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Parent Handbook

2017-2018

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1. Welcome Letter

Dear Parents,

Welcome to the 'Hope Academy Family' and the community of learning that has been established here in Etobicoke. We welcome your partnership in this exciting venture of Hope Academy, a Christian, mission school for families of all faiths and backgrounds. Hope Academy provides a program of academic excellence with high moral standards and high expectations for behaviour in a Christian, nurturing environment. Our goal is to develop the whole child: academically, physically, socially, emotionally, and spiritually.

This handbook has been prepared to establish effective communication between home and school. It will acquaint you with some of the general school routines, expectations, and school guidelines and policies. It is our desire that such guidelines and policies contribute to the wellbeing of our students and promote efficient administrative operation within the school.

We welcome your partnership and your involvement. We count on your encouragement and support, both in and out of the classroom. Let us keep the lines of communication open so that each child benefits from the best education possible.

Simi Nathaniel, Acting Principal

2. Vision and Mission Statements

Vision: Hope Academy will be a JK-Grade 8, self-sustaining school, run by an independent Board whose leadership originates from locally-based, faithful, Christian communities.

Mission: To provide a quality education from a Christian worldview that inspires academic growth, maturity, and self-discipline within a supportive environment for the honour of Jesus Christ.

3. History of Hope Academy

Hope Academy began as a dream and goal of the Hope Centre Mission in Toronto (a cross-cultural, Christian ministry). As the Children's Programs of Hope Centre grew over the past 12 years, so did the desire to offer them a full-time, high-quality, Christian education.

The Providence United Reformed Church in Strathroy, ON latched onto this vision and took steps in 2009 to establish a full-time Christian, mission school named Hope Academy. The Church Council appointed a Steering Committee including Christians from various parts of Southwestern Ontario who worked hard to set up Hope Academy as a certified school with the Ontario Government, to prepare an excellent curriculum, and to seek staff, students, and support. The Steering Committee is now a School Board and is busy governing Hope Academy.

4. Affiliations

Hope Academy is affiliated with the following organizations:

- The League of Canadian Reformed Schools
- Christian Schools International
- Ontario Ministry of Education (Private School)
- Registered as Charity with Canadian Government

5. School Calendar 2017-2018

SEPTEMBER

Fri	Sept 1	Meet and Greet with teachers at 7:00 pm
Mon	Sept 4	Labour Day (H)
Tues	Sept 5	First Day of School - Opening Assembly at 9:00 am

OCTOBER

Fri	Oct 6	Interim Report Cards/Thanksgiving Assembly at 9:00 am
Mon	Oct 9	Thanksgiving Day Holiday (H)
Thurs-Fri	Oct 26-27	Teachers Convention (No School)

NOVEMBER

Fri	Nov 10	Remembrance Day Assembly
Fri	Nov 24	Report Card Preparation Day (H) (No School)
Thurs	Nov 30	First Term Report Cards sent home

DECEMBER

Fri	Dec 1	Parent – Teacher Conference from 5:00-7:00pm
Thurs	Dec 21	Christmas Program at 7:00 pm
Fri	Dec 22	Last Day of School before the holidays.
Mon-Mon	Dec 25-Jan 8	Christmas Holidays for 11 school days (H) (No School)

JANUARY

Tues	Jan 9	First Day of School for 2017
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FEBRUARY

Fri	Feb 16	Report Card Writing PD Day (H) (No School)
Mon	Feb 19	Family Day (H) (No School)
Fri	Feb 23	Second Term Report Cards go home

MARCH

Mon	Mar 5	Parent -Teacher Conferences from 5:00-7:00 pm
Fri	Mar 9	Last Day of School before break
Mon-Fri	Mar 12-16	March Break for 5 school days (H) (No School)
Mon	Mar 19	First Day of Classes After Break
Thurs	Mar 29	Easter Assembly at 9:00 am
Fri	Mar 30	Good Friday (H)

APRIL

Mon	April 2	Easter Monday (No school)
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MAY

Wed	May 2	Grandparents' and Friends' Day
Fri	May 18	PD Day (H) (No School)
Mon	May 22	Victoria Day Holiday (H) (No School)

JUNE

Thur	June 21	Senior Kindergarten Graduation/End of School Program
Fri	June 22	Last Day of School / Closing Assembly at 2:30 pm

6. Standard School Day

8:40	Instructional Time
10:30	Recess
10:45	Instructional Time
12:15	Lunch
12:30	Recess
1:00	Instructional Time
3:10	School Ends

7. Admissions

Admission to Hope Academy is open to children from all religions and backgrounds with a clear understanding that Hope Academy is a Christian, mission school, and its curriculum will be taught from a Christian perspective by Christian teachers. **The forms for registration are available on the school website.**

Admission Criteria Process:

1. Meet with Principal and tour the school
2. Complete Registration Form
3. Submit copy of Report Card, Birth Certificate and Immunization Record
4. Complete Parental Agreement Form
5. Complete Tuition Fee Form with cheques

Admission to Hope Academy is dependent upon acceptable completion and review of the above admission criteria and compliance with the *Student Grade Placement Policy*. Applications for student enrolment will be accepted anytime during the current school year and summer.

