



Policies & Procedures - Parent & Student Copy
Ancaster Meadow Elementary School (Updated Sept., 2016)

Morning Routines



Everyday Routines:

- students are to arrive at school at 8:45 or later
- students are not allowed in the school upon arrival, not allowed to walk through the school to get to the back, they walk around the school
- bus students walk around the school for entry, exceptions below and at discretion of supervising teachers. Students will be allowed to walk straight into the school only after the 9:00 bell
- at 8:58, students entering the main school at the back of the playground line up and then the supervising teacher(s) let them in as soon as they are ready, do not need to wait for the second bell

Exceptions:

- before/after school program
- when buses are late, the supervising teacher will let students know if they are to go through the school or around the school
- students who are returning a large instrument may drop it off
- students who are coming for a practice, e.g. sports, music
- when students come in early due to a practice session, or a request by a teacher, that teacher is responsible for them until class time or until 8:45 when they will escort them outside

Weather:










- cold or rainy weather days; students come in and are to go to the following areas:
- Gr. 6, 7 & 8, stand outside the Library where the lockers are
- Portable students are all in the gym
- Kindergarten go into the Kindergarten Hallway
- Gr. 1, 2 & 3s, from the first floor and second floor go down the main hall and stand on the right hand side
- at 8:58, students are allowed to go upstairs, and portable students go outside to line up at their portable



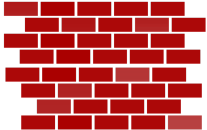

Doors for Entry







- Gr. 1, 2 and one grade 3, lineup at Main back doors and come in those doors
- Nash and Resijan (Gr. 6s), go in Junior Doors at 8:58
- 2nd Floor Grade 2s have lined up by the Junior Doors and enter after the grade 6s, when supervision is there
- Grades 7 & 8s go in the Intermediate Doors

	<p>Portable Entry in the a.m.</p> <ul style="list-style-type: none"> - all portable students line up outside their portable and will be let in by their teachers
<p>Nutrition Breaks 1st Nutrition Break 10:40 - 11:20</p> <p>2nd Nutrition Break 1:00 - 1:40</p> 	<ul style="list-style-type: none"> - the same rules apply to both nutrition breaks - 1st half Grades 3, 4, 5 & 6 go out to play, while Grades 1, 2, 7 & 8 stay in and eat - 2nd half Grades 1, 2, 7 & 8 go out to eat, and Grades 3, 4, 5, & 6 go in and eat - warning bells halfway through the nutrition breaks at 10:58 and 1:18, means students outside are to start to make their way to where they are supposed to be for entry, when they are ready, let them in, no need to wait for the second bell, field supervisor goes in with the Grade 7 & 8s - entry doors are the same as the morning - students inside are to pack up their lunches and get ready immediately to go outside - warning bells at the end of the nutrition breaks at 11:18 and 1:38 means students outside are to immediately make their way in, and students inside go to their lockers or hooks, put everything away and go to their classrooms - portable students are already in, so put away their lunches and sit down -intermediate students are asked not come down the primary hallway upon entry.
<p>Inside Nutrition Break Expectations</p>  	<ul style="list-style-type: none"> - all students, in all classrooms, have the same basic rules for the eating time of break: - all students must be seated and wait until the end of nutrition break to throw out garbage (unless it can't wait) - students must wait and ask for permission to leave the classroom (except for portables) - students must ask the supervising teacher, not the homeroom teacher for permission to leave the room - students are not to be seated at computer terminals, or playing whole class smartboard games during eating time - students are to follow their homeroom teacher's instructions regarding the use of devices during breaks. Students are expected to be calm, orderly and seated (not gathered in groups). - students are allowed to go to the store within the first fifteen minutes of the break, but not later - at the end of nutrition break, intermediate students do not use the primary hallway to go to gym, they must use the intermediate stairwell

