



## Message from the Principal

Dear Eaton Arrowsmith School Parents and Students,

It is a pleasure to welcome you to Eaton Arrowsmith School – our third year in Victoria. The information contained in this Parent Handbook is a valuable resource helping you, the parents and guardians, better understand daily life at EAS. Please let us know if there is anything we can help you with; our goal is to support you and your children as they strengthen their capacity for learning.

The Arrowsmith Program is not always easy—strengthening the brain takes time—but with support, guidance, and commitment it is possible.

EAS is a community that supports, encourages and welcomes students and parents into the cognitive, academic and social life of the school. We always welcome your feedback and involvement. One way to become more involved in the school is to participate in PEAS (Parents of Eaton Arrowsmith School); we meet monthly to discuss school community issues and events, finding ways to support the students' needs. All are welcome, committing as much time as you are able. Please let me know how you would like to be involved.

The goal of Eaton Arrowsmith School is to develop self-directed, responsible and respectful students who will:

- increase their capacities to learn, understand and express information essential to education;
- develop and maintain confidence and self-worth;
- embrace the three R's of life at EAS: respect for self; respect for others; responsibility for one's actions;
- increase students desire to be life-long self-motivated learners;
- provide students with the overall capacities to realize their potential both in the classroom and in life.

Please do not hesitate to ask any staff member any additional questions that you may have regarding our school. We welcome your feedback and encourage you to communicate with us about it. We are looking forward to another great year!

Sincerely,

Jason Cruickshank  
Principal  
Eaton Arrowsmith School Victoria

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## IMPORTANT DATES TO REMEMBER

= No Classes for Students

= Day Off/Holiday

= Special Reminder

Aug. –Aug. 8-26 Summer Program

Aug. 29-Sep.2 Organizational Days

Sept. 5 Labour Day

**Sept. 6** **First Day Fall Term– Noon Dismissal**

Sept. 7 Parent Workshop with Rachelle Lamb 6:30-8:30pm

Sept.15 Parent Orientation 6:30-8pm

Sept.24 MSS Orientation 12-2pm

Sept.26 Part-Time Program Begins 4-6pm

Oct.1 MSS Program Begins 12-2pm

Oct.11 School Picture Day

Oct. 10 Thanksgiving – No Classes

Oct. 20 Student Led Parent Night 5-7pm

Oct. 21 Non-Instructional Day – No Classes

Oct. 24 Non-Instructional Day– No Classes

Nov. 11 Remembrance Day – No Classes

Nov.14 Non-Instructional Day – No Classes

Nov. 21-23 P/T Conferences

Dec. 2 Non-Instructional Day – No Classes

**Dec. 16** **Last day before Winter Break – Noon Dismissal**

Dec. 19-Jan. 7 Winter Break

**Jan. 9** **First Day Winter Term**

Jan. 30 Non-Instructional Day – No Classes

Mar. 2 Non-Instructional Day – No Classes

Mar. 12-25 Spring Break

April 6 Good Friday

April 9 Easter Monday

Oct.1 **First Day – Spring Term**

May 18 Non-Instructional Day – No Classes

May 21 Victoria Day – No Classes

May 26 MSS Program Ends

May 28 Part-Time Program Ends

**June 20** Afternoon Activity

**June 21** Closing Ceremonies 1:30-3pm

June 22-29 Organizational Days

## **GENERAL INFORMATION**

### **Eaton Arrowsmith School Hours**

8:10 a.m. - 8:30 a.m.	Arrival (staff greet students at parking lot)
8:30 a.m. - 8:40 a.m.	Homeroom/MindUp
8:40 a.m. - 9:15 a.m.	Period 1
9:20 a.m. - 9:55 a.m.	Period 2
10:00 a.m. - 10:35 a.m.	Period 3
10:35 a.m. - 10:45 a.m.	Break (supervised by teachers)
10:45 a.m. - 11:20 a.m.	Period 4
11:25 a.m. - 12:00 p.m.	Period 5
12:00 p.m. - 12:55 p.m.	Lunch (supervised by teachers)
1:00 p.m. - 1:35 p.m.	Period 6
1:40 p.m. - 2:15 p.m.	Period 7
2:20 p.m. - 2:55 p.m.	Period 8
2:55 p.m. - 3:00 p.m.	Homeroom/MindUp
3:00 p.m. - 3:10 p.m.	Pick-up (staff wait with students at parking lot)

