.

Where a student is found guilty of academic misconduct on any work, assignment or test, other than an examination, the work, assignment or test will receive a grade of zero. Depending on the severity of the case, the student’s grade level and the student’s history of academic integrity, the student may also receive additional sanctions. Please see the Academic Integrity Policy for further information.

Academic Integrity and Academic Referencing

Information gathered and used in school assignments must be properly referenced in Modern Language Association (MLA) style. At Elmwood, we use in-text citations and a works cited list at the end of the paper using MLA formatting style. More information about MLA referencing can be found on the library website, library.elmwood.ca.

ELMWOOD SCHOOL ATTENDANCE POLICY

In accordance with the Ministry of Education, it is the expectation of Elmwood School that students attend school and all classes daily.

We understand that absences due to illness, unforeseen emergencies, or involvement in school activities are expected at times. In such cases, the student and parent's responsibility is to notify the school/classroom teacher to ensure appropriate planning for missed classwork is discussed with the classroom teacher and student collaboratively. Records explaining absences will be kept with the teacher and the school for future reference should there be any concern regarding academic progress or credit completion. Unexplained absences are a discipline issue and will be dealt with according to the School's behaviour policy.

Furthermore, in accordance with Ontario Ministry Guidelines, it is the decision of the School to determine the maximum number of absences permitted, which will still allow a student to pass a grade or receive a credit in a specific course, should a student have chronic and excessive absences noted in school or in a specific class. The Ministry of Education requires all credit courses to be a minimum of 110 hours.

If a student's attendance is causing concern and placing their course in jeopardy, the Deputy Head will alert them. If this continues to be a concern, the student and parent will meet with the subject teacher and the Deputy Head. The following guideline will serve as basic indicators for students, parents and teachers to ensure a student's attendance is discussed where there might be a concern about credit completion:

- At the point where a student is falling below 95% attendance, the teacher will speak to the student about the concern and notify the Deputy Head and the Guidance department.
- If the problem of attendance persists to a degree where the course credit is in jeopardy, the Guidance Team and/or the Deputy Head will arrange a meeting with the student, teacher and parents.

Note: For a student to reach their academic potential in a course and master content and concepts taught, daily attendance is still the minimum expectation.

Absences for Assessments

In all cases, other than illness or an unforeseen emergency, a student who will be absent on the day of a scheduled test or assignment must make prior arrangements with their teacher. If the absence is not for a school-sanctioned event, an email or letter from a parent must be provided to the teacher. The student must complete the assessment immediately upon return to school. It is the responsibility of the student to make an arrangement with the teacher to do so.

Attendance for Final Assessments is mandatory.

Absences and Attendance at Co-curricular and Sporting Events

If a student is absent during the academic day, they may not attend any after-school co-curricular or sporting events.

Finally, Elmwood School is fortunate to have a generous holiday schedule for students. We strongly discourage Elmwood families from taking vacation at times outside of the established vacation periods due to the possible negative impact on engagement and academic progress.

TECHNOLOGY AT ELMWOOD SCHOOL

The use of technology at Elmwood is primarily for constructive educational use. All students at Elmwood are a part of an outstanding group of learners. We are placing our trust in you to use all technology with great care and respect. This respect will be reflected in how you take care of all equipment and how you interact with others through email and other virtual environments. All students need digital citizenship skills to participate fully in their communities and make smart choices online and in life. Digital citizenship is continuously developing norms of appropriate, responsible, and empowered technology use. It is a set of tools to help you make sure you're always being your best self in the digital world. The following guidelines outline some specific expectations:

- Keep your passwords private – never share your email or any other account under any circumstances. Granting another person access to your account at the school is not allowed.
- Do not use anyone else's username or password.
- Make economical use of limited resources such as printing and be mindful of the environmental impact of wasting paper.
- Do not view, send or display inappropriate or unsafe content, messages, pictures or video.
- Notify a member of the school faculty immediately if, by accident, you encounter materials, which violate the rules of appropriate use.
- Students should be aware that they do not have a reasonable expectation of privacy with respect to the contents of their laptop, iPad, email, Schoology or the data accessed through the school network. Data accessed from the internet through the school network is logged by our firewall. That log is monitored occasionally in the course of ongoing maintenance of our connection to the internet and in response to specific concerns.
- Food and drink are not allowed near the computers, with the exception of capped water bottles.
- Use of a MacBook or iPad in class is encouraged, but there will also be times when it is not best for certain lessons. The teacher of any given class has the final say regarding when devices are to be used and when they are to be set aside.
- MacBooks play an important part in learning at Elmwood. You are expected to bring them with you to school each day, and they must be 100% charged each morning.
- MacBooks should be kept in a case, bag or protective shell.
- All users of software acquired by Elmwood School must abide by the terms of their License Agreements.
- Return your MacBook or iPad to the IT department when requested for re-imaging.
- Notify the IT department immediately in the event of damage or theft of a MacBook or iPad.
- Insurance does not cover intentional user damage, careless damage, torn chargers or worn batteries.
- The use of social media in classrooms is up to the discretion of your teacher but should only be for educational purposes or legitimate quick communication needs.
- Using any social media in a disrespectful way is not allowed.