Admission to the school is subject to approval by the Board of Directors. Priority placement will be given to families that are members of or connected to the Hope Centre.

8. Student Grade Placement

Rationale

The purpose of the *Student Grade Placement Policy* is to clearly outline the policy that will be followed when assigning students to single and combined classes to ensure a vibrant and wholesome learning environment for all our students.

Student Application

Applications for student enrolment will be accepted anytime during the current school year and summer.

Grade Placement

The following criteria will determine grade placement for new students:

- Junior Kindergarten—4 years old by December 31st of current school year. If a student turns 4 years old between January 1 and May 1 of the current school year, he/she may

be enrolled in the current JK class on January 1 with an understanding that in September of the following school year, he/she will continue to be enrolled in the JK class.

- Senior Kindergarten—5 years old by December 31st of current school year.
- Grades 1-6—Current grade/advancement, as documented in the student's Ontario Student Record (OSR), will determine grade placement. For students with no OSR, grade placement will be determined by the age of the student.

9. Transportation

Transportation will be provided if the student is located within the boundaries set for transportation service.

10. Home-School Communication

Each student in Grades 1-6 is issued an **Agenda** in which all homework and communications will be documented daily. The classroom teacher will sign the agenda at the end of each school day to ensure that the students have the correct information on homework, tests, assignments/projects, etc. Parents are expected to read the agenda each evening, supervise their child's work, make sure that any other instructions/comments are attended to, and initial the agenda to verify their knowledge of the school's expectations.

Regular communication between home and school is paramount for your child to succeed. Parents and teachers are partners in education; if you wish to talk to your child's teacher, you may do that in person, or by telephone, notes, emails, etc.

11. Curriculum Description

Hope Academy strives to promote academic excellence in a disciplined environment. All subjects are taught from a Christian perspective and emphasize strong morals. Hope Academy uses a variety of different curriculum materials in meeting the provincial curriculum expectations. The staff uses a variety of teaching methods in order to help students learn effectively.

Subjects

Bible

Students are taught Bible stories to become familiar with God's Word and see His concern for His people and His world. Memory work is an important component of Bible class. The students will enjoy the lessons and grow stronger in the knowledge and appreciation of God's Word, His creatures, and His Creation.

Language Arts

This program encourages students' growth in four areas: reading, writing, listening, and speaking. Reading mastery is the focus of the primary grades as reading is the key to success in most subject areas. A phonetic approach is used. The writing program includes penmanship and grammar as well as creative writing. Listening and speaking skills are developed through activities in a variety of subject areas. Students will have opportunity to present their work in order to develop speaking and presentation skills. Students learn to appreciate and evaluate various types of writing. Media literacy and discernment are also practiced.

Science and Technology

Through the study of science students learn to appreciate the world around them. They learn to describe and explain things in the physical world by looking at characteristics of matter and a variety of systems and interactions. Through scientific experiments and inquiry, the students will develop the skills to explore scientific facts. The relationship of technology and science to society is explored. Stewardship and responsible use of resources and technology are emphasized.

Social Studies

Social Studies form the foundation for history and geography in the intermediate grades. Students learn what it means to be a responsible citizen in Canada. Key concepts include culture, change, power, environment, and the marketplace. They also learn to understand a variety of communities in our diverse and interdependent world. Research projects help students develop inquiry and communication skills.

Mathematics

Students are taught to see the orderly design of the world. Students learn number sense and numeration skills, measurement, geometry and spatial sense, patterning and algebra, and data management and probability. Students learn mathematical processes, operations, and language. They learn to reason, justify their conclusions, and express their ideas clearly. Basic math skills and speed drills are emphasized as well as problem solving and application skills.

Music

Singing, which includes the teaching of Christian songs, is an important part of Hope Academy. In the junior grades students begin formal music instruction which includes theory and technique (recorder) as well as appreciation and awareness of a variety of music from different eras and cultures. Through these activities students develop their musical and creative abilities so that they can enjoy music for life.

Art

Art helps students develop fine motor skills as well as gives opportunity for creativity and self-expression. Observation, imagination, and invention skills are practised. Students learn to understand art in context. They produce their own works as well as learn to respond to, appreciate, and evaluate the works of others. Art projects are often connected to other areas of the curriculum.