### **How to Contact Us**

Eaton Arrowsmith School  
 Suite 200  
 3200 Shelbourne Street  
 Victoria, BC  
 V8P 5G8

Telephone: 250 370-0046  
 Facsimile: 250 370-0034  
 e-mail: [victoria@eatonarrowsmithschool.com](mailto:victoria@eatonarrowsmithschool.com)  
 web site: [www.eatonarrowsmithschool.com](http://www.eatonarrowsmithschool.com)

**Traffic Safety Procedure**

As the building parking lot can be congested at times, please use the following procedure for dropping off and picking up students via automobile:

Automobiles entering the parking lot from North Dairy Road should form a single-file line beside the school. As we share the parking lot with others using the building, please park in a designated stall if you are waiting or are not picking up your child immediately.

Parents must stay in their cars, moving up in line as cars ahead leave. Parking lot monitors are on-hand to greet students as they arrive and to coordinate matching students with parents during dismissal. Staff monitoring the parking lot will be equipped with walkie-talkies so that messages can be easily relayed between parents and staff.

Students should walk carefully through the parking lot at all times. Individuals using public transportation, walking, or riding must make use of the sidewalks around the school building when coming and going from the school.

**Student Drop-off**

Between 8:10 a.m. and 8:30 a.m., staff members monitor the building's main floor north door (at the parking lot), welcoming all students into the school. If students are arriving prior to 8:10 a.m., parents should contact the school before dropping their child(ren) off. Students arriving late should sign in at reception and then proceed to their homeroom cognitive classroom with as little disruption as possible.

**Student Pick-up**

Students are dismissed at 3:00 p.m. Staff monitor the parking lot and assist with traffic flow and student pick up between 3:00 p.m. and 3:15 p.m. Please call or email reception if you are going to be late picking up your child and we will have them wait at reception until they are picked up.

**Parking**

Parking can be difficult as the school lot fills up quickly in the morning and remains full for the majority of the day. If necessary, please use Hillside Mall—located across the street—or nearby side streets.

**Public Transportation**

There are numerous bus lines that run to Eaton Arrowsmith School; please check <http://www.transitbc.com/regions/vic/> for the best available bus line for your child. It is important that students arrive between 8:10 a.m. and 8:30 a.m. each school day.

The reception desk has individual bus tickets available in the event that a student must unexpectedly take public transit home. Please note that any changes in a student's transportation routine must be coordinated with reception, and written permission must be received before a student is picked up by anyone other than those specified on the authorized pick-up forms.

### **Notification of Absences and Late Arrivals**

Parents are expected to notify reception or the classroom teacher by telephone or email before 8:30 a.m. if their child will be absent; please notify reception of the projected length of absence or for each day of the absence until the child returns to school.

If a child has not arrived by 8:45 a.m. and there has not been a call/email from the parents, the receptionist will contact the parents to find out if the student is expected at school that day. If the student was expected to arrive, the receptionist will notify the class teacher and the Principal and immediate action will then be taken to locate the student.

### **Punctuality**

We expect all students to make every effort to arrive on time; punctuality is essential to the success of the Arrowsmith Program. All students are expected to be in their classroom and ready to start work by 8:30 a.m. and to have returned to their classroom after the lunch break ready to work by 1 p.m. Late arrivals make it difficult for the teacher who is trying to get the morning or afternoon off to a smooth start. Disruptions at the start of a class can set the tone for the rest of the class time. Students who are late lose important learning time.

If a student will be arriving late to school due to an appointment, parents should notify the school and indicate the approximate time the student will be arriving.

Regular attendance at school is essential for the student's learning, achievement and positive Arrowsmith Program outcome. Frequent absences from school will jeopardize the student's progress in the Arrowsmith Program. Please make every effort to schedule medical appointments, vacations, or other absences outside regular school hours.

Students arriving late or leaving early (with permission) will be required to sign in/out at reception.

