

Student Name: _____

Home room: _____

JANET METCALFE



MAVERICKS

Vision Statement:

*Bringing community together
to address the needs of
the whole child
and prepare them for success
as Global citizens*

Principal: Janet Hale

Vice Principal: Karen Madsen

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As partners, you are asked to ensure that you and your child have read and discussed the information pages at the beginning of the planner. Please record your signature and your child's signature below to indicate your awareness of the content of these introductory pages.

Student's Signature:

Parent/Guardian Signature:

Teacher Signature:

Janet Metcalfe PS

Times	Day 1	Day 2	Day 3	Day 4	Day 5
9:10am – 9:40 am Period 1					
9:40-10:10am Period 2					
10:10-10:40am Period 3					
10:40-11:10am Period 4					
11:10-11:30 NB 1					
11:30-11:50 NB 1					
11:50-12:20pm Period 5					
12:20-12:50pm Period 6					
12:50-1:20pm Period 7					
1:20-1:50pm Period 8					
1:50-2:10 NB 2					
2:10-2:30 NB 2					
2:30-3:00pm Period 9					
3:00-3:30pm Period 10					

Welcome to HERO Generation

So, what does it mean to be a HERO School?

Being a HERO School is a very special designation and we are honoured and excited to hold that title. HERO Generation is a research-based, positive education framework that supports staff and student well-being. The framework, designed by Plasticity Labs, provides educators with tools to build a positive learning environment where students can flourish.

The HERO Traits focus on skill development, strengthening: Hope, Efficacy, Resilience, Optimism (HERO) along with Gratitude, Empathy, Mindfulness (GEM). These traits have been shown to increase academic success, boost individual health, happiness and performance, and decrease stress and anxiety in youth and adults. Early research suggests these benefits are only enhanced further when students practice these traits at home as well as in the classroom.

We have included access to resources to use with your child at home. It is our hope that these resources will help us to achieve our joint goal of building the most positive, inclusive, and high-performing school communities for all students.

Each month here at Janet Metcalfe we will be celebrating these traits through both a flagpole ceremony and a school wide assembly. These celebrations are used to introduce and honour the traits as well as to bring our community together. They are student run and parents/guardians are always welcomed and encouraged to join us.

The Flagpole ceremony- once a month – during the first week of the month (weather will determine the day)

School wide assembly – once a month – during the last week of the month.

Please follow us on Twitter and subscribe to School day and our website to get the most updated information!!

Introduction to the HERO Traits:

Hope

What is hope?

- Hope is knowing there is a way to reach your goals and believing that you will get there.
- Hope is about goal setting, planning how to achieve it, and taking actions to do so.
- Hope isn't only wishful thinking – it's about working hard towards your goals.

Activity at home:

As a household, set a family goal. This can be anything, from taking a walk together one night this month, watching less TV, or spending more time together. Write out the goal, or draw a picture, and put it somewhere where everyone will see it often. Make it something easy to start – something that all of you can achieve and be sure to celebrate when you achieve your goal!

Efficacy

What is efficacy?

- Self-efficacy is about believing in yourself and knowing you have the skills to achieve what you set your mind to.
- Self-efficacy is your belief in your own abilities to deal with different situations; your confidence in your control over your own motivations, behaviours and social environment.

Activity at home:

Attempt a big goal! Attempt something you've never done before as a family and just try it. Plan to make mistakes and celebrate them. Give an award for the most improved over the course of the month. Make sure the emphasis is on trying each task, not perfecting the final goal.

Resilience

What is resilience?

- Resilience is the ability to bounce back or bounce forward after failure or challenge and try again.

Activity at home:

Conversation starters! At your next dinner chat, or while driving somewhere, discuss with each other a time when you were resilient. For example, ask "Tell me about a time you didn't get it right the first time, but you tried again," to get the conversation started!

Optimism

What is optimism?

