



Student Agenda

2011-2012

Inspiring each girl to reach her full potential.

This agenda belongs to:

Name: _____

Homeroom/SLG: _____

Middle/Senior School Attendance:
(613) 613-688-2004 or email: attendance@elmwood.ca

TABLE OF CONTENTS

Content	Page
Elmwood School Mission, Values, Leadership Team	3
School Motto, Symbol and Hymn	4
Daily Schedule	5
Significant Dates for 2011 – 2012	6
Elmwood School Code of Conduct	7
Elmwood School Dress Code	14
Middle School Uniform Requirements	17
Senior School Uniform Requirements	19
Academics at Elmwood School	21
Technology at Elmwood School	27
Daily General Routines	31
Student Life at Elmwood School – House System	33
Co-curricular Activities	36
Student Leadership	37
Athletic Code of Fair Play	39
Acknowledgement Page – To be signed by student, parent/guardian and SLG/homeroom teacher	40
Quick References – includes Elmwood Library information, Metric Multipliers, the Periodic Table, the Design Cycle, Essay Writing	41

ELMWOOD SCHOOL

Our Mission

Inspiring each girl to reach her full potential.

Elmwood

- Develops inquiring lifelong learners
- Creates compassionate engaged global citizens
- Builds confident, caring leaders

Our Values

The following beliefs and principles 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.

Leadership Team

Headmistress - Mrs. Cheryl Boughton

Deputy Head - Mrs. Kate Angell

Director of Academic Counselling – Ms. Donna Naufal Moffatt

Dean of Student Life, Middle School – Mrs. Francie Marchand

Dean of Student Life, Senior School – Ms. Andrea Kelly

Director of Advancement – Ms. Ellen Ewert

Director of Student Recruitment – Ms. Dana Lynn Borschewski

Director of Finance and Administration – Ms. Tanja Mackin

Director of Communications – Ms. Teresa Stirling

IB Primary Years Programme Director – Ms. Christine Blackadar

IB Middle Years Programme Director – Johanne Laflamme

IB Diploma Programme Director – Shelley Barton

School Motto

Summa Summarum “Highest of the High”

School Symbol

The daffodil is the symbol of Elmwood School. Inspired by a poem by William Wordsworth, *The Daffodils*, our founding Headmistress, 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.

DAILY SCHEDULE

Middle School Timetable

Homeroom	8:10-8:20 am
Period 1/2	8:20-9:40 am
Break	9:40-9:55 am
Period 3/4	9:55 -11:15 am
Lunch	11:20-12:10 pm
Assembly	Wednesday
Period 6	12:10-1:00pm
Period 7/8	1:00 -2:20pm*
Period 9/10	2:25-3:45 pm

Senior School Timetable

Homeroom	8:10-8:20 am
Period 1/2	8:20-9:40 am
Break	9:40-9:55 am
Period 3/4	9:55 -11:15 am
Period 5	11:20-12:10 pm
Assembly	Wednesday
Lunch	12:10-1:00pm
Period 7/8	1:00 -2:20pm
Period 9/10	2:25-3:45pm

Special Schedule A Timetable (Speaker)

Homeroom	8:10-8:20 am
Period 1/2	8:20-9:30 am
Speaker	9:30-10:10 am
Break	10:10-10:25 am
Period 3/4	10:25 – 11:35 am
Period 5	11:40-12:30 pm
Lunch	12:30-1:20pm
Period 7/8	1:20-2:30pm
Period 9/10	2:30-3:45pm

Special Schedule B Timetable (Extended Homeroom)

Homeroom	8:10-8:40am
Period 1/2	8:40-9:55 am
Break	9:55-10:10 am
Period 3/4	10:10 – 11:25 am
Period 5	11:30-12:20pm
Lunch	12:20-1:10pm
Period 7/8	1:10-2:25pm
Period 9/10	2:30-3:45pm

**Middle School will have an afternoon break each day from 2:10-2:20 p.m. with the exception of Grade 8 students in credit courses. Special Schedule A 2:20-2:30, Special Schedule B 2:15-2:25.*

SIGNIFICANT DATES for 2011-2012

Please visit our website at www.elmwood.ca, on a regular basis and refer to our weekly communications for more detailed and current information.

Tuesday, September 6	Classes start, new students
Wednesday, September 7	Classes start, returning students
Thursday, October 6	Thanksgiving break, classes end
Tuesday, October 11	Classes resume
Thursday, November 10	Fall Mid-term break, classes end
Tuesday, November 15	Classes resume
Thursday December 22	December break, classes end
Tuesday, January 10	Classes resume
Thursday, February 16	Family Day break, classes end
Tuesday, February 21	Classes resume
Friday, March 9	March Break, classes end
Monday, March 26	Classes resume
Thursday, April 5	Easter Break, classes end
Tuesday, April 10	Classes resume
Friday, May 18	Victoria Day Break, classes end
Tuesday, May 22	Classes resume
Wednesday, June 13	Junior Closing
Thursday, June 14	Middle Closing
Friday, June 15	Senior Closing

ELMWOOD SCHOOL CODE OF CONDUCT

Definitions

For all purposes of this Code of Conduct, 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 as well as the highest standards of academic excellence and of 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, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced, 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 totally unacceptable as are their use in resolving conflict. 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, sex, 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 its 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 Headmistress, Deputy Head 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 Headmistress under the

direction of the school's Board of Governors, takes a leadership role in the daily operation of the school. She 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 her authority accountable for their 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 Headmistress, 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/or
- 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;
- shows respect for herself, others and persons in authority;
- 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 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 her 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, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability;
- respect the rights of others;
- 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;
- respect the need of others to work in an environment that is conducive to learning and teaching; and
- not swear at a teacher or at another person in a position of authority.

Inappropriate Behaviour

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

- unexcused absence from class or school activities;
- unauthorized absence from campus;
- academic dishonesty;
- swearing at a teacher or other person in authority;
- leaving a MacBook unattended;
- acts of vandalism causing damage to school property or property located on school premises;
- smoking 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; posting offensive comments on personal or commercial websites (e.g. Facebook, www.ratemyteachers.com, and similar sites); (See Academic Integrity Policy/Acceptable Use of Technology Policy)
- unauthorized possession of school building keys; 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 its 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 that is appropriate in the particular circumstances of an offence, including the expulsion of a student.

In addition, it is not necessary that a student succeed 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.

Sanctions

When exercising its discretion to determine the appropriate sanction to apply to an offence, Elmwood School will take into account:

- the seriousness of the offence or the attempt to commit the offence;
- the intention of the student; and
- the impact of the offence on the standards of behaviour and integrity that Elmwood School tries to cultivate in the school community.

