

# **Bridlewood Community Elementary School**

## **Student/Parent Handbook Guide de l'étudiant/du parent 2016 - 2017**



# Bridlewood Community Elementary School

## Student/Parent Handbook

### 2016-2017

#### School Year Calendar for 2016-2017

Labour Day	5 September 2016
First Day of School	6 September 2016
PA Day-Provincial Priorities	7 October 2016
Thanksgiving	10 October 2016
P.A. Day Parent Teacher Interviews	18 November 2016
Winter Break	26 December 2016 – 6 January 2017 (incl.)
P.A. Day-Report Writing	30 January 2017
P.A. Day	17 February 2017
Family Day	20 February 2017
March Break	13 March – 17 March 2017
Good Friday	14 April 2017
Easter Monday	17 April 2017
P.A. Day	19 May 2017
Victoria Day	22 May 2017
P.A. Day Report Writing	9 June 2017
Last Day of Student Attendance	29 June 2017

**Office Hours:**

The school office hours are from 8:00 a.m. to 4:00 p.m.

**Telephone / Fax:**

Main Telephone Number:	(613)591-3683
To report a student absent or late, please call:	(613)591-0397
Fax Number:	(613)591-0788

## Introduction

Welcome to Bridlewood Community Elementary School (BCES) for 2016-2017. This is our 28<sup>th</sup> year in operation and we are expecting a student population of about 340 students. Bridlewood offers a two year bilingual kindergarten program, Regular English Program from grade 1-6, an Early French Immersion Program grade 1-6 and a Middle French Immersion program from grade 4-6.

### A Message from the Principal

Welcome/Bienvenue to Bridlewood Community Elementary School and a special welcome to families of students who are new to our school! We hope that 2015-2016 will be a terrific year for you!

Our Mission Statement is:

*Our community of staff, students, parents and volunteers are committed to providing a safe, supportive environment in which every child:*

- *Strives for excellence and reaches his/her full potential*
- *Becomes a responsible, productive citizen dedicated to life-long learning*
- *Shows respect for the diversity of our multicultural community*

I encourage students to become actively involved in school life by joining a team or a club. Your participation in these activities will make your school year a memorable one. I sincerely hope that all parents/guardians will feel part of our school community and become involved by volunteering, attending School Council and attending school activities.

Never be afraid to make a mistake!!! Take risks with your learning and push yourself into new knowledge. Students who take risks and make mistakes learn more than those who don't. Remember the power of the work YET! Put your best effort forward and you will be rewarded with success.

Have a great year!  
Barbara Martinez

### The Balanced School Day at Bridlewood C.E.S.

8:15 a.m.	Buses Arrive Supervision on yard starts
8:28 a.m.	Entry Bell Rings - All Students Line-up and Enter School
8:30-10:30 a.m.	Learning Block 1
10:30 – 11:15 a.m.	Nutrition Break/Recess
11:15-1:15	Learning Block 2
1:15 – 2:00 p.m.	Nutrition break/Recess
2:00-3:00 p.m.	Learning Block 3
3:00 p.m.	Afternoon Dismissal
3:10 p.m.	Buses Leave School

**For your child's safety, please do not have him/her arrive at school before 8:15 am. Students must also leave the school property by 3:10 pm unless supervised directly by a staff member or parent.**

### **Absences and Safe Arrival**

Consistent attendance each day, all day is necessary for progress in school. As per regulation 298 in the Education Act, all students are required to attend school punctually and regularly. If your child is going to be absent, please telephone the school's attendance line at **613-591-0397**. An answering machine is available. If we do not receive a call or note, and your child is not here, we will phone home/work to confirm that your child is safe and accounted for. Please help us by calling the safe arrival line rather than waiting for the office to call you.

It is expected that if a child is well enough to be at school then he / she is well enough to go outside for recess. In cases of long term injuries or illness we will attempt to make provisions. However, children who are recovering from colds or the flu should remain at home until such time as they are ready to participate in the entire school program including recess.

### **Absence of 15 Consecutive School Days or More**

If you are going away for more than 15 consecutive school days, you need to send a note to the office letting us know of the date you are leaving and an indication that you will be returning to the school and the date of the return. If this process is not followed we will have to demit you and you will have to re-register when you get back.