French

In the primary grades students begin to develop an appreciation for French, one of Canada's two official languages, and learn to fluently communicate in it. The emphasis at this level is vocabulary which is taught through a variety of activities and songs. There is more formal instruction at the junior level which includes oral and written activities as well. Learning a second language always has an advantage; it not only strengthens the students' abilities to communicate in a new language, but also fosters respect and appreciation of other cultures and languages.

Physical Education

Students are encouraged to develop habits of lifelong healthy and active living. Through a variety of physical activities students learn to achieve their personal best while practising fair play, respect, and sensitivity to others. Students learn that bodily development and physical fitness are necessary to live productive and healthy lives. They practise movement skills necessary to participate in and enjoy activities throughout their lives

12. Student Progress Cards

Grading/Report Cards:

Hope Academy expects all of its teachers to assign grades to most of the work each student does. From Grades 1-6 teachers will assign a letter grade. Teachers need to express clearly when they give each assignment or test the bases, the kind, and the relative weight of the grade for that will be given. All teachers will use achievement of learning objectives as the primary grading criterion, but they will also consider demonstrated effort, noticeable differences in ability, and commitment to the learning of other students. The following specific statements on grading apply for all teachers at Hope Academy:

- Reports cards are issued to students at the close of each term. Teachers of students who receive a failing grade must contact those students' parents before the report cards are sent.
 - Term grades are posted on the report cards and reported to the office.
 - For Grades 1-6, letter grades are used:
 - A – 90-100 Excellent
 - B – 75-89 Good
 - C – 60-74 Satisfactory
 - D – 50-59 Passing
 - E – below 50 Failing
- Report Card marks should reflect a balance of classroom work and testing.
- A pass-fail method may be used for students of very low ability only after discussion with parents and with the support of the Principal.
 - In determining an academic grade, teachers should not deduct a percentage for disciplinary reasons.
 - If a teacher uses an "incomplete", the student and the parents should be informed of the work to be completed by an exact date. Two weeks after the end of the marking period, the mark becomes a failure unless the teacher changes the mark.
 - All teachers must keep accurate records of grades in their grade books and be able to explain to both the student and his/her parents the reasons for any grade.
 - In each term, contact with parents of students who are receiving a D or lower is expected; the discussion or report must also describe what students must do to achieve a satisfactory grade.
 - Every teacher should confer often with colleagues about grading, testing, relative weights for assignments, and fairness.

Testing

Hope Academy assumes that all of its teachers know how to construct good tests and to decide to which degree students have mastered the objectives. All teachers must:

- Give tests regularly and frequently.
- Design tests that help children demonstrate what they have learned rather than show up what they have not learned.
- Use a wide variety of means for testing: reports, quizzes, projects, papers, demonstrations, presentations, etc.
- Mark all means of measurement promptly, and give students the correct answers orally or in writing.
- Assign grades on the basis of achievement according to the standards set by the school, not according to a supposed curve of distribution.
- If students have multiple teachers, sign the chart in the homeroom with the date of a major test or project so that no student has more than two tests or projects on a given day.
- Set their own policy of retests and correction in order that students may achieve maximum understanding.

13. Reporting to Parents

As teachers, parents, and children are partners in Christian education, it is essential that communication is valued and ongoing. The following timelines will assist you with the overview of reporting and your involvement.

BY THE END OF OCTOBER, an interim report will be sent home providing a progress report focusing on student performance and attitude to date.

BY THE END OF NOVEMBER, 1st term reports will go home. Parent-teacher conferences will take place.

BY THE END FEBRUARY, 2nd term reports will go home. Parent-teacher conferences will take place.

BY THE END OF JUNE, 3rd term reports will go home. This is the final report and will indicate advancement to the next grade.

14. Ontario Student Record (OSR)

It is the policy of Hope Academy that Section 265(d) of the Education Act be followed, requiring the Principal of the school “to collect information for the inclusion in a record in respect of each pupil enrolled in the school and to establish, maintain, retain, transfer and dispose of the record.” The information on each student will be gathered in an Ontario Student Record (OSR) and will be maintained according to the guidelines proposed in the OSR Manual of the Ontario Alliance of Christian Schools 2004. The Education Act also regulates access to an OSR and states that the OSR is “privileged for the information and use of supervisory officers and the Principal and teachers of the school for the improvement of instruction” of the student. Each student and the parent(s) of a student who is not an adult (that is, a student who is under the age of eighteen) must be made aware of the purpose and content of, and have access to, all of the information contained in the OSR. A fundamental principle is to make certain that personal information is protected to ensure privacy.

15. Privacy of Information – PIPEDA

Hope Academy respects the right to privacy and is committed to upholding the confidentiality and security of personal information. We have developed practices to ensure this commitment is carried out in a responsible manner. Hope Academy collects, retains, and discloses certain personal information to provide the best education possible. For a complete copy, see the *Privacy of Information Policy* on the school website.