### **Leaving the Classroom or Leaving School Property**

Students must obtain permission from their teacher to leave the classroom for any reason. Students must use the washrooms in the school site.

Students may not leave the school property at any time during the school day unless a parent/guardian gives written permission. Students who leave (with permission) must sign out at reception if they are leaving before the end of the school day; this includes students in grade 7 or above, who have written permission to leave the school during lunch.

Students excused during the school day should provide a note from home that explains the circumstances and that permission is granted.

### **Early Departures and Signing Out**

A student may temporarily be excused from school:

- with written of his or her parent or guardian;
- if a parent is taking the child (in which case the parent must sign out at reception);
- if an older student (i.e., grade 9 or above), with authorized parent/guardian consent, signs out at reception.

### **Notification of Unscheduled School Closings**

In the event of inclement weather or significant public transportation problems, the Principal will decide by 6:15 a.m. whether to announce the closure of the school for that day. We will make reasonable efforts to telephone parents at home to communicate information regarding changes in school hours or school closures.

On days when the school may be closed due to inclement weather, we advise parents to check the school's website or call the school where a recorded message will be updated by 6:30 a.m. to inform callers if the school will be closed for the day. Notice of the school closure will also be announced on the radio on CFAX AM 1070 or CBC FM 90.5

In the event of an unscheduled early closing, the Principal will make the final decision and notify classroom teachers who will, in turn, notify parents.

### **School Trips**

School trips are scheduled during the school year. The trips are usually educational in nature, but not always - some are just for fun. Students are expected to act in a respectful and appropriate manner while on school trips.

Students will receive a parental consent form and information letter prior to each trip. Completed permission forms and any associated fees are due one week prior to the trip date.

**Lost and Found**

Lost and Found is located at reception. Items being placed into lost and found will be examined in an effort to identify the owner. If no markings are discovered, the item will be held until the end of term at which time unclaimed items will be given to charity. The exception to this is when unlabelled uniforms are turned in; they will be held as used clothing available to families who wish to participate in a free uniform exchange or for students who are in need of a uniform for the day.

**HEALTH AND SAFETY****Policy Respecting Administration of Medication to Students**

The following procedures must be followed before any medication will be administered by members of the school staff.

1. Parents must complete and sign the Student Medical Information and Parental Authorization form (which must also be signed by the student's physician) if we are to administer any prescription medication to a student.
2. All allergic reactions must also be noted on this form. If the allergic reaction is potentially serious or life threatening, we may require additional information including a letter from the child's physician acknowledging the extent of the allergic reaction and providing us with further instructions regarding how to respond.
3. All medication (other than an EpiPen) must be given to the classroom teacher in its original container with the child's name clearly marked on it and will be stored by the teacher in a secure box that is not accessible to students. Medication (other than an EpiPen) may not remain in the possession of a student under any circumstances.
4. Medication must be taken in the presence of a classroom teacher who will maintain a written record of all medication administered.
5. Eaton Arrowsmith School does not provide or administer any other medication for students, including non-prescription pain medication for minor illness or symptoms such as coughs or fever. Students should not come to (or stay at) school if they have these symptoms.
6. The Principal of Eaton Arrowsmith School in his/her reasonable discretion may decline to permit medication to be administered to a student by school staff and will

advise the student's family in writing before doing so in order that other arrangements may be made.

7. Parents must keep track of the expiration dates of medication provided to the school. Ideally, medication stored on-site must have an expiry date valid to the term's end. Please ensure that, as medication expires, a replacement is provided to the school.

If a student sustains a serious injury or appears to be suffering from a serious illness, we shall make reasonable efforts to first contact the persons whose names have been provided to us and the student's physician. If we are unable to reach them, we may then take such actions as we consider reasonably necessary in the circumstances, including calling for emergency medical assistance or taking the student to hospital.

### **Incident Reports and Notifying Parents**

An Eaton Arrowsmith School incident report is completed in any of the following circumstances:

- there is any evidence of bruising or abrasion;
- there is any loss of blood (including a nosebleed);
- the student complains of pain or discomfort that lasts more than a few minutes;
- there has been an allergic reaction;
- there has been any loss of consciousness (including momentary fainting);
- any first aid is required.