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

- meeting with appropriate person(s) (such as fellow students, faculty, administrators);
- lunch time detention
- contact with the parent(s) of the student involved;
- removal from a school activity, special program or recess to complete work or a special assignment designated by the teacher;
- removal from class for a period of time;
- Letter of Probation/Warning;
- conference involving student, teacher, homeroom/SLG teacher, parent, Dean of Student Life and/or Deputy Head;
- arrangement of a behaviour or performance contract with the involvement of 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; and/or
- 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 her 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 which is injurious to the moral tone of the school or to the physical or mental well-being of others.

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;
- ensure that a student, and her parents, are aware of the complaint against the student;
- ensure that a student, and her 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 general procedure Elmwood School will observe to investigate and deal with any reports of breaches of the Code of Conduct is as follows:

- The teacher who observes the incident/behaviour or to whom it has been reported to 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 forward this report to the appropriate Dean of Student Life to investigate.

- The Dean of Student Life will question those with alleged involvement to determine involvement, facts and related issues.
- As part of the investigation, the Dean of Student Life will provide the student with an opportunity to explain the student's conduct, respond to the allegation and be heard regarding the student's position with respect to the incident in question.
- After these initial interviews, the Dean of Student Life will inform the parents as required.
- In serious cases, where there is potential for lengthy suspension or expulsion, the Dean of Student Life will obtain from the student and his/her 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; the Dean of Student Life will report findings to the Deputy Head.
- If a student denies an allegation and a matter of credibility arises, the student and her parents will be given an opportunity to meet with the person who will make the discipline determination (the Deputy Head or designate) so that she can:
 - (i) present her 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 her parents will be given an opportunity to meet with the person who will make the discipline determination (Headmistress) so that she can:
 - (i) present her 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 her 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.

Revised June 2011.

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 behaviour that is intended to harm someone by damaging or manipulating an individual's relationship with others. Studies show that girls are more likely than are boys to express this form of covert bullying — they fight with body language, words, and relationships.

Examples of Relational Aggression


- Spreading rumours and gossip
- Passing notes about another student
- Making fun of someone in 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
- Getting friends to exclude someone you are mad at
- 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 this 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 Code of Conduct for more information.

ELMWOOD SCHOOL DRESS CODE

Elmwood School Uniform – Middle/Senior



No makeup

Acceptable jewelry:
Small stud earrings or small hoops

White Collar Shirt

Tie worn fitted at the neck

Number One Uniform includes blazer
(Blazer **MUST** be worn on required days)

Green Skirt (Middle)
Plaid Skirt (Senior)
or Grey Pants

Skirts no more than 10 cm above the knee

Green socks to the knee

Black polished shoes (maximum one-inch heel)

Students must arrive at school, and leave at the end of the day, in full uniform.

General Appearance

- 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 **full proper uniform**, including black shoes. They are not to wear running shoes with their uniform. Students are to wear their boots during the winter to avoid wearing running shoes with the uniform.
- The only jewellery items permitted with the uniform are small silver or gold stud earrings or small hoops no larger than 1 cm in diameter, a plain signet ring or school ring, one bracelet and one watch.
- Make-up and coloured nail polish may not be worn by students in uniform.
- Hair should be worn neatly and off the face. Ribbons and hair bands should be dark green, white, black or gold—no patterns, only solid colours.
- The School reserves the right to determine reasonable hair colour and style.
- Visible tattoos or piercings, other than a single ear piercing, are not permitted.
- Purses are not worn with the uniform.
- If for medical reasons a student is unable to wear regulation clothing, a medical certificate is required and submitted to the appropriate Dean of Student Life.
- For Health and Safety reasons, proper footwear is to be worn at all times in the building. Failure to do so may result in a substantial fine imposed by the Health Department.
- **ALL** items of clothing, including shoes and boots, **must be labelled** with the student's name in full (no initials please)

Uniform Infractions

Elmwood School has a commitment to ensure that all students wear their uniform consistently and with pride. Please see the Code of Conduct for a list of sanctions for improper uniform.

Lost Items

Items, which 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 Eagles' Nest – Elmwood School Shop

The Eagles' Nest, run by volunteers from the PFAC, sells new and some used uniform items (on consignment). It also sells promotional items such as scarves, gym bags, waterbottles, travel mugs, umbrellas and blankets. During the school year the Eagles' Nest, located on the first floor of the Senior Building, is open on **Tuesdays from 3 – 4:15 p.m.**

The Eagles' Nest holds a new uniform fitting day in mid-to-late May and Top Marks representatives are present to assist and answer questions. In June, following school closing, a used-uniform intake

day is held followed by a sale of new and used uniform items. You may contact the Eagles' Nest at eaglesnest@elmwood.ca or at 613-749-6761 ext.250.

Uniform Supplier

Top Marks

5760 Ferrier Street

Montreal, QC H4P 1M7

Tel: (514) 344-5454 or 1-800-667-7105

Fax: (514) 344-5350

E-mail: Info@TopMarks.ca

Website: www.topmarks.ca

Go to "Online Orders"

Enter school password 'ELMO1' to create an account.

MIDDLE SCHOOL UNIFORM REQUIREMENTS

ITEM	DESCRIPTION	TIMING	SUPPLIER
NUMBER ONE UNIFORM (Must be available for all important school events and is to be worn on a schedule of days designated by the School. For Middle /Senior School students Number One Uniform is Wednesdays, and at all important events.)			
BLOUSE with crest	White: Short or long sleeves	All year	Eagles' Nest Top Marks
TIE	Hunter Green	All Year	Eagles' Nest Top Marks
SKIRT	Hunter Green: No shorter than 4"(10 cm) above the knee	All year	Top Marks
PANTS	Grey: Worn with grey socks, blouse, and mandatory clothing listed above*	All year	Top Marks
BLAZER with crest	Hunter Green	All year	Top Marks
KNEE SOCKS or TIGHTS	Hunter Green: Worn with skirt Grey: Worn with grey pants	All year	Eagles' Nest Local stores
SHOES	Black: Polished leather (no suede, or patent leather), closed toe and back, flats with heels no thicker than 3 cm; if laced, no more than 6 eye-holes per shoe, no athletic-style shoes (i.e. Pumas, etc.) No large metal detailing.	All year	Local stores

NUMBER TWO UNIFORM (To be worn on all other days)			
BLOUSE with crest* must be worn with one of the items below	White: Short or long sleeves	All year	Eagles' Nest Top Marks
*SWEATER or VEST, all with crests	Hunter Green: *Mandatory over blouse	All year	Top Marks Uniform
TIE	Hunter Green	All year	Eagles' Nest Top Marks
SKIRT	Hunter Green: No shorter than 4"(10 cm) above the knee	All year	Top Marks
PANTS	Grey: Worn with grey socks	All year	Top Marks