“Personal information” is defined very broadly in the *PIPEDA* as, “any information about an identifiable individual except the name, title, business address, and business phone number of an employee.”

“Personal information” therefore, includes an individual’s home address, gender, age, ethnic origin, race, ID numbers, financial and credit information, personal health information, consumer preference information, religious affiliations, donation history, travel history, personal habits, personal interests, and personal history. (From *Fasken Martineau Client Notice* – April 2003.)

Personal Information Protection and Electronic Documents Act (PIPEDA) 2

16. Homework/Home Study Guidelines

Home study plays a vital role in the attainment of good progress. It is necessary to learn how to work and study effectively. Each student must learn to work by himself/herself. With effective home study he/she can learn how to solve problems independently, to drill, to review, to summarize, and to do independent reading and research.

Our teachers assign homework when the need exists. It is not our intention to let it become excessive or to become just busy work; it is given for a specific purpose. The amount varies from child to child based on need and the amount not completed during class time.

The following list is a guideline for homework. There will be times when your child's homework load will exceed these guidelines because of projects and tests that need completion and study.

- K: Find things for your letter bulletin board.
- Gr. 1: Reading and math practice (10-30 min./night)
- Gr. 2: Reading, math, memory work & spelling words (15-35 min/night)
- Gr. 3: Reading, math, spelling, memory work, unfinished class work and project work (20-40 min/night)
- Gr. 4-6: Spelling, assigned homework, project work and test preparation
Gr. 4: 30 – 45 min/night
Gr. 5/6: 45 – 60 min/night

If you are away for several days in a row, get the work you missed from your teacher and catch up at home.

Some Good Rules for Home Study

- Home study is a habit that can be learned through regular practice each night.
- If no homework is assigned, this is your opportunity to review.

- Have a time and place to study.
- Make out a study schedule.
- Take short breaks between periods of study. Few young people or adults can effectively concentrate for long periods of time without a short break.
- Do your most difficult subject first.
- Form the habit of asking for help whenever you do not understand some part of your work.
- Oral drill is excellent for most subjects. Ask someone at home to hear your work whenever possible.
- Don't be satisfied with just getting by. Get the satisfaction that comes from doing your work thoroughly and well.

17. Uniform – Dress Code

Uniforms identify students as students of Hope Academy. They help to encourage a positive school atmosphere by promoting orderliness, school spirit, and dignity. They help lower the cost of clothing and the need to keep up with fads, and they save time as students do not need to decide what to wear. Students are required to wear the full school uniform every school day and during all school events unless announced otherwise.

The uniform of Hope Academy consists of black pants and a red or white polo shirt with the school logo. Girls have the option of a black scooter skirt. A black V-neck cardigan is available for the cooler weather. Uniforms are mandatory at all school events.

18. Parental Concerns – Dispute Reconciliation Guidelines

When parents have school related concerns or disputes with school personnel or other parents, they are encouraged to deal with these issues or problems through open and honest dialogue in a spirit of understanding and cooperation. It is expected that all concerns/disputes will first be addressed directly with the persons involved. If this does not bring resolution, then the issue may be brought to the attention of the Principal. If the issue still persists, the person/s may, in writing, bring their concerns to the Board Chair to be dealt with at the Board level. After dealing with the issue, the Board will issue a response in writing.

19. Student Code of Conduct

MY RELATIONSHIP WITH GOD

- I will speak of God in respectful ways.
- I will be respectful during Bible reading, prayer, singing, sharing, etc.
- I will respect myself because God created me in His Image.

MY RELATIONSHIP WITH THOSE IN AUTHORITY

- I will be respectful in my speech and conduct.
- I will be obedient to those in authority over me.
- I will not condone the disrespect displayed by others to those in authority.

MY RELATIONSHIP WITH OTHERS

- I will be respectful of others and I will not engage in bullying actively or as a bystander.
- I will address others properly and not resort to name calling, swearing, or dirty language toward each other.

- I will respect everyone’s property and use it only with permission.
- I will model inclusive behaviour.
- I will respect everyone’s person and remember, “no touching except for helping.”
- I will learn to apologize and ask for forgiveness when I fail and seek God’s strength to continue building a community of love and respect.

MY RELATIONSHIP WITH SCHOOL PROPERTY

- I will respect school property. This includes furniture, books, equipment, sporting equipment, the building and the playground.
- I will report any damage done and volunteer to pay for damages if I am responsible for the damage.
- I will accept responsibility for the cleanliness of the school grounds and playing fields.

Student Pledge

I have read and agree to abide by the Student Code of Conduct.