In all such cases, an Eaton Arrowsmith School incident report will be completed by the supervising Teacher. The Eaton Arrowsmith School incident report will be completed immediately after the injury occurs or, if the injury occurs off the school premises, as soon as the supervising Teacher returns to the school. If it is not possible to complete the report, a verbal report will be given to the receptionist so that the parents may be contacted. The written incident report will, in any event, be completed by the end of the school day on which the injury occurs.

A child who becomes ill during school hours will be cared for in the most appropriate manner available, including rest or work at a slower pace. If considered necessary, parents will be notified and asked to come to the school to take their child home. Please do not send a child in questionable health to school.

### **Prohibition of Smoking, Alcohol and Controlled Substances**

Smoking and the use of tobacco products, consumption of alcohol, and the unauthorized use of any controlled substance by students and staff is prohibited on

Eaton Arrowsmith School premises and during any school activities (including while off school property at lunch).

### **Building Safety and Fire/Earthquake Drills**

The school building has been constructed with fire separations between each floor and around the stairwell and is equipped with fire extinguishers. Each floor has clearly marked exits and the fire exit at the north side of the school provides a second means of egress. Our fire safety plan has been inspected and approved by the District of Saanich.

Fire and Earthquake drills are held during the year in accordance with the emergency safety plan. Early in the school year, each family will receive a request to put together an emergency kit for their child(ren). Kits are to be sent back to the school as quickly as possible and will be held until June, then returned to each student. As the request for emergency kits will be an annual occurrence, it is best if returning families keep the kit over the summer and refresh the contents in time for the start of the new school year.

### **Comfort Kits**

Please prepare a "Comfort Kit" for every child you have enrolled in Eaton Arrowsmith School. The purpose of the "Comfort Kit" is to provide some short term reassurance to your child in the event that we are faced with an emergency situation.

Including the emergency information cards in each kit provides us with critical on-sight health and contact information in the event we have a need to evacuate the building for any significant amount of time.

Please return your child's kit to reception as soon as possible. Every September we will require that the kits be updated and expired items be replaced.

### **Each kit should contain:**

1. **Pre-packaged snacks**-A nutritious snack (e.g.: dried fruit, energy bars). Please take note of the expiration date. This comfort kit is meant to last until the end of the school year.
2. **Hand sanitizer**-A small bottle of hand sanitizer
3. **A family picture**
4. **A comfort letter** – something that will put your child at ease if s/he is anxious
5. **One emergency solar/space blanket (silver)**
6. **One emergency poncho**
7. **One small travel size game**
8. **Completed emergency information card** (available at reception)

9. **A 48 hour supply of medication** (for students who require it). Please indicate if refrigeration is required.

Each kit should be contained in a large plastic zippered bag, and should have your child's name clearly labelled on the front in waterproof pen. Please ensure that there is a recent photograph of your child affixed to the emergency information card.

In the event of a major emergency, contacting the school may be difficult as phone lines could be compromised. When it is considered safe to do so, staff will begin to place outgoing calls utilizing the school contact lists in an effort to coordinate reuniting students with their families as quickly as possible; as such, please ensure your contact information is up-to-date.

## **COGNITIVE EXERCISES AND ACADEMICS**

### **The Cognitive and Academic Program Relationship**

For students at Eaton Arrowsmith School, each day is a combination of Cognitive and Academic work (English, Math, PE, and mindfulness). Progress in a student's cognitive program helps to underpin advancement in academic achievement. Recognizing the relationship that exists between cognitive advancement and academic achievement enables staff to carefully develop a strong academic plan and adjust it according to each student's cognitive progress.

### **Arrowsmith Program Assessments**

Once accepted into Eaton Arrowsmith School, an in-house Arrowsmith programming assessment will be scheduled. The results of this assessment will determine the student's cognitive and academic program at the school, as well as approximate program length. Arrowsmith testing is not an Educational Psychological Assessment and cannot be used for any other purpose other than determining your child's Arrowsmith program.

Part-time and full-time EAS Students will need approximately six hours of testing depending on their age and speed at which they work. Your child may also be working in a small group for part of his/her testing.