KNEE SOCKS or TIGHTS	Hunter Green: Worn with skirt Grey: Worn with grey pants	All year	Eagles' Nest Local stores
SHOES	Black: Polished leather (no suede, or patent leather), closed toe and back, flats with heels no thicker than 3 cm; if laced, no more than 6 eye-holes per shoe, no athletic-style shoes (i.e. Pumas, etc.) No large metal detailing.	All year	Local stores

NUMBER TWO UNIFORM –Summer (May be worn from September to Thanksgiving and May 1 to School Closing)			
POLO SHIRT with crest	White: Worn with skirt, slacks, wrap-around skirt	September - Thanksgiving May 1 - School Closing	Top Marks
SKIRT	Hunter Green: No shorter than 4”(10 cm) above the knee	All year	Top Marks
PANTS	Grey: Worn with polo shirt or blouse, grey socks, and black shoes	All year	Top Marks
GYM UNIFORM			
SHORTS	Black with white stripe: Required for all gym classes	All year	Eagles' Nest
T-shirt with crest	White or House T-shirt	All year	Eagles' Nest
HOODIE	Grey	All year	Eagles' Nest
JOGGING PANTS		All year	Eagles' Nest
TRACK SUIT with crest	Hunter Green/Black: Mandatory for teams	All year	Eagles' Nest
RUNNING SHOES	Any colour: Scuff-free soles only. Required for all gym classes	All year	Local stores
SOCKS	White: Required for all gym classes	All year	Local stores
OUTERWEAR			
MICRO POLAR JACKET With crest	Hunter Green: Full front zipper; may also be worn indoors	All year	Eagles' Nest

SENIOR SCHOOL UNIFORM REQUIREMENTS

ITEM	DESCRIPTION	TIMING	SUPPLIER
NUMBER ONE UNIFORM (Must be available for all important school events and is to be worn on a schedule of days designated by the School. For Middle /Senior School students Number One Uniform is Wednesdays, and at all important events.)			
BLOUSE with crest	White: Short or long sleeves	All year	Eagles' Nest Top Marks
TIE	Hunter Green	All year	Eagles' Nest Top Marks
SKIRT	Lindsay Tartan: No shorter than 4"(10 cm) above the knee	All year	Top Marks
PANTS	Grey: Worn with grey socks	All Year	Top Marks
BLAZER with crest	Hunter Green	All year	Top Marks
KNEE SOCKS or TIGHTS	Hunter Green: Worn with skirt Grey: Worn with grey pants	All year	Eagles' Nest Local stores
SHOES	Black: Polished leather (no suede, or patent leather), closed toe and back, flats with heels no thicker than 3 cm; if laced, no more than 6 eye-holes per shoe, no athletic-style shoes (i.e. Pumas, etc.) No large metal detailing.	All year	Local stores

NUMBER TWO UNIFORM (To be worn on all other days)			
BLOUSE with crest* must be worn with one of items below	White: Short or long sleeves	All year	Eagles' Nest Top Marks
TIE	Hunter Green	All year	Eagles' Nest Top Marks
*SWEATER or VEST, all with crests	Grades 9 to 11 Hunter Green: Grade 12 only Burgundy: *Mandatory over blouse	Thanksgiving - April 30	Top Marks
SKIRT	Lindsay Tartan: No shorter than 10 cm above the knee	All year	Top Marks
PANTS	Grey: Worn with grey socks, blouse, and mandatory clothing listed above*	Thanksgiving - April 30	Top Marks

KNEE SOCKS or TIGHTS	Hunter Green: Worn with skirt Grey: Worn with grey pants	All year	Eagles' Nest Local stores
SHOES	Black: Polished leather (no suede, or patent leather), flat, closed toe and back, with soles and heels no thicker than 3 cm; if laced, no more than 6 eye-holes per shoe, no running style shoes (i.e. Pumas, etc.)	All year	Local stores

NUMBER TWO UNIFORM – Summer (May be worn from September to Thanksgiving and May 1 to School Closing)			
POLO SHIRT with crest	White: Worn with skirt, slacks, or wrap-around skirt	September - Thanksgiving May 1 - School Closing	Top Marks
SKIRT	Lindsay Tartan: No shorter than 10 cm above the knee	All year	Top Marks
PANTS	Grey: Worn with polo shirt or blouse, grey socks, and black shoes	September - Thanksgiving May 1 - School Closing	Top Marks
GYM UNIFORM			
SHORTS	Black with white stripe: Required for all gym classes	All year	Eagles' Nest
T-shirt with crest	White or House T-shirt	All year	Eagles' Nest
HOODIE	Grey	All year	Eagles' Nest
JOGGING PANTS		All year	Eagles' Nest
TRACK SUIT with crest	Hunter Green/Black: Mandatory for teams	All year	Eagles' Nest
RUNNING SHOES	Any colour: Scuff-free soles only. Required for all gym classes	All year	Local stores
SOCKS	White: Required for all gym classes	All year	Local stores
OUTERWEAR			
MICRO POLAR JACKET With crest	Hunter Green: Full front zipper; may also be worn indoors	All year	Eagles' Nest

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 applying thinking skills critically and creatively 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 the perspectives, values and traditions of other individuals and communities. 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 to the lives of others and to 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 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, interrelatedness of subject areas, and holistic student-centered 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 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.

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. Under the “culture of responsibility” 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 a minimum of two weeks in advance of the deadline. Teachers will use the First Class Test and Assignment calendars to coordinate due dates so that no more than two such assignments are due in any day and post due dates on this calendar.

- For major projects, tasks will be broken down into specific steps with corresponding due dates. The teacher will check on progress at each interval. A written outline of expectations, rubrics and due dates for each step in the project will be posted on FirstClass for students to view.
- All projects must be within the ability level of the student, requiring a minimum of parent input and assistance.
- When a student does not hand in an assignment, the parent will be notified by the student's teacher within 24 hours. Penalties for late assignments are listed below.
- In the event of an extended absence due to approved situations (i.e. medical reasons, family circumstances, late registration), modifications to the evaluation may be made only after the student, parent and subject teacher have been consulted.
- In cases where parents or guardians find that the homework given is not consistent with the guidelines of this policy, they should make first contact with the teacher. The parents or guardians will be contacted by the teacher if there is concern about either the standard or the completion of the project or long term assignment.

Late assignments

- The student must see their teacher and explain the reason for lateness, establishing a new deadline and application of academic penalties (see below)
- The teacher calls home to discuss with parents/guardians the problem with lateness
- A detention will be set
- Repeated failure to submit assignments on time will result in a meeting between the student, SLG/homeroom teacher, Academic Guidance Counsellor and parents. Please see further sanctions outlined in Code of Conduct

Penalties for Late Assignments

Assignments are due during class time on the date agreed upon by the teacher and the students. An assignment is considered late if it is not submitted at that time. Late assignments will incur an incremental academic consequences, as outlined below:

- Day 1 – 10%
- Day 2 – 5%
- Day 3 – 5%
- Day 4 – 5%
- Day 5 – zero

Homework expectations

- Every Elmwood student is expected to have homework every weeknight, to include **one** night of the weekend.
- Time should be set aside regularly for this homework.
- Where written homework is not set, students are expected to read novels that are part of their programme, review and reorganize notes, re-read textbook chapters studied in class or research topics or assignments.
- Normal homework times are up to 1 hour a night in Grade 6 and up to 1.5 hours a night in Grades 7 and 8. High School demands depend on courses taken and course load but up to 2 to 3 hours a night is a realistic average expectation.