Student Signature: _____

Date: _____

Parent(s) Pledge

I have reviewed the Student Code of Conduct with my child and agree to support Hope Academy in helping my child follow it.

Parent Signature: _____

Date: _____

20. Discipline

The word “discipline” is derived from the word “disciple” which means, “follower”. Discipline is an opportunity to redirect children in a more positive and accepting direction. At Hope Academy, we strive to create a caring, safe, learning environment in which all students are encouraged to grow academically, emotionally, socially, physically, and spiritually. An important aspect of creating such an environment is implementing and enforcing a discipline plan in which expectations for behaviour and related consequences for misbehaviour are clearly defined.

Since Hope Academy functions as an extension of the home, the staff, administration, and parents are encouraged to work in partnership and to communicate closely concerning matters of discipline.

We expect our students to be kind and considerate, helpful and discerning, and supportive of peers and teachers. Should a child need assistance (discipline) to be brought into harmony with this vision, a variety of disciplinary measures may be employed. The varying age of the students, their unique nature, the degree of the severity of the offense, and the different backgrounds and experiences of staff members, all contribute to the type of disciplinary action employed. Such actions may include counsel, loss of privilege, removal from peers, work assignments,

restitution, referral to the Principal, after school detention, parental conference, suspension, or even expulsion. The school does not administer corporal punishment.

Parents, as partners in the education of their children, have the responsibility to reinforce the need for proper behaviour at school. They are expected to support the school in the enforcement of the Student Code of Conduct as well as the consequences for misbehaviour. For a complete copy of the *Discipline Policy* and the *Expulsion Policy*, see the school website.

21. Child Welfare – Abuse Awareness, Reporting, and Prevention

At Hope Academy, we believe that every child is made in the image of God, and has dignity, worth, and value. Each child has unique gifts, abilities, and talents. Our Board and staff are committed to providing a safe and nurturing environment for each child to develop in all aspects of his/her life including academic, spiritual, physical, social, and emotional.

The purpose of the Child Welfare Policy is to assist Hope Academy in its duty of care for children. It is designed so that procedures will respect the requirements of the law and the confidentiality of all involved: the victims, the suspected abusers, the family, the teachers, and other professionals. Not all situations will fit the policy exactly. In these cases, the following general principles underlying the policy and protocol should guide the school:

The primary responsibility for ensuring the safety and well-being of the child lies with the parents or guardians. The school has a custodial role in caring for the child. This is delegated to it by the parents or guardians and is a prime duty of the school; it is specifically part of the duties of the Principal. The protection of the child is paramount. If there is any doubt in the reporting or management of child abuse, the person should err on the side of protecting the child. The state has the authority from God to use the means at its disposal to protect the child from abuse where necessary. Hope Academy has a legal duty to cooperate with the state authorities. Furthermore, collaboration, cooperation, and good communication among all the involved professionals are essential for the protection of children. Hope Academy must be sensitive to the particular needs of the child in the reporting and management of child abuse.

For a complete copy of the *Child Welfare Policy*, see the school website.

22. Police Vulnerable Sector Check

The Board requires all staff and all volunteers who have regular contact with the students to provide a Police Vulnerable Sector Check from the Regional Police Service. All new staff and regular volunteers will provide a Police Vulnerable Sector Check before they begin regular contact with the students. Any issues raised by the Police Vulnerable Sector Check must be resolved for the satisfaction of the Board of Hope Academy prior to regular contact with students. The Board of Hope Academy will reimburse the cost of the Police Vulnerable Sector Check process upon presentation of a receipt for the service rendered. Every five years, all staff members and volunteers will provide a new Police Vulnerable Sector Check. At the beginning of each school year, all staff and volunteers, previously having submitted a Police Vulnerable Sector Check, will complete and sign an Offence Declaration Form.

23. Health and Safety

Hope Academy, as a Christian community, is devoted to the welfare of its employees and students, and recognizes its responsibility to promote their health and safety. In keeping with its mission, Hope Academy undertakes to provide a healthy and safe work/school environment. The Hope Academy Board gives its promise that every reasonable precaution will be taken to protect all workers and students from violence, harassment, injury, or occupational disease.

For a complete copy of the *Health and Safety Policy*, see the school website.

24. Employee and Student Dignity

The Board intends to provide its employees and students an environment that is free of offensive kinds of behaviour. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, sex, physical characteristic, or disability, robs the person of dignity as an image bearer of God, and is not permitted.

The Board does not condone or allow harassment of others, whether engaged in by employees, supervisors, students, or other persons who may be present in our facilities, or engaged in volunteer activities on behalf of the school.