- Optimism is about seeing the best in yourself, in others, and in your surroundings.
- Optimism is a way of thinking; looking on the bright side, expecting positive outcomes and thinking happy thoughts.

Activity at home:

Make a "Good Things Jar." Use a shoe box or jar and decorate it together as a household. Each week, each person writes out or draws on a slip of paper, one (or more!) good thing that happened to them that week. Every couple of months, spend time as a household reading through all of the good things.

Gratitude

What is gratitude?

- Gratitude is about noticing, acknowledging and appreciating the things in your life.
- Gratitude is about being thankful.

Activities at home:

- Write a thank you note to someone you appreciate or draw them a picture.
- Try to find the 'silver lining' when things go wrong. Find some good in each situation instead of focusing on the bad.
- Use dinnertime to go around the table and ask each other, "What made you smile today?" Try to practice it as often as possible to make it a habit.

Empathy

What is empathy?

- Empathy is placing yourself in another person's shoes and thinking about how others may be feeling.
- Empathy is the ability to understand and share the feelings of another person.

Activity at home:

Always take time to listen to "the other side of the story." When a conversation focuses on how mean that person was or how strange a schoolmate was behaving, give three alternate reasons for that person's behavior. Analyze the time of day – was that person busy? Distracted? What else was going on during that moment? Why was that schoolmate behaving like that? Create empathetic moments by stepping in to the mind and life of someone else and seeking to understand.

Mindfulness

What is mindfulness?

- Mindfulness is about being purposefully aware of what is happening as it happens.
- It is a state of active, open attention on the present moment.
- Mindfulness means paying purposeful attention to the present moment in a nonjudgmental way.

Activity at home:

Make mealtime an event in your kitchen this month. Gather everyone together and prepare a meal. Smell and taste the ingredients and discuss them as a family. Set the table up like you're dining at a restaurant, it doesn't need to be fancy, just make it special. Make sure all devices are turned off and there isn't any distracting noise in the background. Once prepared, then take time to eat it slower than normal. Make time to share your gratitude around the table while you're eating.

Learn more: hero-generation.com

Bell Times:

Our start times will be at **9:10 a.m.** and our dismissal time will be at **3:30 p.m.**

Janet Metcalfe Public School will operate on the balanced school day system. Students will have two 40 minute nutrition/exercise breaks every day where they will spend twenty minutes eating their lunch and 20 minutes outside.

School Property will be supervised from **8:55- 9:10 a.m.** We ask that students arrive no earlier than **8:55 a.m. unless previously arranged with staff.**

Bus Transportation:

The guidelines for riding the school bus are provided to each student that is eligible for transportation at the beginning of every school year. They apply to students being transported to and from school and students being transported for off-campus programming.



Students shall be picked up/dropped off only at their designated stop and are not allowed to ride busses other than the one designated because they are not covered for accidents or injury. These students may only ride a school bus for approved school excursions.

Riding the school bus is a privilege and is an extension of the school – all school expectations apply to their time on the bus as well.

Code of Digital Conduct:

Acting responsibly in the digital world means that:

I Respect Myself

- I never share my name, age, phone number, or address over the internet.
- I always ask a trusted adult for help if I feel uncomfortable about something I see or read on the internet.

I Respect Others

- I never ask my friends to share their email, game accounts or passwords with me.
- My internet messages are always respectful and polite.

I Respect Property

- I will always reference the websites that I use in my research.
- I will take care of school technology and use it properly.

I understand that failing to follow this code will include consequences consistent with the school's code of behaviour and the WRDSB Acceptable Use Procedures (AUP).

Personal Device

Responsible Use Policy:

At Janet Metcalfe 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 Janet Metcalfe, 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 Device”?

A personal device is any portable device with Internet capabilities. This may include, but is not limited to tablets, laptops and smartphones.