The consequences for those who fail to live up to these expectations will be determined by the school administration. The signing of the enrollment contract authorizes the use of the School technology and the Appropriate Use Policy acceptance.

Elmwood Senior School Technology Program

Students in Grades 6 – 12 are part of the Elmwood Senior School Technology program that integrates technology and the curriculum through the use of computers.

Following are the terms and conditions agreed to by Elmwood students and their parents:

- During the day, the laptop will be kept with the student or secured in a locker.
- During the evenings or weekends, the laptop will be taken home.
- Take care of the laptop, carrying it in a way to avoid damage, storing it safely and using it in appropriate conditions.
- Notify the School immediately in the event of damage to the laptop.
- Notify the police and the School immediately in the event of theft of the laptop.
- Return the laptop to the School when requested by the IT department for maintenance and upgrades.
- If renting or borrowing a MacBook from Elmwood, return the laptop to the IT department when the student is no longer enrolled at Elmwood (generally the last school day).

The use of the laptop can be reassessed if the student does not comply with the above expected behaviour. Please be aware that the insurance provider can deem damage to a laptop as “user abuse” and not cover the cost of repair. A deductible can be charged by the insurer in cases where they feel damage was caused by a user not being careful.

STUDENT SOCIAL MEDIA GUIDELINES

Part of being a global citizen is understanding that social media and digital communication are essential parts of our world today. It is important to recognize that access to information can result in tremendous advantages, but it can also create new responsibilities of which students should be aware.

Using social media responsibly, both within and outside the school community is an expectation of Elmwood students. Social media is any form of online publication or presence that allows interactive communication, including social networks, photo sharing platforms, websites and forums. Examples of social media include, but are not limited to, Facebook, Instagram, TikTok, Snapchat, Twitter, Schoology, YouTube and Google+.

Some examples of social media uses include:

- Messaging classmates;
- Posting updates or activities;
- Participating in a teacher-established online group; or
- Using a Google Hangout or Google Meet to work on a class project.

A digital footprint is the reputation you leave online and can include material posted on social media platforms, mentions on websites, and videos that are uploaded onto sharing sites. Online actions leave a permanent record and remain online, even if you click “delete.” Be thoughtful about what you share online and consider how it would appear to family, friends, colleges, and future employers.

Because many colleges and employers search social media before making admissions and hiring decisions, you should use social media as a tool to demonstrate your interests in positive ways. For example, social media allows you to show who you are as a student online by sharing what you think about and what matters to you. This can help as you get closer to graduation and begin considering post-secondary education and career options. Some examples of how you can use social media for academic advancement include:

- Commenting on articles in a knowledgeable way; or
- Starting a blog about current events.

You should always take responsibility for the content you post in all social media environments. While you may think that using a fake name may prevent posts from becoming part of your footprint, there are still ways to link that information to the person who posted it (for example, through an Internet IP address or other distinguishing information linking posts). Be your best self online – post accurate information and be accountable for what you say.

Share your digital footprint with your parents and consider their suggestions. Get your parents’ input about what information they feel should remain private and what is fine to post publicly. Your parents are responsible for what you do online if you are a minor and may want your passwords and usernames to monitor your social media use. Additionally, because technology is constantly changing, you may know more about social media

than your family, so you may also want to show your parents and other family members how to create an online presence themselves.

Post responsibly - Be mindful of your audience

Using social media academically is an extension of your classroom environment. When you use social media for academic purposes, such as for a school assignment, treat the platform as a digital extension of your classroom – the same rules apply online as they do at school. For example, if you would not make fun of a classmate in class, do not do it online either. For school-related social media, do not tag student posts, photos, or videos unless your teacher gives you permission, as this may expose the content to audiences for whom it was not intended.