ACADEMIC INTEGRITY POLICY

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 its 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 dishonesty include cheating, or a demonstrable intention to cheat on examinations, tests or assignments. Cheating can constitute copying or paraphrasing the work of others without citation (plagiarism), viewing or using tests or examinations without permission of the teacher, bringing information in any physical or electronic form to the location of the exam or test without the permission of the instructor, sharing information in any form, including, but not limited to, orally; by physical signs; by auditory signals, by electronic signals; by copying (or allowing to be copied) answers on a test or examination; or theft of the test or examination.

Roles and Responsibilities

Teacher – If an incident of academic dishonesty is suspected, the teacher will assemble the relevant evidence and interview the student. If the student has a satisfactory explanation, the process stops. If the student has no explanation and/or denies dishonesty, then the teacher will present the evidence to the Instructional Leader.

Instructional Leader – If the IL considers the evidence of cheating unconvincing, the process stops. If convincing, then he/she will direct the teacher to write a Serious Incident Report and submit it to **Deputy Head** within 24 hours.

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 Dishonesty

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

Where a student is found guilty of academic dishonesty 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 of academic dishonesty, the student's grade level and the student's history of academic integrity, the student may also receive additional sanctions. (Please see the Code of Conduct).

First offence – For cheating on a test, a grade of zero percent is recorded, a detention is set and the student's parents will be notified. For cheating on an assignment, the student must redo that assignment within 48 hours, and resubmit for a possible mark of up to 50%.

In detention, the student must also write a letter demonstrating an understanding of the seriousness of cheating and of what to do next time the student needs to make a decision regarding academic integrity.

Repeated offences – The Deputy Head, SLG/homeroom teacher and the subject teacher will meet with the student and her parent(s). The student will receive a grade of zero percent on the test or assignment, and such conduct will result in further disciplinary action, including, but not limited to, letter of warning, detention, suspension or expulsion.

ELMWOOD SCHOOL ATTENDANCE POLICY

It is the expectation of Elmwood School, in accordance with the Ministry of Education 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, it is the responsibility of the student and/or parent to notify the school/classroom teacher to ensure appropriate planning for missed class work is discussed with the classroom teacher and student collaboratively. Record-keeping explaining absences will be recorded 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 policy on unexplained absences and with the appropriate Dean of Student Life.

Furthermore, in accordance with Ontario Ministry Guidelines, it is the decision of the School to determine the minimum 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 either school or in a specific class. The Ministry of Education requires all credit courses to be a minimum of 110 hours.

As a basic guideline for all credit courses, a minimum of 66% of classes will be the determining factor for credit completion. If fewer than 66% of classes have been attended, a credit in a specific class or classes will be in jeopardy. At that point, the student and parent will meet with the subject teacher and the Director of Academic Counselling to determine a Credit Recovery Plan.

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:

- Should a teacher be concerned about a student's understanding of a concept or content early in the course due to absences, regardless of the reason for the absence, the teacher will bring it the attention of the student and parent at the earliest possible point.
- At the point where a student has missed 25% of classes (equivalent to forty 40-minute blocks or twenty 80-minute blocks), the teacher will speak to the student about the concern, notify the parent and Director of Academic Counselling. A Letter of Concern will be documented and a copy provided to the student and her family.
- If fewer than 66% of classes have been attended (absences equivalent to fifty-six 40-minute blocks or twenty-eight 80-minute blocks), the teacher will notify the Director of Academic Counselling. The student and parent will be asked to meet and discuss the Credit Recovery Plan for that course with the teacher and Director of Academic Counselling.

Note – it must be understood that by stating a minimum attendance guideline, absences from class are not encouraged. In order for a student to reach her 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** arrangement with their teacher.

It is required that 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.

Absences for Final Assessments

Attendance for Final Assessments in June (Middle School) and May/June (Senior School) is mandatory. Any exceptions due to unforeseen circumstances or serious illness require prior consultation with the Director of Academic Counselling and/or the appropriate Dean of Student Life.

Absences and attendance at co-curricular and sporting events

Please note that if a student is absent during the academic day, she 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 academic progress.

TECHNOLOGY AT ELMWOOD SCHOOL

The Student/Staff Acceptable Use of Technology Policy can be found online at www.elmwood.ca Please consult the website for more detailed information.

General Technology Information

Personal Electronic Devices

Please note that a student may only use an electronic device under the direct supervision and with the permission of the teacher while in class.

Emerging Technologies

Elmwood is continuously testing new emerging technologies and as such is interested in students using their own iPods, digital still and video cameras and multi-media cell phones. These devices may only be used under teacher supervision.

These policies govern the use of all Elmwood technology equipment including the Elmwood Edge laptop computers and are intended to promote the responsible and ethical use of school technology resources. These resources should be used for the purposes for which access is granted, according to practices which ensure that the rights of all users are protected.

Violations of computing policies are handled as a disciplinary matter and may result in the loss of privileges, suspension or even expulsion where warranted.

Signing of the enrolment contract authorizes the use of the School technology resources, including laptops, and the acceptance of these required behaviour. The laptop computer loaned to students in the Elmwood Edge programme is for the sole use of the student.

Although school equipment may be used for any authorized purpose, school-related work takes priority.

As with all matters of law and ethics, ignorance of the rules does not excuse violations.

Internet Use

The Internet provides access to resources worldwide. This access is a privilege and requires that the user act responsibly. The School reserves the right to revoke such privilege where Elmwood decides that a user has engaged in contact that interferes with normal and proper operations of the information systems, that adversely affects the ability of others to use these information systems or which is harmful or offensive to others.

Elmwood School provides access to the Internet from K-12 students. Elmwood monitors all web activity to ensure appropriate usage, however, Elmwood is not responsible for any materials acquired over the Internet. Grade 6-8 are supervised in class, but have access to any computers in the School Library to use for school work. Grades 9-12 have access both in and out of class time.

Users may not:

- attack another computer or take unauthorized information/files;
- send nuisance, abusive, threatening, racist, obscene, forged or anonymous messages;
- send unsolicited e-mail to large numbers of people (spamming);
- access material that is profane or obscene, that advocates illegal acts, violence or discrimination or that is otherwise offensive;
- use instant messaging, social networking sites, games or chat rooms unless authorized by the School, or other than the School e-mail;
- give personal information over the Internet about themselves or other people;
- agree to meet with someone they have met online; or,
- present (as one's own), any information, including but not limited to text and graphics, from the Internet (plagiarism).

