



St. Lawrence Academy
Student Handbook

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Updated August 2014

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560 Edward Street, Prescott, ON K0E 1T0 613-925-5600

Dear SLA Families,

It is our privilege to welcome you and your children to St. Lawrence Academy for the school year.

This handbook will serve as a resource and reference to help you understand the rights and responsibilities you have as a member of the SLA school community.

This Student Handbook has been updated and organized to help you become familiar with the policies and procedures at St. Lawrence Academy. Please read through the book in its entirety. In September you will get a chance to sign the Parent Community Confirmation form found in your '1st day back' packages verifying your reading and understanding of our school Policies and Procedures. Be encouraged to read this handbook over with your child as well and keep it handy so that you may refer to it throughout the school year when questions arise.

Every new school year brings much excitement – meeting new friends, new teachers and sharing educational experiences. We look forward to knowing all of our students and parents better. As always, feel free to contact our Administration office with your questions, ideas or concerns.

Welcome back to school!

Sincerely,

SLA Staff

MESSAGES FOR TEACHERS - VOICEMAIL - EMERGENCIES

The school phone has voicemail: **613- 925-5600**. It will be checked at the beginning of the day, at lunch, and at the end of the day. Messages will be passed on to teachers. This is the easiest way to leave a message about your child's absence, lateness or appointment. It is accessible twenty-four hours a day.

EMAILS – Specific Teacher Contact

All SLA teachers have their own email to make contact easier.

The email accounts are set up as such: first letter of their first name, last name in full @slacademy.ca

Please know that an open dialogue is encouraged to ensure that your concerns and or encouragement are heard.

FACEBOOK – Connect with us online! Notices will also be regularly posted on our SLA FACEBOOK account.

AGENDAS – Each child will receive an agenda on the first day of school. We have chosen these agendas specifically because of its communication feature. Feel free to use this means of communication as well.

There are many ways to contact the school and your child's teacher to share your concerns, ideas, and questions. It is now up to you to use these means to your advantage. We look forward to hearing from you.

The Mission of St. Lawrence Academy

Our Mission is to inspire learning and to develop the intellectual, creative and physical potential of every child. We seek to shape each child into caring, accepting, and respectful young people who will become responsible, global citizens and the leaders of tomorrow.

Underlying Principles of St. Lawrence Academy

The Academy holds the following principles as key to inspiring learning and developing the intellectual, creative and physical potential of every child:

1. **Teachers are our most important resource.** The Academy is committed to attract, nurture and retain an inspiring, dedicated, and knowledgeable faculty and staff who will share a common commitment to promote the well-being of each student. It also seeks a working environment for all employees that are characterized by high expectations, productivity, healthy communication, ongoing support and professional growth.
2. **Small Class Sizes.** Smaller class sizes facilitate the ability to focus on individual student needs and to extend, enrich, challenge and support individual learners.
3. **The Academy seeks excellence and must meet and/or exceed the expectations of the Ontario Curriculum.**
 - Fluency in Language, Mathematics, Science, Social Sciences, and Technology are viewed as foundational.
 - A strong core French program is taught from JK- Grade 6.
 - Healthy active living is promoted through Physical Education classes and an emphasis on sports and outdoor activities.
 - Arts education and appreciation is developed through:
 - Specialist teachers in Music and Visual Arts
 - Choir and classroom music instruction for all students
 - Drama classes
 - Optional private music instruction during the school day
 - Exposure to artistic performances and/or galleries
4. **Students learn best in an environment where they are safe and secure.** Facilities must support the educational goals of the Academy. Teachers and students maintain a safe, secure and clean environment conducive to learning in accordance with the Code of Conduct.

CODE OF CONDUCT

The students and faculty of St. Lawrence Academy seek excellence in all things.

The students pledge to:

1. Treat others with courtesy, respect and kindness.
2. Co-operate and work to the best of your ability.
3. Do nothing to impede the learning of others.
4. Respect all school and private property.
5. Be truthful and honest to yourself and others.
6. Follow the Academy's expectations and rules.
7. Be a good citizen.