People of all ages sometimes act differently on social media than they would “face-to-face” assuming that, because they are not communicating in person, they are not accountable for their actions. In fact, because of the nature of the digital world, you should be as responsible, if not more, when acting online. As you never know who will ultimately be reading content online, always assume that anyone might have access. If you do not know who will be reading it, ask yourself if you would be okay with a parent or relative reviewing your content. If not, there might be a better way to get your point across.

Once a comment is posted online, you cannot later say, “never mind.” It may seem funny or harmless when you post it, but it could hurt or offend someone. As guidance, take a few extra minutes to think about whether a post will be hurtful or embarrassing or whether it could negatively affect a future opportunity. For example, if you post an aggressive or inflammatory comment online because you felt heated in the moment, this may end up making you a less attractive candidate in some employers’ minds.

Consider the consequences to your online actions

Personal use of social media may have an effect at school. While at times, it is easy to tell whether a social media use is school-related or personal, at other times, it may be difficult to distinguish fully between different uses. Sometimes, personal social media use, including off-hours use, may result in disruption at school and the school may need to get involved. This could include disciplinary action such as a parent meeting or suspension. To be safe, be in control of what you do online, even if it is during personal time. For example, if your classmate is tagging you in rude Tweets, do not reciprocate in a similar way. Instead, stay positive, do what you know is right, and consider blocking or reporting this person if you feel it is warranted.

Protect yourself

There are many ways to protect yourself online. For example, only accept friend requests from people you know. You may interact online with people you have never met in person. Use caution, find out as much as you can about the person, and tell a parent if you are considering meeting one of these people face to face. Additionally, while it is important to be yourself online, it is also important to remember not to post too many identifying details (such as where you live or financial information) because revealing that information can be potentially dangerous or compromise your identity in some way. Do not share passwords with friends and be sure that the computers do not automatically save passwords. Always log off when you have finished using a site – do not just click out of the browser.

Adjust your privacy settings appropriately

Privacy settings are automatically set by social media providers governing who can see your posts, how information is linked, and what data is available to the public. Each social media platform has different privacy setting defaults and some change those settings without making it obvious to you. As a user of social media, you should determine whether to change the default settings to make access to postings more or less private. For example, if you are creating a personal site to promote a social or political issue, you likely want to make that site open to everyone. However, if you want to discuss a project you are doing in class, it may be better to limit access only to a small group of classmates.

There is no right to privacy when using school-related technology or social media. If you are using the school's device or network, the school may review what you post. Remember that certain behaviours are not allowed with online communication, this includes the following:

- Causing harm to others or damaging technology-related property;
- Gaining or attempting to gain unauthorized access to school systems or pretending to be someone else online;
- Using school technology and/or systems for financial gain or business activities; or
- Engaging in criminal or unlawful activities online.

DAILY GENERAL ROUTINES

Attendance/Absences/Arrivals

Junior School hours are 8:20 a.m. – 3:45 p.m. Middle and Senior School hours are 8:10 a.m. – 3:45 p.m. Please call the school at (613) 613-688-2004 or email attendance@elmwood.ca to report an absence. All students should arrive promptly.

Students in Middle and Senior School must be in their first period class by 8:10 a.m. and are advised to arrive by 8:05 a.m. to ensure prompt attendance. For security reasons, it is imperative that students arriving late, leaving early, or leaving and returning during the school day sign in and out at the office and exit through the Parking Lot entrance. Parents are asked to come into the building to sign students out.

Any student who arrives late must sign in at the office. Late is defined as arriving after 8:10 a.m. Parents will be contacted if late arrival becomes habitual. Late arrivals will be included on the report card; the number recorded is cumulative throughout the academic year. Please see the *Code of Conduct* section of the Handbook. It is important to note that the students must sign in so that parents or guardians will not be alarmed unnecessarily by a call from the office asking why the student is absent from school.

Assemblies

Whole School Assemblies are held approximately once a month. Junior and Middle/Senior School each have weekly assemblies. Assemblies are an important part of school life at Elmwood, providing an opportunity to share information with the whole student body. We require all students to attend scheduled assemblies regardless of their timetables or spare schedule. Assemblies are Wednesday at 11:20 a.m.