A few weeks after the assessment, parents will be contacted to make an appointment with the Principal and Teachers to discuss your child's Arrowsmith programming assessment results. You will also receive written documentation of these results at this time.

## **Benchmark Goals**

Benchmark goals have been established for each exercise which, when met, indicate that students are making good progress toward changes in the areas being addressed based on ongoing research of the progress of students through the Eaton Arrowsmith School Program. These benchmark goals are exercise-specific based on what is required to make average progress through the Eaton Arrowsmith School Program.

There are many reasons why a student may not be attaining the benchmark goals and our teachers are here to help all students to meet their goals. If the struggle is ongoing, parents will be invited to meet with the teacher and principal to discuss possible strategies.

Each student is aware of the benchmark goals set for the specific exercises that are part of their program and that attainment of these benchmarks is tied to the rate of progress through the Eaton Arrowsmith School Program. This is done through daily, weekly, and monthly goal setting and progress review, periodic formal progress reports, and frequent formal or informal feedback to the student and parents. It is important that the students understand the significance of these goals and be motivated to meet or exceed these benchmark goals. If a student is not meeting the goals, it is important for staff to investigate why this is the case and explore ways to help the student attain these benchmark goals.

Lack of student engagement in the exercise is the most common reason for the student not meeting the benchmark goals. Other factors that affect meeting benchmark goals may include the severity of the weakness in each cognitive area, the age of the student, the skill level required by the exercise, and the specific combination of weaknesses. Factors within the student's control will need to be addressed; others, such as the severity of the learning dysfunction, are beyond the student's control and it needs to be explained to the student and parents that they will take longer to work through the program as a result.

It is very common for students to move through the exercises at a varying pace — both within each exercise and in comparison to other exercises and other students.

Student involvement and active engagement in the program are critical. Once a student masters the criteria required for the level of the cognitive exercise that is being worked on, that student is moved to a more challenging level. Mastery of each level is determined by several factors: accuracy of performance; speed of execution; and, consistency of performance. All students are monitored closely on a daily basis.

As a result of moving to a more challenging level, student goals may need to be adjusted. Students and parents are made aware of when and why the benchmark goals have changed.

It is very common for students to have exercises they enjoy more or less than other exercises; their degree of motivation and dedication will affect how well they achieve their goals. Students actively engaged in each cognitive exercise for the full duration of each class receive the greatest benefit from the program, and will find these exercises easier to complete.

Family support at home is also a key factor. Parents praising and rewarding student effort and progress — as well as ensuring that the students eat nutritiously, have enough sleep, get regular exercise, and have a quiet and appropriate environment for completing homework — will assist them in reaching their goals.

### **Training and Retraining in the Cognitive Exercises**

The first two weeks of school are critical in establishing both classroom and individual routines and procedures, learning the exercises correctly, setting good study habits, understanding the expectations and rules, creating a cohesive environment, and working cooperatively as a group. Since the students in the Eaton Arrowsmith School Program have learning disabilities, providing guidance and time to solidly learn procedures is critical. It is essential that students participate in the exercises properly and with as much active engagement as possible so that they can obtain the maximum amount of benefit from the program. Thus, the first two weeks of school will be a time of training and re-training in the proper procedures for each cognitive exercise. This will be a time to help re-establish procedures without the added strain of the challenge of the programmed exercise level on the cognitive areas.

This means that all students, whether new or returning, will not be participating in the exercises at the programmed level for the first two weeks of the program. Instead, they will start the exercises at the easiest level of difficulty in order to ensure that the procedures are in place, and that the students learn how to be as fully engaged as possible. Starting at the easiest level will, in most cases, allow the students to experience success in the first few weeks of school.

This is a two-week phase with the intention that all students will be working at their programmed levels before the end of September, provided that they have demonstrated the correct technique in each exercise.

The exceptions to this are: Supplementary Motor (all students start at the beginning level each September, except those who require Skip Counting); Symbol Recognition and Object Recognition (all students start at 1 symbol/object each September); Clocks (all students start with paper clocks for the level they were working on at the end of the previous year or as programmed); and Spatial Reasoning (all students work on the same level as they were working on at the end of the previous year or as programmed).