Any person who believes he or she has been subjected to harassment should report it immediately to an appropriate superior. Students may report to a teacher, counsellor, or administrator. Employees may report to any building administrator. Volunteers should report to the Principal. Committee members should report to the Board Chair or Executive. Each report will be given serious consideration and investigated thoroughly. Appropriate action will be taken to eliminate such harassment.

All reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report. Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of termination (for employees) or expulsion (for students).

Sexual harassment, one of the forms of harassment prohibited by this policy, is defined as follows:

1. Making submission to unwelcome sexual advances, submission to requests for sexual favours, or submission to other verbal or physical conduct of a sexual nature, a condition of any employee's continued employment or any student's status or progress.
2. Making submission to, or rejection of, such conduct the basis for employment or educational decisions affecting any person.
3. Creating an intimidating, hostile, or offensive working or educational environment.

25. Student Health Care

The Health Act states that the school should not administer prescribed or non-prescribed medication to a student even when requested by a parent unless it has been authorized by a physician and considered necessary to be taken during school hours. Any student who must bring medication to school or who must take regular medication during the school hours, will require a form to be filled out and signed by the parent/ guardian and the physician. **All medications including un-prescribed medications are to be kept in the office and administered at the office.** Please ensure that the office is informed about your child's medication and that you have filled in the necessary form for medication to be taken during school hours. Forms are available in the school office.

Student Illness:

Children who are ill should remain at home. If a student becomes ill during school hours, he/she will be directed to the office and a parent or emergency contact person will be called. No student will be allowed to leave the school without permission. Furthermore, please note that if a child is well enough to attend school, it is expected that he/she go outdoors at recess and noon hour.

Communicable Diseases:

The Health Protection and Promotion Act 1983, Chapter 10, Section 28 requires that children with certain communicable diseases be kept away from other children during the period when the disease may be spread. The Principal may exclude students and/or personnel from school who are suspected or diagnosed with a communicable disease, or whose exposure to that disease may threaten the well-being of that individual, and will not return to school until advised to do so by a Doctor. All reportable communicable diseases will be reported to the Health Department. The following information is supplied by the local Health Department on common communicable diseases:

COMMUNICABLE DISEASE	CHILDREN WITH THE DISEASE SHOULD REMAIN AT HOME AND AWAY FROM OTHERS
Scarlet Fever	Until the antibiotic prescribed by a doctor has been taken for at least one full day.
Chickenpox	Until child is well enough to participate in all activities regardless of the state of the rash.
Diarrhea	Until diarrhea stops.
Ring Worm	Until treatment has started.
Scabies	Until patient and family treated adequately.
Impetigo	Until the antibiotic prescribed by a doctor has been taken for at least one full day.
Conjunctivitis (Pink Eye)	Until the antibiotic prescribed by a doctor has been taken for at least one full day.
Rubella (German Measles)	Until the 7th day after first

	appearance of rash.
Rubeola (Red Measles)	Until the 5th day after appearance of rash.
Mumps	Until swelling has disappeared or at least 9 days from onset of swelling.
Strep Throat	Until the antibiotic prescribed by a doctor has been taken for at least one full day.
Pertussis (Whooping Cough)	Until antibiotic treatment has been taken for at least 5 days. If no treatment is given, for 3 weeks from when the cough began.

Contact your family doctor if you suspect your child of having a communicable disease. **Keep your child at home and away from others.** If your doctor diagnoses a communicable disease, he/she will advise you regarding care and treatment.

Immunization Requirements:

Ontario law requires students attending school in Ontario to be up to date with diphtheria, tetanus, polio, mumps, measles (2 doses) and rubella immunization. Students who are not up to date **may be suspended from school.** Exemptions to immunization based on medical, religious, or conscientious grounds may be obtained from the Health Department. The recommended immunization schedule for children is as follows:

AGE	VACCINE
2 Months	DPTP, Hib
4 Months	DPTP, Hib
6 Months	DPTP, Hib
After 1 st birthday	MMR
18 Months	DPTP, Hib
4-6 years	DPTP, MMR
Grade 7	Hepatitis B
14-16 years	TdP*

DPTP diphtheria, pertussis (whooping cough), tetanus, polio

P polio (*If a child has been immunized with oral polio exclusively, this dose of oral polio may be omitted.)

Hib haemophilus influenzae type b (meningitis).

MMR measles, mumps, rubella (German measles).

It is the parents' responsibility to maintain a record of a child's immunization. The name of the vaccine, the date it was given, and the name of the doctor who gave the vaccine should be included in the record.

26. Attendance

Attendance Expectations:

The Law requires regular attendance at school. Daily attendance records are kept on file. If a child needs to be absent, parents must notify the school by telephone or note, preferably before school starts. If the school does not receive notification from the parents, a telephone call will

be made to the parents/guardians. This accounting for each child is a safety check as well. Frequent absences can harm the learning process of the child and be disruptive to the class as well. For the benefit of your child, please strive to schedule family holidays so that school days are not impacted.