### **Aerosol and Scented Products**

Many people in the building have sensitivities to scented products which could cause asthmatic attacks. We ask that you restrict the use of strongly scented products at school. If sunscreen is provided, we ask that it be the lotion kind as aerosol sprays can easily be accidentally sprayed in people's eyes.

### **Bicycles**

Children who are old enough and responsible enough can be encouraged to ride bicycles to school. When doing so, the children are required to wear helmets and should adhere to known routes.

When arriving on school property we require children to walk their bicycles. Bicycle racks are provided at the school and children lock their

bicycles to these racks. The school cannot assume responsibility for lost, stolen or damaged bicycles.

### **Bridlewood Code of Conduct**

Our Code of Conduct established under subsection 303(1) and (2) of the Education Act governs the behaviour of all persons in the school. The provincial standards of behaviour apply not only to students, but also to all individuals involved in the publicly funded school system – parents or guardians, volunteers, teachers and other staff members – whether they are on school property, on school buses or at school-authorized events or activities. The Board's policies and procedures relating to Safe Schools, Code of Conduct, Suspensions and Expulsions, Bullying Prevention and Intervention and Progressive Discipline can be viewed at [www.ocdsb.ca](http://www.ocdsb.ca).

All members of our school community are committed to ensuring a safe, stimulating, and positive learning environment where all individuals can question, learn, experience, and grow to their full potential. Creating this environment requires the cooperation, full attention, and best efforts of students, teachers, and parents/guardians working together.

All members of our school community are entitled to be treated fairly and with respect. In return, they have a responsibility to behave towards others in the same way.

All students must be aware of and follow all school rules during all school-sanctioned activities and field trips. Together we create an environment where students, staff and parents feel valued, safe, and respected.

**WE EXPECT OUR STUDENTS TO...**

#### **Be Respectful**

- Be honest and truthful
- Respect other people's feelings and differences
- Respect other people's belongings and public property
- Respect themselves
- During assemblies and public events, show respect for the performers and audience

#### **Be Mannerly**

- Use polite language

- Be punctual
- Practise cleanliness/personal hygiene

### **Be Responsible**

- Complete assigned work with care
- Respect due dates for assignments and projects
- Properly prepare for tests
- Ensure that if absent, missed assignments are completed
- Follow classroom rules and routines
- Deliver notes and letters to parents and teachers
- Be organized and be prepared for class

### **Be Safe**

- Show self-control at all times
- Follow yard rules
- Stay on school property
- Report any problems, or dangerous behaviour to yard duty teachers
- Stay within the designated areas during recesses
- Report any injuries to the duty teacher
- Report any head injuries to the office

### **Bus Safety**

- Respect bus drivers and other students
  - Remain seated
  - Talk quietly
  - Keep hands, head, and other objects in the bus
  - Wait for bus to stop before moving from your seat
  - Do not eat or drink on the bus
  - Ensure that balls, skates, etc. are carried in a bag while riding on the bus
- \*Please note that hockey sticks or large bulky projects are not permitted on the bus.

### **Playground Rules**

1. Respect the personal space of others.
2. No rough play, play fighting, or fighting.
3. Play only games that do not involve rough touching.
4. Sticks, stones, sand, snow and other objects stay on the ground.
5. The soccer goal posts are not to be used as a climber or for gymnastics.
6. Do not enter the school without a pass.
7. Line up immediately when the warning bell rings.
8. Use respectful language with fellow students and adults.
9. Do not litter.
10. Students will leave knives, hockey sticks, bats, hard balls and other unsafe objects at home

along with radios and expensive entertainment toys.

11. Students will not leave the playground for any reason.
12. Ask an adult for help if you cannot solve a problem.

### **Our Conflict Resolution Strategies**

Step 1: Stop and think

- Stay relaxed
- Count to 10
- Speak slowly

Step 2: "Stop, I do not like it when..."

- Explain why you are angry
  - Use your words
  - Tell the student that you do not like what he/she is doing e.g. " I do not like it when you push me in the sand" and ask him/her to stop
- "Can you please stop pushing me?"

Step 3: "Stop or I will tell a teacher."

Step 4: Get a teacher if needed.