Common sense, courtesy and safety provide the basis for day-to-day student conduct in our school.

Each child must take responsibility for his/her actions and words at all times and should demonstrate self-control in all aspects of physical and verbal behaviour in the classroom and throughout the school.

Character Development

Character development is an essential part of our program at St. Lawrence Academy. Our school week begins each Monday morning with "Monday Morning Motivators," in which students are taught nine character attributes based on our framework, articulating Christian values. It is also recognized that these traits are essential to be successful in today's global society. These values are modeled and reflected upon in the classroom throughout the year. Each month, focus is given to one character trait and awards are presented during our monthly assemblies to recognize students who have demonstrated this trait.

Students at St. Lawrence Academy are:

Respectful:

- I am courteous and have good manners.
- I show and feel respect toward others.
- I treat all people equally.

Gracious:

- I receive and express ideas and information with humility
- I appreciate what others do for me and express that in my actions and words

Courageous:

- I approach unfamiliar situations with confidence.
- I am independent.
- I explore new roles, ideas and strategies.
- I am courageous and articulate in defending those things in which I believe.

Creative:

- I think creatively and critically to make sound decisions.
- I think creatively and critically to solve complex problems.

Committed:

- I use initiative in applying my thinking skills.
- I enjoy learning.
- I will sustain the love of learning throughout my life.

Caring:

- I show sensitivity towards the needs and feelings of others.
- I have personal commitment to action and service and follow-up with my promises.

Open-Minded:

- I respect the views, values, and traditions of other individuals and cultures.
- I seek and consider other people's points of view.

Sincere:

- I am genuine in my expression of my feelings
 - I am honest and not hypocritical
 - My efforts to improve are whole-hearted and genuine

Leaders:

- I am a mentor in the school to my peers and to those younger than me.
- I am a person who has a vision, a drive to achieve that vision, and the skills to make it happen.
- I persevere and move forward despite obstacles and barriers.

Motivated:

- I strive to do my best.
- I analyze my personal strengths and weaknesses and am moved to action.

- I continuously work to improve on both my strengths and weaknesses to be a better person.

1.0 Admission Policy

Parents who wish to enroll their child at St. Lawrence Academy must complete an application form that is available in the office. The student must also complete an academic assessment. It is administered according to the grade level that matches the placement of the child. The school's administration will evaluate the applicant's previous school records and review the results of the admission test to determine whether admission is in the best interest of both the school and the child and where that child is best placed.

The school's administration will determine the need for further information. It may be necessary for a parent interview in making a final determination of admission.

1.01 Age Requirements:

- A pupil must be 4 years of age by **December 31**, to be admitted to our Junior Kindergarten.
- A pupil must be 5 years of age by **December 31**, to be admitted to our Senior Kindergarten.
- A pupil must be 6 years of age by **December 31**, to be admitted to Grade 1.

A child may be placed provisionally in Grade 1 at the beginning of school in September even though he/she has not attended Kindergarten, provided that the child passes an academic assessment and attains his/her sixth birthday by **December 31**. After one month of enrollment it will be decided on the basis of readiness, maturity, and social adjustment whether the child may continue in Grade 1 or be transferred to Senior Kindergarten. This decision is made at the discretion of the Head Administrator and the child's classroom teacher.

1.02 Birth date:

Proof of a child's date of birth is required by providing a copy of a valid birth certificate. This must be placed in the child's cumulative record folder at the time of admission in order for the administration to make a determination of placement.

1.03 Admission of Students to Grades 2 - 8:

Admission to other grades will be determined by the school's administration. All previous school records, including medical records, are to be submitted at the time

of admission. All new students will complete an academic assessment that includes reading, language, and writing and mathematics components.

Students will be placed in the appropriate grade level with consideration given to their academic aptitude, readiness, maturity, social adjustment and age.