Downloading or uploading software or files, such as music or video files from the Internet is strictly forbidden unless authorized by a member of the Technology or Libraries and Information Studies Departments.

It should also be noted that e-mail is not necessarily private. Elmwood is the sole owner of all information stored on the School's information systems. This includes files, programmes, electronic mail, data stored on local hard drives or laptops, as well as any data transmitted via Elmwood's network infrastructure. Elmwood reserves the right to examine and/or monitor without prior notice the contents of all such information to assure compliance with internal policies, to support the performance of internal investigations, to assist with the management of information systems or where system requirements otherwise dictate, and as such no student should have any expectation of privacy.

Users will promptly disclose to a Systems Administrator or teacher any message received that is inappropriate or causes discomfort.

Network, Hardware and Student Accounts

- The School maintains the School network and computers. The School cannot guarantee that user files will not be corrupted by virus or system failure. It is the responsibility of the user to back up their school related files.
- The School has the right for authorized persons (i.e. the systems administrator/s) to inspect any aspect of the network (including user files and e-mail) and to modify security settings, configurations, and delete any files when the stability, integrity and/or the security of the School system is being threatened by actions on the part of any user.

- Users are not allowed to tamper with school computing/network equipment such as computers, printers or network jacks, and are expected to leave the computer and its peripheral equipment in good condition.
- Food and drink are not allowed near the computers, with the exception of capped water bottles.
- The user is responsible for her own student account. Access to other accounts is forbidden. Passwords should not be divulged.
- The user should not copy school files unless explicitly told to do so.
- Print out only articles that are necessary. Printers are configured to print double-sided and all users are encouraged to use this setting whenever possible.
- The School has limited server space for storage of user school related files. Users must regularly delete files and messages, including e-mail and attachments, to remain within the space available.
- It is forbidden to engage in practices that threaten the network (e.g. loading files that may introduce a virus).
- The network should be used for educational and school e-mail purposes only.

Software

The use of software on the Elmwood School computers is governed by the terms of License Agreements between Elmwood School and software vendors. These software programmes are subject to copyright or patent as defined in License Agreements. All users of software acquired by Elmwood School must abide by the terms of these License Agreements. Additional legal software may be installed on leased student laptop computers only if it does not conflict with the functioning of the laptop at Elmwood. The School reserves the right to re-image the laptop at any time. Re-imaging will delete all previously installed software and files. Students are reminded that they must back up files to their area on the server daily.

The following actions are considered illegal and may subject the user to sanctions by the School:

- Providing copies of copyrighted or licensed software to others while maintaining copies for one's own use, unless there is a specific provision in the license which allows such activity. The activity is forbidden even if the software is provided without cost for an educational purpose.
- Downloading and/or using software or printed documentation known to have been obtained in violation of the Copyright Law or a valid license provision. Use of a copy of a copyrighted programme obtained from another party for which no license exists that allows such a transfer will be presumed to know, and the burden of demonstrating that the use was innocent will rest with the user.
- Attempting to bypass standard procedures, whether file protection in use or not. This includes, but is not limited to unauthorized use of a password and accessing a file without permission. Accessing a file refers to copying, reading, renaming, changing or deleting.
- Using school software to provide computing services outside the School's network, or for personal profit.

The Senior School MacBook Programme

Students in Grades 9 – 12 are part of the MacBook programme that integrates technology and the curriculum through the use of laptop computers.

Students **must** carry their laptop in the bag issued by the School or in a bag designed to carry a laptop safely (i.e. not a regular backpack). Students are not to carry non-laptop items (such as text books) in the laptop bag and must **always** disconnect cabling (headphones, Ethernet, etc.) before placing the laptop in the bag. Students are also reminded to always turn their laptops off and not leave them on stand-by or “sleep” mode when storing them because overheating can result in damage to the motherboard. No decorations are to be placed on any part of the laptop. Students who leave laptops unattended will be assigned a detention on the first incident, the second incident will lead to a meeting with the Vice Principal and the laptop may be confiscated. The duration of confiscation will increase with each incident.

Following are the terms and conditions agreed to by 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 **or** left locked in a locker.
- Take care of the laptop, carrying it in the appropriate carrying case or sleeve to avoid damage, and storing and using it in appropriate conditions. For example, temperature can affect the computer. *When power is off, computers can handle temperatures ranging from -30°C to 60°C but when in use computers should be at temperatures between 10°C and 35°C .*
- 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. A police report number is required to file an insurance claim.
- Return the laptop to the School when requested by the IT department for maintenance and upgrades.
- Return the laptop to the IT department immediately when the student is no longer enrolled at Elmwood.
- Items not covered by the insurance or extended warranty such as lost cables, worn or lost Track Points or replacement of the battery or adaptors (these items are only covered by warranty for one year) will be charged to the student’s account.

Please be aware that the insurance provider can deem damage to a laptop as “user abuse” and not cover the cost of repair. User abuse can result from, but is not limited to, the following examples:

- leaving cables plugged in when storing the laptop in the carrying case,
- using the laptop bag for carrying textbooks, etc. The laptop bag should only carry laptop equipment,
- eating or drinking while using the laptop,
- storing the laptop while in “stand-by” or “sleep” mode (overheating can occur).

We understand that the use of the laptop can be reassessed in the event that we do not comply with the above expected behaviour.

DAILY GENERAL ROUTINES

Attendance

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 must be in their homeroom or SLG by 8:10 a.m. and students 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.

Assemblies

Whole School Assemblies are held once a month, Middle and Senior School have weekly assembly. 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.

Bounds & Spares

- Students in Grades 6 to 8 may NOT leave the grounds during school hours.
- Grade 9 and 10 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 11 and 12 students may sign out at the main office **ONLY** if the School has received written permission from their parent or guardian. A spare permission form will be distributed in September. **Failure to comply with the sign in and out attendance 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.

Cafeteria Swipe Cards

All Elmwood Bistro purchases require an Elmwood swipe card. Cash will not be accepted. We recommend students keep their cards in their lockers. Students are entitled to receive up to three temporary swipe cards. After the third incident there is a \$10 replacement charge.

Cell Phones

Students are not permitted to use cell phones inside the school during the school day. Cell phones must be kept locked in lockers. Students may use the pay phone or the phone at reception to contact home when necessary. Phones will be confiscated and left with the appropriate Dean of Student Life for students to retrieve. If the behaviour persists further sanctions will be put in place.

Chewing Gum

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

Civvies Day

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 regular uniform or be sent home if clothing is deemed inappropriate.