As some students may object to starting some of these exercises at the lower levels, it is very important to discuss the reasons for this with the students, making the following key points clear:

1. Students benefit from doing the exercises no matter at what level they are working; active engagement is the most critical factor in achieving success.
2. This review period ensures each student will learn the correct techniques solidly without the added stress of having to master a challenging level.
3. There may be some changes in the methodology for some of the exercises; students need to learn the new procedures.
4. No one student will be singled out; all students will begin at retraining levels.
5. The retraining period is two weeks or until the student has demonstrated the correct technique for each exercise.

The Arrowsmith Program works on the principle of “mastering” each level, where mastery criteria is set at 90-100% accuracy within a given time frame. It is deliberately a much higher goal than to “pass” a level with 50% or better accuracy within a pre-determined time frame for each level. This mastery criterion is set high so that students over-learn the exercise and achieve high accuracy, automaticity, and consistency. The high level of mastery is necessary before a student is ready to proceed to the next more difficult level of the cognitive exercise. This language distinction is important and should be reviewed with students and parents as it is used regularly in the classroom.

### **Academic Program at Eaton Arrowsmith School**

Students receive English (Language Arts), Mathematics, Physical Education, and mindfulness (MindUp) instruction daily. Science, Social Studies, and Art concepts are integrated whenever possible. While the rest of the day will be made of up cognitive exercises, the academic program is designed to work in conjunction with the cognitive exercises. Each student’s cognitive and academic program is individualized to meet his/her specific learning profile and the academic program is based on the British Columbia Ministry of Education’s curriculum.

Each student is assessed by the academic teachers, according to expectations from the BC Ministry of Education for the grade level at which the student is working. Learning goals are frequently adjusted as the student’s abilities improve as a result of his/her work in the cognitive program. Ultimately, the academic program is designed to act as a bridge between the Eaton Arrowsmith School learning experience and the learning experience in mainstream schools.

The academic program should be enhanced by parental support. Parents should:

- encourage their children to read and read to/with their children daily;

- ask their children to retell the story or chapter;
- ask their children to reflect on the story and make predictions;
- encourage their children to be active learners, to ask questions, and to be curious;
- take advantage of opportunities to teach math concepts in the real world (e.g., discussing fractions when cutting food into equal pieces); and
- tell the time with their children as often as possible.

In the language arts program, students:

- work on reading, writing, and speaking skills;
- are given reading and writing assignments that are begun at school and often need to be taken home to be completed;
- will be assigned homework daily (10-15 minutes per day).

In mathematics, students:

- will focus on number facts and computational skills, particularly at the beginning of the year;
- will be taught various concepts in the five strands of mathematics (number sense and numeration, measurement, data management, geometry, and algebra)

In PE, students will learn and practice movement; participate in cooperative and competitive games; learn and practice safe, fair, and respectful behaviour; explore choices for healthy living; and enjoy free play.

Academic teachers also focus on other skills, such as organizational skills, study skills, and time management.

When students graduate from Eaton Arrowsmith School, their strengthened cognitive abilities will enable them to learn in regular programs; however, since they have been in a different learning environment for a period of generally three to four years with exposure to only English, Mathematics, and PE curriculum, they may need some extra help during their transition year. Therefore, academic tutoring in the final year at Eaton Arrowsmith School and/or the first year of regular school is recommended for most students.

### **Homework Policy**

Homework is an essential component of the brain exercise program at Eaton Arrowsmith School. Homework should be completed to the best of the student's ability and handed to the classroom teacher each morning. Homework should be of the same quality as work completed in the classroom. The homework schedule will be in the student's homework folder in the beginning of the school year. Please discuss any questions about the homework with your child's classroom teacher or with the Principal.

When a student has not completed his or her homework or fails to bring it to school, he or she must have a note/email from a parent or guardian explaining the circumstances. Otherwise, a note/email will be sent home with the student indicating that the homework was incomplete and the student will be expected to make up the homework later that week.

In addition to brain exercise homework, we expect students to complete academic homework weekly, as assigned by the academic teacher. The homework schedule will be written in the student's agenda for parents to review each night. Please discuss any questions about the academic homework with your child's academic teacher.