Leaving Campus

- Students in Grades 6 to 8 may NOT leave the grounds during school hours.
- Grade 9 students may NOT sign out during any assigned spares or during lunch. Students are expected to work quietly in the library or dining hall during spares.
- Grade 10 students may sign out for lunch at the main office ONLY if the School has received written permission from their parent or guardian. The student must return at the end of lunch. Permission for this lunch sign-out privilege is given to the front reception.
- Grade 11 and 12 students may sign out for a spare or for lunch at the main office ONLY if the School has received written permission from their parent or guardian. The student must return at the end of that spare or lunch period. A spare permission form is distributed in September.

Failure to comply with the sign-in and -out procedures as outlined above will result in a suspension of those privileges for a period of time.

PLEASE NOTE: ALL students are expected to be present for assemblies, speakers and homeroom, regardless of their timetable.

Elmwood Bistro

All Elmwood Bistro purchases require an Elmwood swipe card- either a physical card or a photo on a cell phone with a scannable barcode. Students on a monthly à la carte plan will be notified once their balance is less than \$10.

Cell Phones

Students are not permitted to use cell phones inside the school during the school day unless specified by a teacher for educational use, to access their Elmwood swipe card or in a designated cell phone area. Otherwise, cell phones must be kept locked in lockers.

If cell phone use is being abused phones will be confiscated and left with the Deputy Head of School for students to retrieve. If the behaviour persists further sanctions will be put in place according to the behaviour policy.

Students may use the phone at reception to contact home when necessary.

Chewing Gum

Students are not allowed to chew gum on school property at any time.

Late to School

Any student who arrives late must sign in at the office. Late is defined as arriving in class after 8:10 a.m. Parents will be contacted if late arrival becomes habitual. Late arrivals will be included on the report card; the number recorded is cumulative throughout the academic year. Please see the *Code of Conduct* section of the Handbook. It is important to

note that the students must sign in so that parents or guardians will not be alarmed unnecessarily by a call from the office asking why the student is absent from school.

Lockers

Students in Grades 6-12 are assigned a locker at the beginning of the school year and must provide their own combination lock. Lock combination numbers are to be registered with the homeroom teacher. Students are strongly advised not to reveal lock numbers. Lockers are the property of the School; therefore the School reserves the right to examine the contents of a student's locker at any time. Lockers and the surrounding area to be kept tidy and should be cleaned out regularly.

Merit Pin

The Merit Pin is awarded to students with an overall average of 85% or greater. This award is granted at the Final Assembly in June.

Parent Communication

To keep parents informed of the latest school wide announcements and news, parents will receive the *Elmwood Outlook* newsletter each Thursday afternoon throughout the school year. Information in each newsletters will be available online in the searchable Announcement Archive with the Parent Zone on the website. Specific grade-level information and updates will be posted to Schoology within the *Junior School Parent Updates* and *Middle and Senior School Parent Updates* groups. Parents are also encouraged to join the *Parents' Association* Schoology group.

School Supplies, Textbooks & Library Books

Textbooks are purchased through Canadian School Book Exchange (CSBE) who provide an on-line service via this link: www.csbe.net/school/elm . Students should LABEL books clearly to prevent their loss. Some textbooks are accessed digitally and only available online and will be ordered through the school.

School supplies (pens, pencils, paper, etc.) are to be purchased by each student prior to the start of school in September. Suggested supplies lists are provided in the Parent Zone.

Parents should be aware that students will be charged for library books or rental texts that are lost or badly damaged and for replacements for purchased textbooks that are lost.

Supervision

In the Middle/Senior School, classrooms will be locked after the dismissal of students. Students who must remain at school and are not involved in an after-school activity may work in the atrium or cafeteria or wait for their drive in the designated spot. There is no adult supervision provided prior to 8:00 a.m. Students remaining in the School after 5:00 p.m. are requested to wait in the dining room or atrium and should arrange to leave the School by 5:30 p.m.

LIBRARY SERVICES AT ELMWOOD

Hours: 8 a.m. – 4 p.m. (Monday to Friday).

The library with its varied resources can be extremely helpful to you when completing school assignments. The librarian assists students with reference questions, provides research guidance, explains academic citation methods, provides reader's advisory services and guidance on digital citizenship.

Students may borrow a maximum of 10 books at a time and keep them for 3 weeks. Overdue notices are distributed several times during the year. Any outstanding books at the end of the year will be charged to the student's account at replacement cost.