Late to School

Any student who arrives late must sign in at the office. Late is defined as arriving in homeroom after 8:10 a.m. After three lates, students are subject to serve a detention. 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 Dudley combination lock. Lock combination numbers are to be registered with the SLG/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 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 Closing Ceremonies in June.

Parent Communication

To keep parents of Middle and Senior School students informed of upcoming weekly activities at the School, an electronic newsletter is published every Thursday. Available online at www.elmwood.ca, a notification is emailed to parents when the E-News has been updated. To ensure receipt of E-News, parents must provide Elmwood Communications with their current e-mail address. This information may be sent to communications@elmwood.ca.

(The) Pound

Items found in the Middle/Senior School are sent to the Pound located on the first floor and open daily from 7:45 to 8:10 a.m. The Pound is monitored and managed by volunteers from the PFAC. Parents and students must **clearly label** personal items to facilitate the return of lost or misplaced items. At the end of each term, a Pound clearance will be held in the Auditorium for students to claim long-lost items. Items such as jewellery, watches and eyeglasses are taken to the main office. Students are urged to leave valuable items at home.

School Supplies, Textbooks & Library Books

Textbooks can be ordered through the Canadian Book Exchange tab on Elmwood's website (www.elmwood.ca). Students should LABEL books clearly to prevent their loss. 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 to students in Grade 6-8. 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 library 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 and should arrange to leave the School by 5:30 p.m.

STUDENT LIFE AT ELMWOOD SCHOOL

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 our students of all ages, and is also one of our many sources for 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

Elizabeth 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

Helen 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

Florence 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

Cairine 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

House Points are awarded in recognition of contribution to school life. House points are recorded at each major reporting period (January/June). They are granted for membership in clubs/committees, leadership responsibilities, athletic participation, Merit Pin achievement, house spirit and for in-school volunteerism (community service hours are calculated separately). Please find below a general guide for allocation of points. In all cases, it is up to the discretion of teachers, coaches, and activity advisors to award House Points to students based on attendance, commitment and behaviour.

House Letter, Silver “E”, and Golden “E”

Many of our students are the proud recipients of their House Letter. The House Letter is awarded to students upon the accumulation of 150 points in Grades 6-8 or 200 points in Grades 9-12. The House Letter is only awarded once. The Silver “E” is awarded to students who have accumulated 300 points in Grades 6-8 and the Golden “E” is awarded to students in Grades 9-12 who have accumulated 400 points.

House Letter: 150 points in Grade 6-8 or 200 points Grades 9-12

Silver “E”: 300 points in Grades 6-8

Golden “E”: 400 in Grades 9-12

House points are pro-rated for students who are at Elmwood for fewer than three years in the Middle School and four years at the Senior School.

House Points Guide

Faculty members review the allocation of points at the start of each new school year and minor adjustments may be made in the interest of fairness with new roles and responsibilities. **Points are awarded per reporting period (January/June), unless stated otherwise.**

Activities and Athletics

Activity	Points
Club, council or team that meets or practices a minimum of 3x a week	15
Club, council or team that meets or practices a minimum of 1x a week	8
Drama Production	15
Athletic cup winners	10
Most Spirited/Most Improved/Most Valuable Player award winners	2
Captain or leader	2
Championship status	2
Team Manager	5
House Games participation	1 -5

Student Leadership

Activity/Position	Points
Head Girl	35
Senior Prefect	33
House Heads, Sports Captain, Prefects	30
House Council Members	15
Grad Committee Chair	15
Editor of <i>Samara</i>	23
Editor of <i>Tartan Tattler</i>	15
Duke of Edinburgh Student Leaders	20

Academic

Activity	Points
Achieving Merit Pin in Grades 6-12	10
IB Diploma Candidates – upon graduation	20

Other

Activity	Points
High achievement in contests	2
Bonus for exceptional contribution	1
Submissions to <i>Samara</i>	1
In-school Volunteerism	1-5
Exception assistance to teachers	1

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-curriculars is completed each fall by Middle and Senior School students after attending the Activity Fair. 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). The Activity Fair is an opportunity for the student, homeroom/SLG teacher and parent to discuss time management and commitment to co-curricular undertakings.

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 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.

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.

The Prefects for 2010-2011 are:

Head Girl	Maka Ngwenya
Senior Prefect	Alice Bifield
Middle School Prefect	Fregine Sheehy
Junior School Prefect	Joanna Znotins
Head of Fry	Samantha Fonberg
Head of Keller	Claire Racette
Head of Nightingale	Erin Chapman
Head of Wilson	Anisha Dhalla
Arts Prefect	Sahar Salari
Sports Captain	Sam Peters
Student Ambassador Prefect	Brianna Taylor

Councils at Elmwood

Students in Senior School and Middle School are elected to House Council by their House peers. House 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.

Athletics Council, Arts Council, Environment Council and Technology Council (MS) meet regularly as well.

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.

Please visit our website, www.elmwood.ca/academics/our_programs/duke_of_edinburgh_program for further details.

Student Leadership Group

Elmwood is committed to ensuring that all girls have a successful experience in the Senior School. Each girl, upon entering Grade 9, is assigned to a Student Leadership Group (SLG) based on her house affiliation. Her teacher advisor will guide and support her throughout her Senior School career. Her SLG advisor will have an overview of a student's needs and progress, and is the key contact person in the school for everyone concerned with her progress. During homeroom student and teacher have regular contact as well as extended homeroom periods to discuss specific items such as goals, academic workload and co-curricular and community involvement. Each girl is part of a SLG of Grade 9 to 12 students. As a result, each girl has the opportunity to mentor younger members of the group and develop a stronger sense of community. Students meet with their SLG each morning for attendance and announcements.

ATHLETIC CODE OF FAIR PLAY

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 team mates, and do their best to be a true team player;
- 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 2011/2012 Student Agenda 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 SLG/homeroom teacher for clarification.

Student Signature

Parent/Guardian Signature

SLG/Homeroom teacher Signature

QUICK REFERENCES

Metric Multipliers	42
Mathematic Formula	43
Periodic Table	44
Using the Library at Elmwood School	45-46
The Design Cycle	47-48
Essay Writing	49

METRIC MULTIPLIERS

Prefix	Abbreviations	Value
tera	T	10^{12}
giga	G	10^9
kilo	K	10^3
hecto	H	10^2
deca	Da	10^1
deci	D	10^{-1}
centi	C	10^{-2}
milli	M	10^{-3}
micro	M	10^{-6}
nano	N	10^{-9}
pico	P	10^{-12}
femto	F	10^{-15}

