



Cardinal Heights Elementary School

70 BOBOLINK ROAD
HAMILTON, ON L9A 2P5
TEL: 905.385.5344
FAX: 905.385.7322

EMAIL: cardinal@hwdsb.on.ca
www.hwdsb.on.ca/cardinalheights
PRINCIPAL: Nanci-Jane Simpson

May 8, 2015

Dear Cardinal Heights Families,

As we approach the finish line of the school year it is important we review expectations with our students to ensure everyone conducts themselves in a manner that supports learning and achievement. At school, we not only teach academics but also provide students with important skills that will serve them well in future endeavours, including the workplace. This letter will review expectations regarding dress code, use of technology, and lunchroom. The following expectations were sent home in September as part of the information package. This information is also available on the school website <http://schools.hwdsb.on.ca/cardinalheights/>.

Learning attitudes and conduct within the school must support the learning of all students. All students have the right to learn in a respectful and inclusive learning environment. All students must continue to follow expectations established at the beginning of the year. These expectations include:

- Arriving to school and to class on time and prepared to learn with the appropriate learning materials and resources;
- Speaking to all members of the Cardinal Heights community in a respectful manner (students, teachers, educational assistants, guest teachers, office staff, caretaking staff, and school visitors);
- Following the directions of the adults of the building; this includes direction to go outside for nutrition break, moving safely throughout the building, and participating in learning activities.

All students must dress in a respectful manner:

- Skirts, shorts, and dresses must not be shorter than the tips of the fingers when arms are extended straight at the sides.
 - Underwear should not be visible. Bra straps should not be visible. Straps of tops must be two finger lengths wide. Low-cut and/or revealing tops are not permitted.
 - The bottoms of the tops must meet the top of the bottoms (no bellies showing please!!)
 - Muscle shirts and basketball jerseys must be worn with a t-shirt underneath.
 - T-shirts or clothing must not carry emblems or slogans that are offensive (sexist, racist, inappropriate language, drug symbols or alcohol branding).
 - Backpacks are not to be carried in the halls. They must be stored in lockers during instructional time. String bags are permitted only to carry physical education clothing during the instructional block phys-ed occurs.
 - Hats or head gear (bandanas, visors) are not to be worn in the school building unless required by religious custom.
- Please be advised these guidelines were developed using Admin Memo # SO-49, September 2011, as a framework. All parents were advised of these expectations in September and have signed sheets indicating they will support this.



Cardinal Heights Elementary School

70 BOBOLINK ROAD
HAMILTON, ON L9A 2P5
TEL: 905.385.5344
FAX: 905.385.7322

EMAIL: cardinal@hwdsb.on.ca
www.hwdsb.on.ca/cardinalheights
PRINCIPAL: Nanci-Jane Simpson

Cardinal Heights is a BYOD (bring your own device) school. If students choose to bring their own devices, they are responsible for the care and well-being of the device. The school is not responsible for lost, stolen or damaged devices. Electronic devices (cell phones, smart phones, mp3 players, ipods, cameras) are not permitted in the instructional setting for non-instructional purposes without the permission of the teacher.

Students who do not comply with this policy will have their cell phones confiscated and safely stored in the office until the end of the instructional day. Please note that some teachers do allow the use of electronic devices to support the instructional program. Use of such devices is at the discretion of each teacher. Permission in one class does not mean permission in other classes.

- The device must be turned off and be out of sight during instructional time.
- Students are not to text, take phone calls, or listen to music during instructional time, without teacher permission.
- Any device that is lost, stolen, or damaged during the day is not the responsibility of Cardinal Heights School.

Leaving school property during the instructional day is not permitted. It is important we have clear records of students who are on and off of school property. We are responsible for the safety and well-being of your children over the course of the school day. Students are not permitted to leave the school during first nutrition break.

- Students are permitted to leave during the second nutrition break with written permission from parents. Permission must be given on a per event basis. Global notes of permission are not acceptable. Notes must include destination, date, and parent signature.
- Notes of permission must be dated and signed by the parent.
- Students will not be allowed to call home for permission to go out for lunch.

It is important we all work together to support our children in becoming responsible citizens and respectful members of society. On behalf of the staff at Cardinal Heights School, I thank you in advance for your support.

Respectfully,

Nanci-Jane Simpson – Principal

Cardinal Heights School