Regular Arrival and Departure:

School begins at 8:40 AM. As a rule, students should not arrive earlier than 20 minutes before school begins because no supervision will be available on the playground before this time. If you arrive before that time, students need to come into the school and wait in the school lobby area until supervision begins. School ends at 3:00 PM. Parents are expected to pick up their child(ren) at 3:00 PM sharp. If on occasion you are running late, call the school office to notify school personnel. The student will be waiting in the school lobby under the supervision of school personnel.

Late Arrival:

All students arriving late after classes begin are required to get a late slip from the school office before entering class. Punctuality is very important. Arriving late on a regular basis is disruptive to the class. Please arrive on time. Families who continue to arrive late will receive a phone call/letter from the school administration.

Extended Absence:

Extended absence due to vacation, work, etc., is to be strongly discouraged because it may impact negatively on the student's academic progress and cause possible disruption of the class. If parents, for whatever reason, decide that it is necessary to do this, they take upon themselves the responsibility to see to it that their children have adequate school work with them so that they will not fall too far behind. The school will make every effort to support a child who is absent due to illness.

Student Early Release:

Students leaving early must have parent permission and be accompanied by an adult approved by the parents, and they must sign out at the office. If school is cancelled during the day and students are to be sent home early, they will not be dismissed unless parents or emergency designate have been contacted and satisfactory arrangements have been made. If parents or emergency designate cannot be reached, the Principal may need to decide where the student will go. Students may not go home with another student unless the parents or emergency designate has granted permission. In cases of emergency, the Principal may make the decision for early release, i.e., injuries, emergency evacuation, etc.

27. Class and Field Trips

Hope Academy encourages class trips as they offer children wonderful first-hand experiences to complement various units of study. Class trips may also be a time of enjoyment, celebration, and building community as a group. When class trips are planned, a notice will be sent home providing details of the trip and requiring a parent's signature to approve of their child's participation. A teacher or administrator will be present on all school class trips to ensure proper supervision and to ensure that all school policies and procedures are being implemented. The Principal must be notified by the teacher of any proposed class trip by completing the appropriate Class Trip Form at least two weeks prior to the proposed trip. The Principal must

approve trip. Depending on the activity, parents may be asked to contribute to some of the cost of the class trip.

A minimum of 1 adult chaperone per 4 students in Kindergarten, and 1 adult chaperone per 6 students in Grades 1-6 is required for supervision. The teacher will personally chaperone any student who has been identified on the Medical Alert Board at Hope Academy and ensure that an up-to-date epipen/medication is available if needed. The teacher will bring a First Aid Kit on the class trip to be readily available. The teacher will also personally chaperone any student who is considered to be in need of special supervision care.

For all class trips, the teacher will bring a copy of each student's School Registration Form, including health and emergency information to be available if required.

Student Trip Transportation

Government legislation requires that all children who weigh less than 36 kg (80 pounds), are younger than 8 years old, and stand less than 145 cm (4 feet nine inches) tall, being transported by a personal vehicle, must be in a booster seat. A seatbelt may be worn alone when one of the above three criteria have been met. (Note: Children under age 13 are safest in the back seat away from any potential point of impact). All students in Grades JK through 6 must wear a seatbelt when being transported by a personal vehicle other than a bus. All teacher/volunteer drivers must have a minimum \$2,000,000 auto insurance coverage and be a minimum of 21 years of age. As part of the Class Trip Form, the Principal will approve all teacher/volunteer drivers and vehicles and ensure that government legislation is made clear to all drivers and followed.

28. Safety Drills

Preparation for emergency situations is important for the safety and security of all members of Hope Academy. Regular safety drills provide training for emergency response when danger to the health and safety of the members of the school community arises. A record of each drill will be kept on file in the school office. The Principal will ensure that the following safety drills are conducted in each school year as stated:

Fire Drill: Three fire drills in the fall and three fire drills in the spring.

Tornado Drill: One tornado drill in the fall.

Lockdown: Two lockdown drills, one in the fall and one in the spring.

29. School Visitors

All doors, other than the front entrance door, will be locked during the school day. All parents, visitors, and guests must sign in at the school office upon entering the building and get a Visitor Pass. No visitor (including parents) should be in any part of the school other than the office without a Visitor Pass. It is important for the safety of the students that all visitors have permission to be in the building.

30. Electronic Devices

Technology continues to reshape our society. Over the past years, electronic devices have made their way into the school community and into classrooms. With the increasing use of multifunctional electronic devices also comes the possibility of their misuse. From phone ringing in classrooms to text messaging among students, many distractions can be anticipated. They do offer educational opportunities, but they may also be misused when not under teacher supervision. As a rule, no electronic devices may be used, seen, or heard on the school grounds without permission. Exemptions are outlined in the school policy.