MATHEMATIC FORMULA

Trigonometry

SOHCAHTOA

$$\frac{\sin A}{a} = \frac{\sin B}{b} = \frac{\sin C}{c} \qquad c^2 = a^2 + b^2 - 2ab\cos C$$

$$\tan \theta = \frac{\sin \theta}{\cos \theta} \qquad \sin^2 \theta + \cos^2 \theta = 1$$

$$\begin{aligned} \sin(A + B) &= \sin A \cos B + \cos A \sin B & \sin 2\theta &= 2 \sin \theta \cos \theta \\ \sin(A - B) &= \sin A \cos B - \cos A \sin B \end{aligned}$$

$$\begin{aligned} \cos(A + B) &= \cos A \cos B - \sin A \sin B & \cos 2\theta &= \cos^2 \theta - \sin^2 \theta \\ \cos(A - B) &= \cos A \cos B + \sin A \sin B \end{aligned}$$

Straight Line equation $y = mx + b$

Roots of a quadratic equation $x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$

Factoring

$$\begin{aligned} a^2 - b^2 &= (a + b)(a - b) \\ a^3 + b^3 &= (a + b)(a^2 - ab + b^2) \\ a^3 - b^3 &= (a - b)(a^2 + ab + b^2) \end{aligned}$$

Exponents

$$\begin{aligned} x^m x^n &= x^{m+n} & \frac{x^m}{x^n} &= x^{m-n} & (x^m)^n &= x^{mn} \\ x^0 &= 1 & x^{-m} &= \frac{1}{x^m} \quad (x \neq 0) & x^{\frac{m}{n}} &= \sqrt[n]{x^m} \end{aligned}$$

Logarithms

$$\log xy = \log x + \log y \qquad \log \left(\frac{x}{y} \right) = \log x - \log y$$

$$\log x^n = n \log x$$

$$\log_a x = n \quad \text{-----} \quad x = a^n \qquad \ln x = n \quad \text{-----} \quad x = e^n$$

PERIODIC TABLE

period	group																		18
	1*	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	VIIIb	
	Ia	IIa	IIIa**	IVa	Va	VIa	VIIa	VIIIa	VIIIa	VIIIa	IB	IIb	IIIa	IVa	Va	VIa	VIIa	0	
1	H																	He	
2	Li	Be											B	C	N	O	F	Ne	
3	Na	Mg											Al	Si	P	S	Cl	Ar	
4	K	Ca	Sc	Ti	V	Cr	Mn	Fe	Co	Ni	Cu	Zn	Ga	Ge	As	Se	Br	Kr	
5	Rb	Sr	Y	Zr	Nb	Mo	Tc	Ru	Rh	Pd	Ag	Cd	In	Sn	Sb	Te	I	Xe	
6	Cs	Ba	La	Hf	Ta	W	Re	Os	Ir	Pt	Au	Hg	Tl	Pb	Bi	Po	At	Rn	
7	Fr	Ra	Ac	****	****	****	****	****	****	****	****	****	****	****	****	****	****	****	
			6	58	59	60	61	62	63	64	65	66	67	68	69	70	71		
				Ce	Pr	Nd	Pm	Sm	Eu	Gd	Tb	Dy	Ho	Er	Tm	Yb	Lu		
			7	90	91	92	93	94	95	96	97	98	99	100	101	102	103		
				Th	Pa	U	Np	Pu	Am	Cm	Bk	Cf	Es	Fm	Md	No	Lr		

* Numbering system recommended by the International Union of Pure and Applied Chemistry (IUPAC)

** Previous IUPAC numbering system

*** Numbering system recommended by the Chemical Abstracts Service

**** For the names of elements 104–112, see Table 27.

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USING THE LIBRARY AT ELMWOOD SCHOOL

Hours: 8 a.m. – 5 p.m. (Mon – Thurs), 8 a.m. – 4:30 p.m. (Fri)

The library with its varied resources can be extremely helpful to you when completing projects and essays. In many cases, a list of resources to use for a project has already been prepared for you. This list can be found on the library website (www.elmwoodedge.com/library/library.htm) under the appropriate subject heading. Also take advantage of the many electronic databases available on the website. You need to pick up a list of user names and passwords to access these databases from home. Students may borrow a maximum of 10 books at a time and keep them for 4 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.

Referencing and Bibliographies

Information gathered and used in school projects must be properly referenced in the paper. At Elmwood, we recommend using in-text citations and a works consulted list at the end of the paper using the MLA formatting style. The information presented here is a brief summary; please refer to the Elmwood documentation guide available on the Elmwood Edge website. Sometimes, you will be asked to provide an **annotated bibliography**. An annotated bibliography requires a properly formatted entry as well as a brief summary of the information and its value to your project.

In-text Citations

During the writing of a paper, you will use others' ideas, statistics or graphics to provide support for your argument. Credit to the author of this information is provided at the end of the sentence or paragraph where it has been used. The formatting style is to use brackets and provide the author's last name and page # of the book.

“Elizabeth's court dazzled people with its splendour. It was the center of the nation's power and wealth.” (Greenblatt, 18).

The reader would then refer to the Works Consulted list at the end of the paper to find the complete bibliographic information. The same method would be used to credit statistics or graphics or other information.

Works Consulted List

A works consulted list is a listing of all the resources used in the information gathering for a project. The list consists of an alphabetical list of books, encyclopedias, websites, or articles that have been read to create the project. Do not create a separate list for books and websites, all resources used go into one complete list. Some examples of the most commonly used entries follow; however do consult the Elmwood Documentation Guide for more information. Be sure to use the correct punctuation in each entry.

Book:

Author. Book Title. Place of Publication: Publisher, Date of Publication.

Lee, Harper. To Kill a Mockingbird. New York, NY: Warner Books, Inc. 1960.

Online Encyclopedia:

Author. "Title of article." Title of Encyclopedia. Edition year. Date you accessed the encyclopedia online. <web address>

Kershaw, G. Peter and Roderick C. MacLeod. "Alberta." World Book Online. 25 Jan 2005.
<<http://www.worldbookonline.com/na/ar/fs/aro11100.htm>>

Website:

Author. "Name of webpage." Date of posting or last update. Name of institution or organization responsible for webpage. Date you accessed the webpage. <web address>.

Swaim, Sue. "Media Literacy in Middle School Classrooms." 2003 Media Centre for Literacy 7 Nov 2006.

****Note:** It can be difficult to find all the information required for website entries; include what you can find. If you have difficulty finding this information, evaluate the website carefully and decide if the information can be trusted.

Online Magazine Article:

Author. "Title of Article." Magazine Title. Date of Issue: Page(s).

Publisher. Database Name. Item or Accession Number. Date of Access.

Newman, Cathy. "Every Shoe tells a Story." National Geographic. Sept 2006: 74. Ebsco.
Magazine Article Summaries. Accession Number 22027959. 7 Nov 2006.