Each night students will do 10 minutes of free writing in their Journal. This practice encourages the students to write on a daily basis, which further stimulates the MSS area.

## **Reporting to Parents**

### **Cognitive**

Students and parents receive regular cognitive class progress reports outlining the student's rate of progress compared to the benchmark goals set out for each cognitive exercise the student is working on. The progress reports also outline an action plan (derived through collaboration between teacher and student) for exercises rated "B" (Below Expectation) and additional comments from the teacher. Student and parent signatures acknowledging the action plan and the follow-through are required. Parents are always welcome to make an appointment to see the Cognitive Teacher in person at any time.

A testing progress report is issued after the re-testing each May. Parents are invited to discuss these reports with the classroom teacher or Principal.

### **Academic**

Students at Eaton Arrowsmith School do not receive the standardized report cards that are used in the public school system; however, they do receive a comprehensive report regarding their progress in academic subjects twice per year — one in December and one in June. In addition, there are two scheduled opportunities for parent-teacher conferences — one in November and one in March. Reminders will be sent home so that appointments can be made. Parents are always welcome to make an appointment to see the Academic Teacher in person at any time.

### **Program Completion**

The Administration will determine the graduation list by December 1st of each school year. If it is determined that a student will be ready to graduate, parents will receive notification via a signed letter in the mail as well as through email.

Students that graduate from their full time program at the Eaton Arrowsmith School will have to meet the following criteria:

a) Cognitive Program

A student will have made sufficient progress in their full-time Arrowsmith Program. In most cases this will mean that this student will not qualify for a full-time program as they will have less than 4 cognitive areas that are functioning below the average range. It is important to note that some students will be recommended to continue their Arrowsmith Program on a part-time basis to fully complete their program.

b) Academic Program

The Principal and Academic Teacher will review each student's academic program progress and achievement measures. Students that qualify for graduation are to have made significant progress in Mathematics and English (if they have academics in their program).

c) Organization and Self-advocacy/Work Habits

Each student that is slated for graduation is monitored closely against criteria related to work habits, organization and self-advocacy. It is expected that when a student is ready to graduate from our program that that student will be able to attend to the task at hand, complete it, communicate effectively with teachers and administration, as well as have sufficient work habits.

## **STAFF AND STUDENT CONDUCT**

### **Policies and Procedures Manual**

Parents wishing to view manuals pertaining to policies and procedures should contact reception.

### **Dress Code**

Students must wear the Eaton Arrowsmith shirt, which are available for purchase at reception. The cost is \$25.00 per shirt and \$39.00 per sweatshirt (hoodie or collared). As well, students must wear tan/beige, blue, or black trousers or skirts (no exercise/sports pants) and may be purchased at your child's favourite store. Please note that jeans of any colour are **not** acceptable, though from time to time we do have 'Jeans Days' at EAS, but you will be notified of them in advance. Parents should label all articles of clothing worn as part of the uniform. This helps to minimize the number of items ending up in the lost & found.

Students are expected to observe these guidelines:

- During the winter months, students are expected to wear boots and jackets and leave winter footwear in the cloakroom while classes are in session.
- Students should bring indoor shoes that may be left at the school; these must be indoor shoes, not slippers, in case of a fire drill or emergency.
- Shoes must be worn at **all** times inside the school.

- No hats or head coverings are to be worn inside the school or as part of an outfit, except for religious reasons or designated events.
- No student shall wear clothing with inappropriate language or graphics.

### **Lunch Guidelines**

Please note that student conduct rules apply while off school property at lunch.

Appropriate guidelines are expected from all students during lunch, and these include:

- students will sit at a desk or designated area while eating;
- each student is responsible for tidying up his or her eating area and it is expected that litter will be cleaned up voluntarily;
- partially full beverage containers are not to be left at school;
- food is to be eaten in the classrooms and not in the rest of the building or outside unless special permission is granted;
- no computer games while eating;
- no student is to leave the classroom during the lunch hour without permission by the supervising staff member;
- on wet or extremely cold days, the lunch supervisors may decide to keep the students inside, where there will be various supervised activities.

We strive to be a litter-free school. We ask that student lunches and snacks — the healthier the better — be packed in a reusable bag and that reusable containers be used for food storage. All unconsumed lunch items will be returned home at the end of the school day.