Library Resources

The library's collection includes a varied print collection of middle grade, young adult and adult fiction, as well as nonfiction titles to support the curriculum. The library subscribes to an ebook and audiobook platform, Sora, that allows all students to have access to over 11 000 titles (fiction and nonfiction).

To assist students with online research, the Elmwood Library subscribes to a variety of online resources, including encyclopedias, databases, video streaming platforms and others. All library materials can be accessed through the Elmwood Library's website, library.elmwood.ca or via the Library Schoology page.

STUDENT LIFE AT ELMWOOD

House System

The House System is at the centre of school life at Elmwood. It fosters a sense of family and belonging, social responsibility and friendly competition. The House system offers an excellent opportunity for an intermingling of students of all ages, and generating School spirit. Students compete in a spirit of friendly rivalry for points for their House teams. An award is presented at Closing Ceremonies to the year's most successful House.

Each student is placed in a House upon entering the School and stays in that House until graduation. The School's student population is divided into four Houses, each named after a prominent and inspirational woman in history: Elizabeth Fry, Helen Keller, Florence Nightingale and Cairine Wilson. Houses recognize their House namesake annually through House Days. Students are encouraged to wear House colours on their designated House day in show of their House spirit. Houses also choose a programme of social service each year and are responsible for designing and carrying out fundraising activities for their House charity.

House Meetings are held regularly. House Games are held regularly at lunch hour. Spirit Afternoon in the spring is structured around House teams. Attendance at all House activities is compulsory, as these activities are viewed as an important part of the whole Elmwood educational experience.

Elmwood's Four Houses

Fry

Elizabeth Fry (1740-1845) is remembered for her pioneering work in prison reform in Britain. She was well educated, having studied history, geography, French and Latin.

House Motto: *Friendship for All*

House Colour: Red

Keller

After a childhood illness, Helen Keller (1880–1968) became both deaf and blind. Despite her handicap, she made phenomenal progress learning to communicate with the outside world. Her determination and success paved the way for other handicapped people to find hope and help in their struggle to achieve success as well.

House Motto: *Fair Play*

House Colour: Baby blue

Nightingale

Florence Nightingale (1820–1910) was well schooled having studied Greek, Latin, French, German, and Italian, history, philosophy and mathematics. In adulthood she became a nurse and is best known for her struggle to improve the quality of nursing care of the sick and wounded soldiers during the Crimean War.

House Motto: *Not for Ourselves Alone*

House Colour: Navy blue

Wilson

Cairine Wilson (1885–1962) was named Canada's first woman senator on February 20, 1930. A leader in Women's Liberal clubs and youth groups, President of the Canadian League of Nations Society, Chair of the Canadian National Committee on Refugees and a delegate to the United Nations.

House Motto: *To Give of Ourselves and Never Count the Cost for Others' Greater Need*

House Colour: Yellow

House Points: Middle and Senior School

House points are based on: Creativity, Activity, Service, and STEM in alignment with the IB pillars of CAS in the Diploma Program. This model provides a breadth of experience and focuses on depth versus quantity in terms of the student experience.

Middle School House Award

Grades 6 - 8

Each year that a student is in MS, they are encouraged to work towards their MS House Letter. Students must participate in at least one school-based, co-curricular activity from three of the four three identified pillars to achieve a house letter. If a student has achieved this by the end of grade 8, they will receive their MS House Letter. If a student is at Elmwood for all three MS grades, they need to complete this for each year of Middle School. If a student enters Elmwood in grade 8, they need only to demonstrate this accomplishment for that year. Students who complete the requirements by the end of grade 6 and grade 7, respectively, will receive a certificate of achievement in recognition of their success as they continue to work toward the ultimate goal of achieving the MS House Letter at the end of grade 8.

Middle School Bronze E

For any student who wishes to challenge themselves further, they can pursue the Bronze E. The Bronze E is achieved by having a 'major' in one pillar in each of their years in MS. This means that in addition to having one activity in three of the four pillars, the student has *at least* one pillar where they participated in multiple activities and demonstrated sustained commitment.

Lower Senior School House Award

Grades 9 - 10

Each year that a student is in grade 9/10, they are encouraged to work towards their Lower Senior School House Letter. Students must participate in and then reflect on at least one school-based, co-curricular activity from three of the four identified pillars to achieve a house letter. At the end of grade 10, if a student has achieved this, they will receive their Lower Senior School House Letter. If a student is at Elmwood for grades 9 and 10, they need to complete this each year. If a student enters Elmwood in grade 10, they need only to demonstrate this accomplishment for that year. Students who

complete the requirements by the end of grade 9 will receive a certificate of achievement in recognition of their success as they continue to work toward the ultimate goal of achieving their Lower Senior School House Letter at the end of grade 10.