Janet Metcalfe Personal Devices Guidelines

- Phones will not be used during Nutrition Breaks
- Phones can only be out when the teacher asks for the students to bring it to class. Otherwise the expectation will be that phones are kept in the lockers
- If parents need to contact their children or if children need to contact their parents they need to do so by asking their teacher and using the class phone or coming to the office to use their phone to text.
- There will be no texting in the classroom or the hallways.
- There will be no phones allowed in the change rooms or the bathrooms **ever**.

Dress Code:

School is considered the student's place of work. Clothing must be neat, clean and appropriate in order to promote a respectful environment for learning. Students who wear clothing that does not comply with the dress code will be provided with alternate clothing while at school and parents will be contacted. Dress code guidelines include but are not limited to:

- No visible undergarments (i.e. bras, boxers, underwear)
- No visible stomachs or torsos
- Length of shorts and skirts must be appropriate for a school setting
- No clothing with sexual content, substance abuse, violence, profanity or other inappropriate images or messages that may negatively impact the learning environment
- Shoes must be worn in the building at all times for safety reasons

Leaving School during the Day:

If a student must leave the building with parental permission at times other than the regular dismissal time (i.e. for a doctor or dentist appointment), the student must be personally picked up and signed out at the main office by an adult parent/guardian or approved contact. **Students may not go to the plaza or leave school property at breaks without a parent.** This precaution may be inconvenient at times, but it assures safety for our students and families.

Lockers:

Most students in grade 7 and 8 will be assigned a locker. All students must use a combination lock. Locks may be purchased from the school for \$6.00. Lockers must be maintained with respect.

They must be kept clean and tidy. Use only magnets to display timetables and appropriate photos.

Your locker is the one place in the school that you have to safely store your personal belongings. **It is absolutely essential that you do not share your locker combination with others.** Locks or lockers may not be exchanged or traded. The lockers remain

the property of the School Board and the principal or designate has the right to search lockers at any time.

Students may only go to their lockers before Opening Exercises, at nutrition breaks and after school to organize books and prepare for class. They should carry only the books, equipment and gym clothes necessary for each portion of the day. Students are not to carry backpacks to classes. Students should leave their valuables at home and if necessary, carry only a minimum amount of money. **The school will not be responsible for lost or stolen possessions during physical education classes, valuable items should be left in your locker.**

Lost and Found:

Students are reminded that if they bring toys/belongings to school it will be at their own risk and we are unable to guarantee the security of these items.

Please ensure that where possible, ***your child's name, is labeled on all items*** of outer clothing including boots, gym shoes, etc.

Encourage your child to look for any misplaced items in our "Lost and Found" box. At the end of each term, all Lost and Found items are displayed for parents and students. Any unclaimed items will be given to charity.

Medications at School:

From time-to-time a physician will prescribe medication that needs to be taken during the school day.



In these cases, Board procedures **require the completion of a form signed by a parent or guardian** authorizing the administration of medication at school.

A copy of this Administration of Medication form can be found on our school website (jme.wrdsb.ca) under the RESOURCES tab

Only school personnel are authorized to administer prescription medication and **it must be stored in the original labeled bottle.** Non-prescription medication e.g., Tylenol, Advil, etc.,

should not be brought to school and will not be handled by school personnel.

Peanuts and Nut Products:



Several of our students have allergies (some life threatening) to peanuts and nut products. You **must** refrain from sending nuts and nut products to school with your children.

To ensure all students are safe, we are asking that parents not send in birthday treats as there are several students with various other food allergies.

Scent Free Environment – Allergies



All visitors and students are asked to refrain from wearing strong perfumes, or fragrances as it poses serious health concerns to many of our staff and students.

Physical Education Classes:

Unless excused for medical reasons (physician note), all students are expected to participate in physical education classes.



For safe participation, freedom of movement and good hygiene, all students from Grade 7 and 8 should have a complete change of clothing consisting of gym shoes, a t-shirt and shorts. During intramural activities, running shoes are required.

Primary Students: indoor running shoes.