<p>Portable Students Nutrition Break Expectations</p> <p>Blacktop Recess</p>   <p>Winter Season</p> 	<ul style="list-style-type: none"> - when portable students return inside from their outdoor time they are to wait there for the first five minutes of the break to allow entrances to clear. - after the five minutes, they can make their way into the school to use the washrooms or go to the store if they go immediately at the beginning of their eating time. - once settled, students will need to ask permission from the duty teacher to enter the school. - EXCEPTION: one day a week, classroom pizza students enter immediately to go and get the classroom pizza orders <hr/> <ul style="list-style-type: none"> - when blacktop recess is called it means it is WALK AND TALK, this means no RUNNING - NO equipment is allowed out, not even for the basketball nets - ONLY exception are the tether balls - PLAY STRUCTURE - is up to teacher discretion, if the teacher feels it is safe and dry enough, then students will be allowed on it - maximum number of students to be on at one time is 25 - when Grades 1, 2, 7 & 8 are out for Blacktop, the big white dividing line that goes up to the ramp will be the dividing line between the primary students and the intermediates, they are not to mingle - unless prearranged, students must ask current teacher permission to stay in and that teacher is staying with them, students are not to go from teacher to teacher to request permission to stay in <hr/> <ul style="list-style-type: none"> - When snow conditions allow, the Principal or Vice-Principal may designate a safe sliding zone using cones or flags at the top of the hill near the intermediate side of the blacktop. - Under the supervision of one of the teachers on blacktop duty, students will be allowed slide down in a seated and orderly fashion (no toboggans) - at any time during the nutrition break, if the teacher on duty thinks the conditions have become unsafe, that teacher will stop the activity
<p>Gym Classes for Portables</p>	<ul style="list-style-type: none"> - portable students are to line up at the fence to the parking lot, and wait for a gym teacher to let them in through the parking lot doors, and this is for all classes - morning and during the day
<p>Transition Times</p> 	<ul style="list-style-type: none"> - students are to be respectful and quiet when transitioning to other classrooms, which means they are to walk quietly and respectfully down the halls, on the right hand side and not in clusters - students are to be carrying their materials for both classes, no going to lockers except at nutrition break - primary students should be accompanied to the gym by their homeroom teacher

Rules for Portables	<ul style="list-style-type: none"> - students must travel in pairs to go inside the school during class time and have a portable pass
Adult Visitors and Parents in the school	<ul style="list-style-type: none"> - all visitors are asked to sign in at the office. - the exception is when parents are dropping off or picking up their children from the before and after day care. - for safety reasons, we will ask parents not to enter the school during the school day without properly signing in at the office.
Activities during the school day 	<ul style="list-style-type: none"> - students who stay in during breaks to participate in sports, music, art, etc. are to be with the teachers who are providing the extra curricular, and must stay there until the bell goes, e.g. students are in the gym for a practice, must stay there until the warning bell goes and DO NOT leave the gym to go upstairs or roam the hallways. The teacher in charge is responsible to arrange alternate supervision as needed if the activity ends early. - teachers must be present if a student says they are staying inside to help with something or to work on something, otherwise, the students are sent outside. This must be prearranged and not a last minute request.
Pathway to the back of the school 	<ul style="list-style-type: none"> - students using the narrow path at the side of the school near the rear kindergarten enclosure are asked to stay on one half of the pathway and let parents and other students use the other half. Please be considerate of others as the path is very narrow.
Consequences 	<ul style="list-style-type: none"> - students who are found in unsupervised areas during nutrition break can be assigned to an alternate classroom for the eating time of the next nutrition break (eg - older students in younger classroom). - students are expected to respond to the warning bells by entering the school promptly. Students who are late may be directed to spend their next nutrition break standing beside the wall in an assigned location. - students who don't follow the rules for Blacktop Recess, may also be assigned to a place along the wall.
Respect 	<ul style="list-style-type: none"> - students are expected to be respectful of each other and the school environment - treat school property with care (windows, portables, trees, equipment, etc.) - be mindful of others for safety reasons. - respect the learning of other students by travelling around portables or classrooms in a quiet way

<p>Hallways and Stairs</p>	<ul style="list-style-type: none"> - students will travel down the hallways on the right hand side at all times, which means they are not walking in groups side by side - hallways are to be kept clutter free, nothing should be sticking out of the lockers, and all lockers should be closed - student are also asked to use the right hand side of the stairs except in fire drill or emergency exits when both sides can be used. - the stairs near the front entrance can be used throughout the day, but we ask that students on the second floor not use them as an exit at 3:20 as the front entrance is over capacity at that time.
<p>General Rules:</p>  	<ul style="list-style-type: none"> - students will wear appropriate clothing for appropriate activities (e.g. snow boots need to be worn outside, dry gym shoes in gym) - students will walk in hallways and classrooms safely, no running - students will use an appropriate volume when speaking - students will use appropriate language when speaking - students will conduct themselves respectfully with other students, staff and visitors - during instructional time students will only be allowed to use personal devices and technology for learning purposes when approved by the classroom teacher. - during nutrition breaks, students may be allowed to use personal devices as long they do so appropriately with the consent of their homeroom teacher. - students will not take pictures or videos of other students without permission - students who use social media inappropriately will lose permission to use their devices at school and could face other serious consequences
<p>Dress Code</p>  	<p>-Students are to dress in an appropriate manner for learning which demonstrates respect for themselves and others.</p> <p>-In particular, we ask that older students (Grades 6 to 8) model appropriate dress. In warm weather, tank tops should have a shoulder strap of 1” or more, and shorts need to be of reasonable length (approximately mid thigh area). T-shirts should not have any inappropriate pictures or slogans). The dress code will be reviewed annually with the School Council.</p>