Senior School Silver E

For any student who wishes to challenge themselves further, they can pursue the Silver E. The Silver E is achieved by having a ‘major’ in one pillar in each of their years in grades 9/10. This means that in addition to having one activity in three of the four pillars, the student has *at least* one pillar where they participate consistently in.

Upper Senior School House Award

Grades 11 - 12

Each year that a student is in grade 11/12, they are encouraged to work towards their Upper Senior School House Letter. Students must participate in and then reflect on at least one school-based, co-curricular activity from three of the four identified pillars to achieve a house letter. At the end of grade 12, if a student has achieved this, they will receive their Upper Senior School House Letter. If a student is at Elmwood for grades 11 and 12, they need to complete this each year. If a student enters Elmwood in grade 12, they need only to demonstrate this accomplishment for that year. Students who complete the requirements by the end of grade 11 will receive a certificate of achievement in recognition of their success as they continue to work toward the ultimate goal of achieving their Upper Senior School House Letter at the end of grade 12.

Senior School Gold E

For any student who wishes to challenge themselves further, they can pursue the Gold E. The Gold E is achieved by having a ‘major’ in one pillar in each of their years in grades 11/12, as well as having at least one Leadership experience. This means that in addition to having one activity in three of the four pillars, the student has *at least* one pillar where they participate consistently.

CO-CURRICULAR ACTIVITIES

Co-curricular Policy

Co-curricular activities are integral to fostering the holistic development of our students and maintaining a positive, productive and enjoyable learning environment. Co-curricular opportunities help students grow beyond the classroom.

The selection of co-curricular activities for Junior School students takes place at the beginning of each new term. The list of activities available to students is traditionally communicated to the parent community through Schoology, followed by registration forms, additional information and any associated costs (when applicable). Junior School co-curricular activities are supervised by an Elmwood staff member at all times and where appropriate area experts are invited to facilitate clubs and activities.

The selection of co-curriculars is completed each term by Middle and Senior School students after carefully considering the options presented by Elmwood advisors and coaches. Students are expected to understand and respect the commitment required by each activity. Depending on the nature of the activity, coaches and advisors may ask students and parents to sign a commitment contract acknowledging the student’s responsibility to meet the requirement of the activity while still meeting academic requirements. Students must be realistic and consider how they

will balance all of the demands on their time (i.e. academics, arts, athletics, clubs and community service/involvement). Students are encouraged to speak directly with the staff advisor or coach of the activities they are interested in pursuing when considering matters of time management and overall commitment to co-curricular participation.

It is the role and responsibility of the School, in consultation with parents, to take action to curtail involvement when students over-commit and concerns around time management surface. If the problem persists, it is at the discretion of the advisor to counsel the student out of the activity if necessary. This would be a last resort action, but will be enforced if necessary. Parents will be advised of the process.

We encourage all students to participate in at least one co-curricular per term in order to contribute to and benefit from a full Elmwood experience and community.

STUDENT LEADERSHIP

We believe all our students have the potential to be positive leaders in our school. Elmwood students at all levels have many opportunities to develop and demonstrate leadership skills.

Prefects

Being elected a Prefect is considered an honour and a privilege. It requires tremendous commitment and dedication from those elected. Prefects are expected to lead by example and be positive role models for all other students in all areas of school life. Elmwood Prefects are required to demonstrate their best effort in the classroom, participate in and support school life activities, adhere to school rules and regulations, wear the School uniform in an exemplary manner, and demonstrate positive leadership attributes such as integrity, responsibility, commitment, and respect. Through attitudes and actions, Prefects are to instil a sense of pride in Elmwood’s traditions, the history, the decorum, and the School culture.