Please do not send students to school with food items that need to be microwaved or refrigerated. Please include cutlery as needed with your child's lunch as we are unable to provide these for them.

Additionally, students are expected to move in a quiet and orderly manner from room to room and from floor to floor. Running, jumping, swinging on stair railings, and any form of horseplay or roughhousing is not allowed inside the school or on building property.

### **Consequences for Inappropriate Conduct by Students**

The imposition of consequences for inappropriate conduct is primarily the responsibility of the classroom teachers who are expected to follow the guidelines referred to in the Policies and Procedures Manual and in the other policies that have been adopted by Eaton Arrowsmith School.

Examples of consequences for minor infractions:

- completion of written personal reflection;

- written apology;
- verbal reprimand;
- student and staff members engagement in a discussion outside the classroom;
- time out/problem solving session in the Principal's office.

### **Suspension and Expulsion Procedure**

Eaton Arrowsmith School does not have an automatic or mandatory suspension or expulsion policy. Each case that may involve conduct that could lead to suspension or expulsion will be dealt with on a case-by-case basis by the student's classroom teachers and the Principal. Teachers are required to adhere to the following procedures in the case of conduct involving a serious violation or repeated violations of the student conduct policies which, in other organizations, could lead to a mandatory suspension.

1. A written report is to be completed describing in detail the incident requiring suspension and placed in the student's file.
2. The teacher who filed the report (and also the student's classroom teacher, if this is not the same person) informs the Principal of the incident.
3. The decision to suspend is made by the Principal.
4. If the student is suspended, the student's teacher or Principal telephones the parent or guardian and informs him or her of the incident, the reason for and length of the suspension, and that written documentation of the circumstances surrounding the suspension will be issued by the Principal.
5. A copy of the suspension notification will be stored in the student's school file.
6. If necessary, a meeting will be arranged and will include the parent, student, teacher, and/or Principal.

Depending upon the severity of the circumstances, a suspension will be taken as an in-school suspension or an out-of-school suspension. The decision will be at the discretion of the Principal with the student's teacher and with consideration to the student's position.

A student who has been granted an in-school suspension is expected to continue with their daily schedule but will be placed in a classroom other than their own for the time of the suspension. Lunch and breaks will be taken with administrative personnel and at the end of the day the student will return to their classroom to prepare for dismissal.

An out-of-school suspension is taken in the care of the student's parents or caregiver. The time spent out of school is meant to provide an opportunity for students to reflect on their conduct and, upon returning to school, the student must be prepared to implement altered decision making.

If consideration is being given to expelling a student, the parents will first be notified and given an opportunity to meet with the Principal and the student's teachers. Expulsion will only be considered in the most serious cases or where there have been serious and repeated violations of Eaton Arrowsmith School student conduct policies.

A student will not be expelled until:

- the parents have been given a detailed description in writing of the conduct giving rise to the expulsion;
- the parents have been invited to meet with the classroom teachers and Principal to discuss the student's conduct;
- the parents have been given a final written warning;
- the student has been given a final opportunity to modify his or her behaviour, where doing so will not place the student or other students at risk.

### **Respect, Civility, and Responsible Citizenship**

All school members must:

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, ideas, and opinions;
- treat one another with dignity and respect at all times, especially when there is disagreement (aggressive touching is not permitted);
- respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, 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;
- respect persons who are in a position of authority; and
- respect the need of others to work in an environment of learning and teaching.

All school members must:

- not be in possession of any weapon, including (but not limited to) firearms;
- not use any object to threaten or intimidate another person;
- not purposefully cause injury to any person with an object;
- not be in possession of, under the influence of, or provide others with alcohol or illegal drugs;
- not inflict or encourage others to inflict bodily harm on another person;

- seek staff assistance, if necessary, to resolve conflict peacefully.

Eaton Arrowsmith School is a safe environment: bullying will not be tolerated and may lead to suspension or expulsion. Any allegation of bullying will be taken seriously and investigated immediately—including contacting parents/guardians. The Principal and teachers will work collaboratively with students and parents to find a solution to any problem involving bullying.