Illustrations (includes diagrams and pictures):

Artist. "Name of Illustration." Year created. Website Name. Date Accessed. <URL>

Tudor, Mike. "Ontario Ice Storm." 1998. Earth Science Picture of the Date.
7 Nov 2006. <epod.usra.edu/archive/images/ice.jpg>

Referencing:

When completing a project, you must document everything you use that belongs to someone else. To pass words, ideas or illustrations as your own is called "Intellectual Fraud" and can have serious consequences. Paraphrasing sentences, using synonyms or "cutting and pasting" from a website is not acceptable unless you cite the author. Plagiarism can be avoided by using proper note-taking techniques and the correct method of in-text citation. If you have any questions about your work, talk to your teacher or the teacher-librarian.

THE DESIGN CYCLE

Completing a research paper can seem like a daunting task; however, breaking the task down into steps can make the process easier. There are many models to use for completing research, at Elmwood, we use the Design Cycle recommended by the Middle Years Programme of the IB. The Design Cycle uses the following steps:

1. Investigation

- Selecting a topic area and narrowing the focus into a specific topic
- Reading and becoming knowledgeable about your topic
- Learning the vocabulary of your topic to develop effective keywords
- Availability of resources

2. Planning/Designing

- Use graphic organizers to arrange ideas
- Create notes by writing out main ideas in your own words using point form
- Create a skeleton outline of headings and subheadings
- Critically evaluate resources for reliability and use to your project

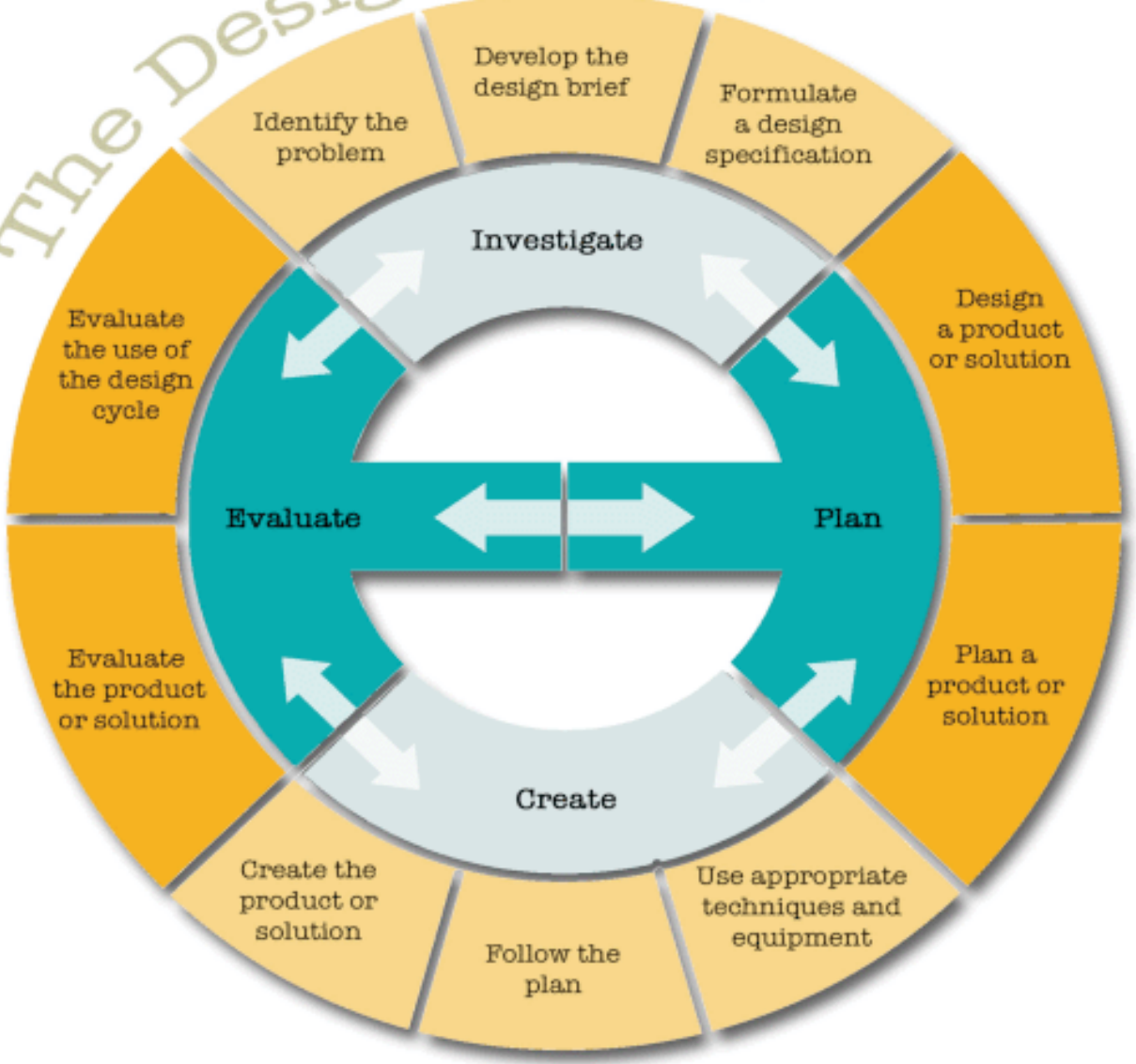
3. Creating

- Fill in points and ideas of the outline
- Write a rough draft, putting ideas and supporting evidence in the proper order
- Have someone else read and edit the rough draft
- Create a final copy that is formatted correctly and follows the criteria requested in the assignment
- Create a proper bibliography on a separate page at the end of the project

4. Evaluating and Reflecting

- Examine the final product—does the final product meet the requirements of the assignment? Use the keywords in the descriptors of the rubric to examine your product.
- Make a note of any challenges that arose and how you solved them

The Design Cycle



ESSAY WRITING

Many styles of essay writing exist to share research, make an argument or communicate ideas. Your teacher may give you a specific structure to follow for your essay in the assignment sheet, if so be sure to follow the instructions carefully. One effective structure of essay writing is called the “five-paragraph” essay which can be used for many different types of papers. A brief outline of a five-paragraph essay follows:

First Paragraph: Introduction

- Give background information to prepare the reader
- Clearly state the research question and purpose of the paper
- Clearly state the thesis statement (your answer to the research question)
- Give the scope of the paper
- Discuss the sources used in the research

Second Paragraph: Body Paragraph #1:

- First point of argument = topic sentence
- Supporting evidence = quotations, facts, statistics
- Be sure to cite the sources of the evidence

Third Paragraph: Body Paragraph #2:

- Second point of argument = topic sentence
- Supporting evidence = quotations, facts, statistics
- Be sure to cite the sources of the evidence

Fourth Paragraph: Body Paragraph #3:

- Third point of argument = topic sentence
- Supporting evidence = quotations, facts, statistics
- Be sure to cite the sources of the evidence

Conclusion:

- Link together the conclusions drawn in the body paragraphs
- Give a general overview of the conclusion
- Briefly discuss a next step or unresolved issues