<i>Head Girl</i>	Bianca Sugunasiri
<i>Senior Prefect</i>	Stefanie Tadman
<i>Middle School Prefect</i>	Zafreen Abdullah
<i>Junior School Prefect</i>	Coco Ru
<i>Head of Fry</i>	Hailey Kay
<i>Head of Keller</i>	Erika Rossi
<i>Head of Nightingale</i>	Christina Nightingale
<i>Head of Wilson</i>	Aimee Badge
<i>Sports Captain</i>	Jiggy Schonfeld
<i>Arts Prefect</i>	Stella Fisher
<i>Community Prefect</i>	Yuke Zou
<i>Student Ambassador Prefect</i>	Leia Fraser-Robinson

Councils at Elmwood

Students in Senior School and Middle School can participate in Student Council. Student Council representatives meet regularly, and provide support to Elmwood’s Prefects and traditional House activities. Representatives serve as a voice for other students in their grade and House, promote activities within their grade and House, and initiate, organize, assist, and facilitate activities for the overall student body. Examples of other councils include: Athletics Council, Arts Council, Community Service Council, etc.

Duke of Edinburgh's Award Programme/Outdoor Expeditions

The Duke of Edinburgh's Award *Young Canadians Challenge* is an exciting self-development programme available to all young people, equipping them with life skills to make a difference to themselves, their communities and their country. It complements academic studies with co-curricular activities that strengthen students' sense of responsibility and enriches their surrounding community. Each year students participate in the Bronze, Silver and Gold levels by meeting the requirements through the four Programme elements:

1. Community Service - The emphasis of this section is the regular giving of a service. This requirement also fulfills the high school diploma requirement of 40 hours of community service upon graduation.
2. Outdoor Expedition - The expedition is designed to cultivate a spirit of adventure and discovery; an understanding of the environment, and the importance of working together in a team with a common purpose. The expeditions vary each year and at each level, proper training and preparation, self-sufficiency, self-reliance and the exploration of new surroundings are the key elements. Some examples of expeditions include dog sledding, white water canoeing and hiking the Appalachian Trail.
3. Skills - To encourage the development of personal interests and learn practical skills. Skills can include such hobbies as photography, web design, music, singing, crafts, language acquisition.
4. Physical Recreation -To encourage improved performance and physical fitness.

Participants are required to take part in some form of organized physical recreation program or personal training program and show individual progress. Most team and individual sports are included, such as football, athletics, archery, swimming and canoeing. The list is endless, depending on what appeals to you.

MS/SS Homeroom Groups

Elmwood is committed to ensuring that all students have a successful experience. Each year students are assigned to a homeroom. The teacher advisor will guide and support the HR students and have an overview of a student's needs and progress, and is the key contact person in the school for those concerned with their progress. During homeroom students and teachers have regular contact as well as extended homeroom periods to discuss specific items such as goals, academic workload and co-curricular and community involvement. Students meet with their HR daily for attendance and announcements.

ATHLETIC CODE OF FAIR PLAY

The following points are in place to ensure a respectful, civil, safe, fair, and enjoyable athletic experience for athletes, coaches, and parents.

Athletes will:

- play by the rules, and in the spirit of the game;
- recognize the efforts of teammates, and do their best to encourage teammates through positive reinforcement;
- be respectful and thankful for the time and help of coaches;
- be respectful of officials, and accept the decisions of the officials gracefully;
- be respectful of opponents, and spectators; and,
- conduct themselves with honour, dignity and sportsmanship.

Coaches will:

- teach their athletes to play fairly and to respect the rules, officials and opponents;
- set a good example of sportsmanship;
- be clear in their expectations, and ensure all athletes receive equal instruction and support;
- not ridicule athletes for making mistakes or for losing a competition;
- ensure the equipment and facilities are safe and appropriate to the age and ability of the players; and,
- be reasonable when scheduling games and practices, remembering that young athletes have other interests.

Parents and Spectators are reminded:

- to encourage athletes to play fairly and to respect the rules, coaches, officials, and opponents;
- to encourage children to play for their own enjoyment;
- to never ridicule or yell at an athlete for making mistakes or losing a competition;
- to show respect and appreciation for the coaches who give their time to provide sport instruction and activities;
- to respect the officials decision, never question the official's judgment or honesty in public; and,
- that inappropriate language or conduct directed at athletes, coaches, officials will not be tolerated.

ACKNOWLEDGEMENT PAGE

By signing below you acknowledge that you have read the Elmwood School 2020/2021 Student Handbook and are familiar with the policies and expectations that apply to all members of the Elmwood School community. Familiarity with school policies, expectations and routines is an essential part of school life.

If you have any questions or concerns please speak with your Homeroom teacher for clarification.

Student Name (please print)

Student Signature

Parent/Guardian Signature

Homeroom (please print)

Homeroom teacher Signature

Please sign and return this form to your Homeroom teacher.