### **Also use your WITS**

W-walk away

I-ignore it

T-Talk it out

S-Seek help



### **If you forget. . .**

Someone from the school staff:

- will encourage you to solve the problem peacefully
- will give you a warning
- will inform your teacher
- may ask you to go to the office
- may have you serve a detention

In the office, the Principal and/or Vice-Principal:

- will ask you to explain why you have been sent to the office
- will help you solve the problem in order to avoid it happening again
- will decide on appropriate consequences (loss of privileges, time-out, detentions, in-school sanction and/or suspension)
- may send a letter and/or call your parents

- may inform police of serious or repeated offences
- may seek restitution (repair or replace)

### **Bullying**

Bullying is a form of **repeated, persistent, and aggressive** behaviour directed at an individual or individuals that is intended to cause fear, distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in situations where there is a real or perceived power imbalance.

Bullying is an unhealthy interaction that can take many forms. It can be physical (hitting, pushing, tripping), verbal (mocking, name calling, or making racist or homophobic comments), or social (excluding others from group, spreading gossip or rumours). It may also occur through the use of technology called cyber bullying (posting harmful messages or images through e-mail, IM, cell phones, websites, and other technology).

Intervention strategies for bullying may include the following:

- Review of expectations
- Verbal reminders
- Progressive discipline
- Contact with parents
- In-school sanctions
- Meeting with parent, student and principal
- Referral to counseling
- Restorative Justice practices
- Referral to community/social services agencies
- School Resource Officer
- Short-term-suspension
- Long-term suspension

It is extremely important that the school and parents work together in a mutually supportive relationship in order to achieve our shared goal of teaching children to be responsible citizens.

### **Buses Cancelled (Inclement Weather)**

During the winter, should a snowstorm prevent the buses from running in the morning, there will be no buses at the end of the day. Therefore, parents who transport their children to school must make arrangements for their transportation at dismissal. The decision as to whether the buses will be running will be announced on the radio and on the

OCDSB website prior to school.

### **Change in Information**

#### **IT IS VITAL THAT WE HAVE THE CORRECT CONTACT INFORMATION ON FILE!!!!**

Please inform the school office of any changes in either home, business, caregiver or emergency contact telephone numbers for your child. Let us know of any other changes in pertinent information, e.g. custody, health. It is essential that we have accurate, up-to-date information in case of an unexpected emergency.

### **Computer Security**

Students must follow the OCDSB Computer Policy that states that unauthorized access to files/programs may result in disciplinary action that may include suspension. Please ensure that you have signed and reviewed the technology permission forms sent home in September and that you have returned them to your child's homeroom teacher.

### **Concussion Awareness**

Prior to students participating in intermural (school teams) sports, a permission to participate medical form must be filled in. If your child has had a concussion, it is critical that the school be informed. All students who bump their heads at school will be monitored and a call will be made home.

### **Curricula / Programs**

Parents enjoy the opportunity to choose between three stimulating and challenging programs at Bridlewood. Students in both the English, Early and Middle French Immersion programs work towards the expectations outlined in the Ontario Curriculum. These expectations can be viewed by grade and subject area on the website of the Ontario Ministry of Education and Training at <http://www.edu.gov.on.ca>. You will also find a wealth of information about programs offered in the Ottawa Carleton District School Board at the Board website: [www.ocdsb.ca](http://www.ocdsb.ca)

### **Door Security**

All exterior doors will be locked from 8:30 am-3:00 pm. Parents will need to use the buzzer and office

staff will unlock to door so you can enter. Prior to 8:30 am and after 3:00 pm the front door will remain open.

### **Dress Code**

Guiding Principles: Based on OCDSB Policy 104.SCO

- Wear neat and appropriate clothing
- Halter tops, tank tops, bare midriffs, muscle shirts, and spaghetti straps are not permitted
- Pyjama pants are not permitted
- Scoop neck/back shirts must be appropriate
- As a general rule, underwear must not be showing
- All hats, bandanas, and other such attire must be removed upon entering the school. They should not be worn in class.
- Clothing may not contain inappropriate language or alcohol and tobacco advertisements
- Safe and appropriate footwear, with non-marking soles must be worn at all times
- Outdoor shoes or boots should be changed for dry, non-scuffing indoor shoes.

### **Dressing for the Weather**

Outdoors - Students should be properly dressed for all weather conditions. They go outside for all recesses in the winter unless the wind chill factor is too severe. In the summer, please ensure students have adequate sun protection. In the winter, neck warmers are recommended. Scarves, like drawstrings on jackets and sweatshirts can pose a danger to your child. They can become snagged on school bus handrails or doors, on playground equipment or other mechanical equipment.

