

Name \_\_\_\_\_

Teacher \_\_\_\_\_

Room \_\_\_\_\_

# Empire Public School



## Student Planner 2019-2020

### Address and Phone Numbers

83 Empire St.  
Waterloo, Ontario  
N2L 2M1

Principal: Ms K. Mohr  
Vice Principal: Ms. M. Meredith

***Main Office: 519 742-8375***

***Attendance: 519 570-8078 ext. 3258***

Website: <http://emp.wrdsb.ca>

School Board Website: [www.wrdsb.ca](http://www.wrdsb.ca)

Twitter: @empwrdsb

### Daily Schedule

9:20	School begins
11:20 – 12:00	Nutrition Break 1
2:00 – 2:40	Nutrition Break 2
3:40	Dismissal

### Timetable- 2019-2020

Student: \_\_\_\_\_

Class: \_\_\_\_\_

	Day1	Day 2	Day 3	Day 4	Day 5
9:20-9:50 Period 1					
9:50-10:20 Period 2					
10:20-10:50 Period 3					
10:50-11:20 Period 4					
11:20-12:00	Nutrition Break	Nutrition Break	Nutrition Break	Nutrition Break	Nutrition Break
12:00-12:30 Period 5					
12:30-1:00 Period 6					
1:00-1:30 Period 7					
1:30-2:00 Period 8					
2:00-2:40	Nutrition Break	Nutrition Break	Nutrition Break	Nutrition Break	Nutrition Break
2:40-3:10 Period 9					
3:10-3:40 Period 10					

## Dear Empire Student...

This planner is to help you experience a successful school year.

When you use this planner, you will learn to be organized. Being organized helps you to meet your goals.

Please bring it to school every day to write down the things you need to remember, such as homework assignments, test dates, class trip information, and school events.

Take it home at the end of every day. When parents know what's happening at school, they are able to help you succeed.

## Are you a Successful Learner?

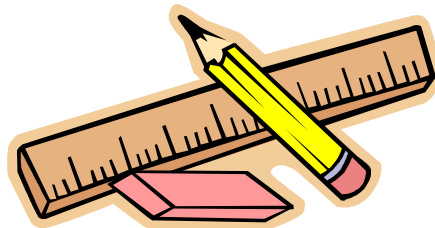
Your report cards show how your teachers assess your learning skills and work habits. Here is a list of what your teachers are looking for:

**Are you responsible?** Do you complete your work on time, do you make good choices in your behaviour?

**Do you work independently?** Do you make plans to complete tasks and meet the goals you've set for yourself?

**Do you have initiative?** Do you look for new ways to learn and try out your ideas; do you have a positive attitude about learning; do you advocate for human rights?

**Are you organized?** Do you make a plan to complete your work and then follow that plan? Do you use all the tools available to complete your work? Can you decide what is important? Can you set goals?



**Are you a team player?** When your group is asked to complete a task, do you do your share of the work? Do you listen to your teammates? Do you share information? Can you resolve conflicts? Can you work with a group to meet goals?

**Can you make your own choices?** Do you set goals for yourself, make a plan and stick with your plan until you reach your goal?

## **Safety Rules for Students**

- You must not be on the school grounds without a parent before 9:05 am or after 3:55 pm, as there is no teacher supervision.
- Please obey school yard rules before and after school as well as during nutrition breaks.
- When you are on a school bus you are expected to follow the same rules you follow in the classroom, as well as those of the bus driver.
- Bikes, roller blades, skateboards and scooters must not be used on school property. Bicycles are locked to the bike rack at the back of the school. Roller blades, skateboards and scooters will be kept in the spot chosen by your classroom teacher where they will remain until the end of the school day. You must wear a helmet when riding a bike. Helmets are a good idea for skateboards, rollerblades and scooters, too.
- Please use sidewalks and pathways instead of walking or riding through the busy parking lot. Always use the crosswalk when you cross Empire Street and other neighbourhood streets.
- If you arrive at school after announcements have started you must sign in at the office.
- If you need to leave school early, you must be picked up at the school office.
- Please do not bring any food with oranges or nuts in your lunch.
- Play fighting is not allowed at school.
- Keep your valuable items at home. The school is not responsible for lost or stolen items.
- Visitors to the school must wear a badge to show they have signed in at the office. Please tell a teacher if you see an adult you don't know who is not wearing a badge.
- Personal cameras are not permitted on school property and cell phones or other devices must not be used for picture taking due to privacy legislation. Please leave your cell phone in your backpack. Speak to your teacher if you need to make a telephone call because you are sick or for another reason.