For a complete copy of the *Electronic Devices Policy*, see the school website.

31. Inclement Weather and Safety

On severe weather days, the Principal will make the decision to close the school for the day. Each classroom teacher will notify the parents of their students by phone to inform them of this decision to close the school.

On in-school days with extreme weather conditions, recommendations from the Health Department will be followed to ensure the health and safety of the students as it relates to outside weather exposure.

For a complete copy of the *Inclement Weather and Safety Policy*, see the school website.

32. Retention and Acceleration

All children are unique and special. Parents and teachers recognize that children master material at different rates. Some children experience learning difficulties while some students have the ability to master material quickly. They also recognize that children are developing and maturing at different social, emotional, and physical levels in relationship to their peers. At Hope Academy, teachers will provide support to help all students experience growth and success addressing the needs of each student at their level of academic, social, emotional, and physical development and maturity.

Hope Academy considers retention and acceleration of students to be a final option only after all attempts to address the needs of the student in the current grade have been exhausted. The wellbeing of the child is always the overriding consideration. Numerous factors will be considered by parents and teachers in consultation together. The Principal will make the final decision concerning the retention and acceleration of a student.

For complete copy of the *Retention and Acceleration Policy*, see the school website.

33. Volunteer Teacher Support

Hope Academy is a private, mission school which relies on parental involvement and community support. We are blessed with many devoted volunteers, and could not exist without them.

Thank you for sharing your gifts as you support our teachers and students in their learning activities.

The health and safety of our students and staff is of primary importance at Hope Academy. To be a volunteer who will have regular contact with the students, it is required that you submit to the school a current Police Vulnerable Sector Check. An application with references will also be required for submission. Call the school if you would like to support the staff and students as a volunteer.

For a complete copy of the *Volunteer Teacher Support Policy*, see the school website.

34. Computers

Computers are viewed as a technological tool that should be used to support the learning that takes place within the curriculum. Students receive instruction in keyboarding, word processing, presentation skills, and various other applications to enhance learning. Computer centers can be found in the school and all students will have access to a computer.

The internet is a valuable educational tool that can enhance every school program. On the internet students can do research by accessing libraries around the world, download graphics, text, video clips, and other valuable multimedia sources, virtually tour world museums and distant lands to explore other cultures, read up on current news events, share information with other users, learn through educational websites, etc. An Internet Control Policy is enforced and staff supervision is required to prevent misuse of this wonderful learning tool. Learning responsible use and discernment of the internet is an important goal at Hope Academy.

35. Assemblies and Programs

At least once a month we plan to have an assembly most beginning at 8:45 AM. Most of the assemblies incorporate Christian themes and feast days and are posted on the School Calendar. Our parents are welcome to attend all Assemblies and special Programs. A special Christmas and/or Spring Program will be planned each year. Information on Assemblies and special Programs will be communicated via the weekly newsletter.

36. Anaphylaxis/Nut-safe Environment

In an effort to provide a safe environment for all children attending Hope Academy, the school community will take prudent measures to reduce the risk of exposure to conditions that could lead to an anaphylactic reaction on the school property.

On January 1, 2006 Sabrina's Law came into force. This law directly affects children with allergies that could result in an anaphylaxis reaction. Schools have a responsibility with regards to students with life threatening allergies or illnesses. Sabrina's Law requires the Principal of the school to have an individual file for each student with an anaphylactic allergy and keep very specific information for that file. Specifically: *"a medical file including current treatment, prescriptions, instructions from the pupil's physician or nurse, a current emergency contact list, and a readily accessible emergency procedure."*

Anaphylaxis, sometimes called “allergic shock,” is a potentially fatal allergic reaction to a specific substance, for example– certain foods, bee/insect stings, latex, and some medications. Hope Academy seeks to reduce the risks of all students by providing for a reasonable and appropriate standard of care and by taking various preventative measures so that a student is not in danger. Accordingly, the Hope Academy staff has been trained to respond to emergency situations. Please be aware that **our school is a “peanut/nut sensitive school”**. Furthermore, an Anaphylactic Policy is in place which details the responsibilities of Hope Academy staff as well as the parents.

It is to be noted that a “nut free” environment is virtually impossible to obtain. The Anaphylaxis Policy and associated procedures are a prudent attempt to provide an environment where the risk of anaphylaxis is reduced. A safe environment exists when the school has done all that is reasonable to prevent an anaphylactic reaction.

Parents, students, and other personnel must refrain from bringing peanut/nut products on school property. Teachers will carefully monitor food brought into the class by students and by others for general consumption.

For a complete copy of the *Anaphylactic Policy*, see the school website.