### **Early Dismissal / Picking Your Child Up At School**

You must pick your child up at the office if he or she is leaving the school before dismissal time, or present a signed note, requesting the dismissal of the child at a specific time, to the classroom teacher. All parents picking up children through the day are expected to sign the child out in the office. This is extremely important so that in the event of an emergency we have a record of where each of our students is at the time.

### **Emergency Closing**

Schools may be closed for various reasons

including extreme weather, plant failure (burst water main etc). News of emergency closing is usually broadcast by local radio and television.

**We request that parents make arrangements with reliable neighbours and/or caregivers to receive their children in case of early emergency closing.**

No child will be dismissed from school, either to home or to a neighbour's/ caregiver's residence, unless the parent or neighbour/caregiver has been contacted. Where contact has not been made, children will remain at school under the supervision of the School Staff.

### **Field Trip Authorization Forms**

Students will receive a form for every activity off school property. Without the parent's written consent on the appropriate forms, the child **cannot** participate in a field trip. Your co-operation in returning the forms as promptly as possible is appreciated.

### **Illness**

When a student becomes ill at school, the office will try to contact the parents/guardians immediately. If parents/guardians are unavailable, we will call the person identified as the emergency contact person. Again, we stress the importance of informing us of any changes in home or work telephone numbers.

### **Life Threatening Allergies**

Some of our students have life threatening allergies, most notable being to peanut and peanut products. Should your child have a life threatening allergy you are requested to advise both the classroom teacher and the school office. Please be aware that there is a Protocol for Children with Life Threatening Allergies. Please speak to either the Principal or the Office Staff regarding the protocol and associated information forms. In order to provide the safest possible environment for our children, the co-operation of parents in not sending certain food items to school is sought.

### **Medical Emergency Procedures**

When an accident causing bodily harm occurs, a staff member will administer basic First Aid. Once this has been done, every effort will be made to notify a parent of what has happened. When the accident is of a serious nature, 911 will be

contacted. We will then notify the parent advising them to meet a staff member and the injured student at the hospital's Emergency Department. When in doubt, we will err on the side of caution. **Please ensure that the office is advised of changes in address and phone numbers.**

### **Medication**

Board regulations require that all student medication (prescribed or non-prescribed) being administered at the school be reported to the office. Should a student require medication during school hours, an *Administration* (OCDSB 286) or *Self-Administration of Oral Medication Authorization* (OCDSB 285) consent form (obtained on the OCDSB website or from the office) must be completed by the family doctor and returned to the school before medication can be administered. No medication, including aspirin, is to be dispensed to a student without a medical doctor's order. Medication Consent forms must be renewed each school year.

### **Monthly School Newsletter**

During the first week of each month, our school newsletter will be published to our school's web site located at [bridlewoodes.ocdsb.ca](http://bridlewoodes.ocdsb.ca). Parents who do not have access to the internet, may request a hard copy by sending a note to the office. Classroom teachers also send home newsletters on a regular basis. Classroom newsletters deal with items and issues that are specific to individual classes. We encourage all parents to read our monthly newsletter as it contains valuable information about events, procedures, and activities occurring at the school.

### **Nutrition Break Routines**

There will be two nutrition breaks, 10:30-11:15 a.m. and 1:15-2:00 p.m. Students eat their food in the classrooms for the first 20 minutes of this period and are then supervised on the yard for the 25 minutes of remaining time.

Students staying for lunch eat in their classrooms. They are to remain at their desks and speak quietly to each other. The teacher will tell the students when it is time to tidy up and will dismiss students.

### **Parent Involvement - Volunteers**

At Bridlewood we believe that the involvement of parents and community volunteers contribute to a more effective educational experience for our students. Volunteers bring a wide range of talents and skills to our school life that enrich and support the education of our students. Volunteers assist in the development and support of the important connection between home, school and community. Volunteer involvement can take many forms such as:

- volunteering in the classroom
- direct involvement outside of the classroom (Library, preparation of classroom materials, committee and School Council work)
- volunteering with our Hot Lunch/Pizza Program
- Early Literacy Volunteers reading with students
- sharing special interests, talents, skills and areas of knowledge through presentations
- volunteering for field-trips

The staff at Bridlewood greatly appreciates the involvement of volunteers.