# The Cure for Bullying is YOU!

Tools for Problem Solving:

**Walk away** – before you make a poor choice

**Talk it out** – “I feel \_\_\_ because \_\_\_. Could you please \_\_\_?”

**Compromise** – find an idea you can all agree on

**Ask for help** – if you can't fix it on your own

**Ignore** – mean comments; people being silly

**Share/take turns**

**Apologize** – say I'm sorry

**Chance** – flip a coin, use rock, paper, scissors to decide



## Parent information

### **Communication with Teachers**

Empire staff understands the importance of parent communication in building partnerships with families.

However, before and after school your child's teacher is focused on preparations for students so he/she may be unable to give attention to parent conversations. There are several ways to contact your child's teacher to arrange a meeting time or phone conversation.

You can:

- write a note in your child's planner or communication book;
- call the school office at 519 742-8375 and leave a message for the teacher;
- leave a voice mail message at 519 570-8078. Teachers check their voicemail regularly.

### **If Your Child is Absent or Late**

- Please call the 24 hour attendance line to report your child's absence at 519 570-8078 ext. 3258.
- If your child will be absent for 5 days or more, you are required to complete the Temporary Student Withdrawal form, available from the school office. Your signature confirms that you take responsibility for school work and tests missed during the period of absence.
- A child arriving after 9:20 am is late and must report to the office for an admit slip. Ongoing issues of lateness or missed days of school are referred to an attendance counselor.

## **Illness/accidents at school**

If a child becomes ill or has an accident at school, parents will be called and asked to make the necessary arrangements for their care. If parents are not available, the emergency contact will be called. Please inform the school office of changes in phone numbers, etc.

Children who are not well enough to go outside during the nutrition break are not well enough to be at school.

## **Medication**

If your child must take prescribed medication during the school day, you are required to complete an Administration of Medication form, giving office staff permission to administer the medication. School staff are not able to give 'over the counter medications' such as Tylenol, cough and/or allergy medication, vitamins, etc. to a student.

## **Anaphylaxis**

Several children and staff at Empire suffer from life threatening allergies to oranges, peanuts and tree nuts. Please do not send any items that contain peanuts and/or tree nuts to school. Please do not send oranges or orange juice to school.

## **Treats at School**

In order for teachers to comply with the Ministry's Nutrition Policy, please do not send food treats for the class unless requested by the teacher for special celebrations.

## **Scent Sensitivities**

Out of respect for people with sensitivities, please refrain from wearing scented products when you are in the school.

## **Head Lice**

Head lice is a common problem in elementary schools. Please check your children's hair often because the only way it can be controlled is with careful, regular monitoring at home. If you find head lice, please report it to the school office. A staff member trained in lice management may check your child's hair to confirm he/she is ready to return to school.

## **Student Drop Off and Pick Up**

- **Do not use the busy school parking lot to drop off and/or pick up students before and after school.** If you drive your children to school, please park on a neighborhood street, such as Douglas or Alexandra Streets, and walk with your children to the school yard.
- **Do not stop on Empire Street before or after school.** Parking areas on this street are for buses only and the City of Waterloo issues parking tickets to those not following this regulation
- **Meet your child on the school yard at the end of the day rather than inside the school.**
- **If you must pick up your child during school hours, please report to the office to sign-out and meet your child.**
- **Parents must stay on the yard with their children before 9:05 a.m. and after 3:55 p.m.** School staff members supervise the school yard 15 minutes before school and 15 minutes after school. A child who has not been picked up by 3:55

will be brought to the office and a parent will be notified. Children are expected to follow schoolyard rules before and after school.

- **Dogs must be on a leash and be kept off the school property before and after school.**

### **Bus Transportation**

- **JK and SK students who take the bus must be greeted at the bus stop by an adult when they are dropped off at the end of the day.** If an adult is not present, the driver must return the student to school and the parents will be contacted to arrange for pick up.
- **The school bus is to be considered an extension of the classroom.** Improper conduct may result in the withdrawal of this privilege. Restoration will be at the discretion of school administration, after consultation with the student and parent.