Junior Students: the purchase of a Janet Metcalfe T-shirt and shorts is completely voluntary- each Junior class will communicate their expectations for proper physical education attire in September during the first week of school.

Intermediate Students: a Janet Metcalfe T-shirt and shorts are mandatory along with your own socks and running shoes.

Shorts and T-shirts are available for purchase from the physical education staff directly. Financial assistance is available

No jewelry is allowed during participation in gym activities. Students are encouraged to leave all money, jewelry, and valuables in their lockers or at home on the days in which they have physical education. Gym uniforms should be clearly marked with the owner's name. **The school cannot assume responsibility for valuables left in the gymnasium and change rooms.**

You are encouraged to send your child's physical education clothing in a plastic or "tote" bag that could be hung on a hook. **Please label all clothing!**

Expectations for Students:

All Janet Metcalfe students are expected to:

Respect themselves and respect each other by....

- *Being kind to themselves and others*
- *Taking ownership for their learning*
- *Being aware of how their actions and words make others feel*
- *Talk through their problems and take time to listen to different perspectives*
- *Use the strategies learned to solve problems*

Trust

Ask for help if needed

Listen

Know when to walk away

At Janet Metcalfe we have aligned our Code of Conduct with the Education Act, the WRDSB Code of Conduct and all legislation related to safe schools. To review these policies, please visit the following link:

<https://www.wrdsb.ca/our-schools/safe-schools/progressive-discipline/>

Student Services:

1. Library Resource Centre

The Library Resource Centre is an exciting and important focus of Janet Metcalfe Public School. It contains a wealth of interesting books and materials for use by staff and students. Students can visit the library during class time. Our library clerk will be pleased to assist you in the centre. Students are responsible for all materials that they borrow from the resource centre. They are expected to take good care of the materials

and to return them promptly. If loaned items cannot be found or returned in their original condition, parents will be asked to pay the cost of a replacement item.

2. Chromebooks for student use in each classroom

Students have been assigned a Google drive account to facilitate collaboration and digital submission of assignments. Students using any school resource are expected to follow the Waterloo Region District School Board's "Technological Property - Acceptable Use Procedures" as outlined on the Board website and as distributed in our start up package.

Walking to School:



With the start of a new school year comes the opportunity to establish new, healthy routines.

But statistics show the vast majority of school-aged kids still aren't getting enough physical activity – only five per cent of children and youth in Canada between the ages of five and 19 reach the daily minimum of 12,000 steps.

Adding a walk to and from school is a simple way to help reverse this trend, says **George Mammen**, a PhD candidate at the University of Toronto.

What are the mental health benefits of walking to school?

Children who walk to school have been found to have higher academic performance in terms of attention/alertness, verbal, numeric, and reasoning abilities; higher degree of pleasantness and lower levels of stress during the school day; and higher levels of happiness, excitement and relaxation on the journey to school. Walking to school can further foster personal growth by developing a sense of independent decision making, emotional bonds with peers and the natural environment, and road and traffic safety skills.

What about the physical benefits?

Active travel is one source of physical activity and with ore physical activity comes increased metabolism, improved cardiorespiratory fitness, and lower weight and BMI.

How is the walk to school linked with other unstructured physical activity, such as riding a bike or playing at the park?

Compared to children who are driven to school, children who walk are found to be more active overall through other physical activity sources such as organized sport and unstructured 'active play'.

Bicycles, Skateboards & Scooters:



Many children choose to ride bicycles and skateboards and scooters to school. The Waterloo Regional Police recommend that children not ride bicycles to school until they are in **Grade 3**. If your child rides a bicycle, please advise him/her about bicycle safety on the streets. Parents should be aware that the school is not liable for the security of bicycles. The wearing of a helmet is required by provincial law. **Bicycles, scooters and skateboards may not to be ridden on school property.** Students are to walk their bicycles to the racks provided, lock them and then leave the immediate area. The bicycle area is off limits as a play area.



**JANET METCALFE
PUBLIC SCHOOL**