### **Progressive Discipline**

The school believes in positive, constructive, collaborative problem solving approach when a student is acting inappropriately. Intervention techniques also focus on a progressive approach to supporting individual students. Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports and consequences to address inappropriate student behaviour and to build upon strategies that promote positive behaviours. When an inappropriate behaviour occurs, the student may be sent to the principal (or designate). Disciplinary measures will be applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive. The range of interventions, supports and consequences will be clear and developmentally appropriate. The school will take into account the needs of the individual student, show sensitivity to diversity, cultural needs, and the special education needs of students.

Early and ongoing intervention strategies to address inappropriate behaviour may include:

- a) Oral reminders
- b) Collaborative problem solving
- c) Contact/meeting with parents

- d) Review of expectations
- e) Assignment addressing the behavior that has a learning component
- f) Volunteer services to the school community
- g) Conflict mediation and resolution
- h) Peer mentoring
- i) Referral to counseling
- j) Consultation (internal/external to OCDSB)

A further range of supports and consequences that are developmentally appropriate may include:

- a) Meeting with student, parent, principal
- b) Referral for counseling
- c) Reflection
- d) Withdrawal of privileges
- e) Withdrawal from class
- f) Restitution
- g) Restorative justice and practice
- h) Transfer
- i) Short term suspension
- j) Long term suspension; and
- k) Recommendation for expulsion

### **Re-organization of Classes**

Because of new families registering during the first week of school, some re-organization of classes may be necessary. We hope to have student placement and class re-organization finalized as quickly as possible. If your son/daughter is placed with a different teacher, we sincerely ask that you support this with positive reinforcement at home. We must adhere to Ministry established pupil-teacher ratios when arranging classes and this always depends upon the number of students registered. Your help and support will make the adjustment easier for your child.

### **Report Cards**

The report card is a formalized summary of evaluation instruments and the teacher's observations. Children in grades 1 to 6 receive three report cards per year; one Progress Report in November, one in January and one in June.

### **School Council**

The staff and students of Bridlewood benefit on a daily basis from the hard work of our School Council. They play a crucial advisory role in the school. In addition, they support the school through a variety of fundraising initiatives. This past year,

the Council has focused on raising money for learning improvement initiatives. They have a provided funding for "Scientists in the Schools", books, performances, sports equipment and much more. The elections for executive positions on the Council will be held at the September Council Meeting. Please attend this meeting to learn more about the available positions.

### **School Council -Dates of Meetings 2016-2017**

All meetings are in the school library (7:00 pm to 9:00 pm)

September 20, 2016

October 18, 2016

November 15, 2016

January 17, 2017

February 21, 2017

March 21, 2017

April 18, 2017

May 16, 2017

June 20, 2017

### **Traffic Safety**

Please help to keep our students safe by keeping in mind our safety procedures. **Do not park in the bus loading zone in front of the school.** Each morning we have a staff member who supervises the kiss and ride on Bluegrass drive. Please do not park there in the mornings, it is meant to be a drop off only. Please monitor your speed when travelling by car in the vicinity of our school and respectfully adhere to our one-way signs. All parents/visitors are asked to park in the main parking lot.

### **Transportation**

Under current Board Policy, transportation is provided by the Board for:

- Kindergarten children who live 800 metres or more away from the school.
- Students registered in Grade 1 through 3 who live 1.6 kilometres or more away from the school
- Students who are eligible for busing will be required to gather at one of a number of central bus pick-up locations. The maximum walking distance from home to bus pick-up location is

one kilometre.

**The school principal does not have the authority to change bus pick-up locations or make any changes to bus routes.** For children who do not qualify for busing under the Board policy, parents submit, using the empty seat policy form, a request for consideration under the “Empty Seat Policy”.

The Empty Seat Policy provides that if there are seats available on the bus, consideration may be given by the Principal to assigning those seats to children who otherwise do not qualify for busing. Conditions applying to this consideration include:

- no change being made to the routing and/or bus pick-up and drop-off locations,
- no time delay being experienced on the existing route,
- should it be necessary to assign seats to additional qualifying students, the principal reserves the right to remove a student who has been assigned a seat under the “Empty Seat Policy”.

Should seats be available for assignment under the “Empty Seat Policy”, priority will be given to those who are youngest, living furthest away from the school and in a few extreme extenuating circumstances.