### **Appropriate Dress for School**

- Shorts and skirts must be a conservative length
- Midriffs must be covered
- Clothes must not have offensive language or illustrations
- Underwear must be covered

Our Dress Code follows the dress codes at our senior schools, MacGregor and Centennial. If your child's dress is inappropriate, a staff member will speak to your child and decide on a solution that ensures fairness and respect.

### **Nutrition Break Procedures**

There are two 40 minute nutrition breaks during each school day. All students go outdoors for the first 20 minutes of each nutrition break so students must dress appropriately for the weather conditions. Students eat during the second half of each break. Please pack a healthy meal or snack for each break.

**Students may use the telephone for emergencies only** School telephones are intended for school business. Please make after school arrangements at home rather than relaying messages through the school office.

### **Visitors to the School**

Visitors and volunteers must sign in at the office and wear an identification badge while they are in the school.

### **School Council**

School council consists of a group of parents who offer advice and support on an ongoing basis. School council meetings occur monthly. All parents are welcome to attend.

## Personal Devices Responsible Use Policy

At Empire Public School, we believe that technology can be a powerful tool to enhance learning. While there are potential issues associated with the use of technology, the benefits far outweigh these issues. We believe that it is our role as educators in the 21st century to teach our students to be responsible users of technology. Therefore, at Empire, one of our goals is to encourage and guide our students to realize the impact and benefits of **personal devices** in an educational setting.

### What do we mean by Personal Devices?

Personal devices may include iPods, iPads, Chromebooks, or laptops, as well as gaming devices and smart phones.

### Using the devices:

In classrooms, personal devices may be used for the following purposes: carrying out online research, commenting on blogs, adding content to a wiki or website, participating in online discussions, word processing, or accessing Web 2.0 applications. It is important to note that the use of personal devices in classrooms will be carefully planned, guided and supported by teachers. The policy does *not* permit students to bring devices to school at any time.

**It is at the discretion of individual teachers to invite students to bring personal devices to class, on designated days and for specific purposes.** Opportunities will vary from class to class based on units of study, appropriateness of certain tools, age and experience of students, etc.

### Empire Personal Devices Guidelines:

Students will be permitted to bring personal devices to school, provided that the following guidelines are understood and adhered to with respect and appreciation.

1. It is my responsibility to follow the guidelines in the WRDSB Responsible Use Policy and the Code of Digital Conduct.
2. I understand that when my personal device is at school, it will be used **for learning purposes only** in the classroom or other learning environment as permitted by the teacher (library, computer lab, etc.).
3. When not being used as a learning device, I agree that I am responsible for putting the device in a designated area in my classroom. During the school day, personal devices will not be kept in students' desks, backpacks or pockets. Devices will not be used during nutrition breaks or outdoor play time.
4. I understand that when my device is at school, it may be used for collaborative learning purposes.
5. I am responsible for maintaining my personal device at all times (making sure it comes to school fully charged, assuring that apps are downloaded, troubleshooting, connectivity to the wireless network)
6. I will not plug into the network any devices capable of broadcasting or sharing private access (e.g. game consoles) or sync my personal device to a school computer.
7. I understand that personal devices may be used in many areas of the building, as well as in off-campus locations (personal devices are excellent on field trips for taking photos, documenting, etc.)
8. I will not take pictures or record video of other students. Any of these types of files that are inadvertently taken will be deleted before the device goes home.
9. I understand that I am fully responsible for my own devices, whether lost, stolen or damaged.
10. I will not upload any information, photos or video obtained at school to any social media/Internet site, except with the permission of the teacher.



**Parent & Student Agreement:**

Please sign the form below to indicate that you have read the information in the Student Planner, including the Digital Device Policy.

- I have read and I understand the information in the Student Planner about the routines and expectations at Empire P.S.
- I have read and I understand the Personal Devices Guidelines listed above. I understand that having access to wireless networks in the WRDSB is a privilege.
- I understand that failure to abide by the user expectations listed above may result in the loss of access privileges. A device may be confiscated and/or disciplinary action as per school/board procedures may be taken.

I have read, understand, and will abide by these expectations.

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_