- No decisions under the “Empty Seat Policy” will be made prior to October 1<sup>st</sup>.
- Students are accountable to the Principal for their behaviour while riding on the buses.
- Cross Boundary students are not eligible to receive busing to and from school.
- Parents are not to request special arrangements from the bus driver.
- If students display inappropriate behaviour on the bus Principal, bus privileges could be removed for a set period of time.

### **Vacationing During School Days**

If your family goes on vacation during regular school days, your child misses valuable instruction time. As most activities are hands-on and interactive, teachers cannot provide you with the exact material to be covered during your child’s absence. However, a list of suggestions may be provided if requested.

### **Visitors**

To help ensure the security of all students and also to respect the business of learning in classes, **all visitors must report to the school office** to sign in and pick up a badge. When dropping off children who are late, we encourage you to say goodbye at the office and allow your child to go to class independently. When parents come to school to pick up their children, parents are requested to arrange to meet the children at the dismissal door, rather than at the classroom.



## **Character Education at Bridlewood Community Elementary School**

Character building is an integral part of our school day. Bridlewood is a school community which learns, reinforces, and practices the character attributes on a daily basis. Be sure to familiarize yourself with the Community of Character wheel which is located on a poster at the front of the school.

The Character attributes are...

**ACCEPTANCE:** I reach out to include others. I accept others for who they are. I am gentle with myself and others when mistakes are made.

Sounds like

- "Yes, you can be on our team."
- "What do you think?"
- "Give us your opinion, your point of view!"
- "Let's play this new game!"
- "I'd like to learn more."
- "That's really interesting!"

**APPRECIATION:** I am grateful for all that I have. I am thankful for the support that others give me. I am generous in recognizing the contributions of others.

Sounds like

- "Thank you!"
- "I couldn't do this without you."
- "You are the best!"
- "You remembered..."
- "I can always count on you."
- "That is very kind."

**COOPERATION:** I work with others to make a peaceful community. I am willing to listen to others' ideas and suggestions. I compromise and negotiate to solve problems and differences of opinion.

Sounds like

- "Pardon me"
- "Excuse me"
- "May I please..."
- "Thank you"
- "Can I help you?"
- "We can share."

**EMPATHY:** I am compassionate, caring, and kind. I am a true friend. I will walk in your shoes in order to understand you. I am slow to judge and quick to forgive.

Sounds like

- "It happened to me once too."
- "I know how you feel!"
- "I'm so happy for you!"
- "You look upset."
- "I'm sorry for you."
- "That must hurt a lot."

**FAIRNESS:** I make decisions based upon the whole picture. I treat others the way I would like to be treated. I am just.

Sounds like

- "It's your turn!"
- "You go first!"
- "Let's share!"
- "Thank you"
- "Do you want to join us?"
- "She hasn't had her turn yet."

**INTEGRITY:** I behave ethically and honourably. I am honest, loyal, and trustworthy. I am truthful and courageous. I stand up for what is right even when it is hard. I am a person of my word and people who know me understand that.

Sounds like

- "Here, I brought the DVD as I promised."
- "Thank you for following my instructions."
- "I brought in the work you asked me to bring."
- "You can depend on me!"
- "I can count on you."

**OPTIMISM:** I believe that challenges are opportunities. I choose to see goodness. I have hope for our future.

Sounds like

- "What a beautiful day."
- "Thank you for believing in me."
- "I'll try harder next time..."
- "I can do this!"
- "I'm looking forward to..."

**PERSEVERANCE:** I will work hard and I will not give up. I will finish what I begin and I will not give up. I will care enough and I will not give up.

Sounds like

- "Keep trying!"

- “Don’t give up!”
- “Stick with it!”
- “Nobody succeeds without trying.”
- “Try, try again!”
- “Practise, practise, practise!”

**RESPECT:** I honour myself and others through my words and actions. I support our diversity of beliefs. I treat our world and everything in it with dignity.

Sounds like

- “Pardon me”
- “Excuse me”
- “May I please...”
- “Thank you”

**RESPONSIBILITY:** I am accountable for the decisions I make. I realize that my decisions impact my community. I honour my commitments.

Sounds like

- “I can do this”.
- “I can do it on my own!”
- “I can do it by myself!”
- “Here is my completed homework.”