1.04 Standardized Tests:

At the discretion of the school's Head Administrator, standardized test results may be used in determining grade placement and admission to the school.

1.05 Notification of Admission:

When a student's file is complete, the school will notify the parents regarding the admission of their child.

1.06 Documents Required:

The following documents are necessary for each student's cumulative file:

(A FILE MUST BE COMPLETED BEFORE THE STUDENT ATTENDS CLASS.)

- Copies of previous school records, including the most recent report card.
- Copies of standardized test scores.
- A copy of the birth certificate.
- Student Health Records: Copies of the student immunization record from birth until present.

2.0 Re-admission Policy

2.01 Promotion of Students

Students who successfully complete all academic requirements at their current grade level and who appear to be physically, emotionally, and socially ready for studies in the next grade, will be promoted at the end of the school year.

2.02 Placement of Students

Students who are struggling to meet grade level expectations, but are not a retention candidate may be placed in the next grade. Their academic growth will be closely monitored by the Student Services Team.

2.03 Retention of Students

Students may be retained at the same grade level if they require more time to reach the level of achievement necessary for promotion. Retention decisions are made by the Head Administrator in close communication with the classroom teacher, parent and Student Support Team.

2.04 Grade Change Policy

Grade changes, either retention, or promotion to the next grade is rarely encouraged. Age requirements should be followed as closely as possible, as established by the Ontario Ministry of Education and listed in this handbook.

However, there are always exceptions to any rule in unique situations. Ultimately, all decisions must be made in the best interest of the child to ensure their wellbeing in the current situation, as well as in future situations.

When considering a grade change, the following situations must be considered: academic aptitude, English Language Proficiency level, readiness, maturity, social adjustment and age of the child.

Before a grade change occurs, the following conditions must be met:

1. Resource support, tutoring or enrichment must have been exhausted and be deemed not effective to support the needs of the child in question.
2. The child must exceed the academic aptitude, English Language Proficiency level, social and learning skills expectations for the Grade above.
3. The child must be socially and physically mature to naturally fit with the grade above.
4. The child must be considered very immature for their current grade level if retention or moving down a grade is considered.
5. The student support team (Head of School, resource teacher, classroom teacher and specialist teachers) must be in agreement that the child is currently placed in the wrong grade level due to the factors listed above.
6. The Student Support Team must also agree that a move to a different grade will be in the best interest of the child not only in the current situation, but also in any future situation within an Ontario school.
7. All grade change decisions must include the Head of School, Student Support Team and the parents of the child.

3.0 Visitors

At SLA we want to welcome parents and volunteers while making sure our school is safe and that student learning time is not interrupted.

Anyone other than school staff and students is considered a visitor. All visitors and

parents are expected to sign in at the main office. Visitors to the school between the hours of 8:00 am and 3:30 pm are expected to come directly to the Reception area, sign the visitor log and check-in with the Head Administrator or supervising staff member.

4.0 Morning Arrival

Students are to arrive at school between 8:15 am - 8:25 am and are to proceed directly to the front playground. They are to place their school bags in their classroom lines and then “walk and talk” with the other early arriving students. The playground will be supervised from 8:15 am until 8:25 am. At 8:25 am, after the arrival of the bus, students are to line up in front of their teacher and be brought into the school in an orderly fashion by class.

At 8:30 am, following the entry of the students, the school doors will be locked and students or parents will need to ring the doorbell and go to the office to sign the late arrival and early dismissal book before proceeding to class. Attendance will be taken between 8:30 am and 8:40 am. Any students arriving after that time will be recorded as late.

During inclement weather (rain, snow and extreme cold), students will not stay outside during morning arrival. They will enter directly into the school via the front entrance and proceed directly to their classroom or lockers to ready themselves for the school day. They will not go outside for recess in similar conditions. Activities will be decided at the discretion of the classroom teachers.

4.01 Safe Schools Procedure

In the event that a child does not arrive at school for 8:30 am, the Safe Schools Procedure will be set in place. The parents will be contacted to inquire about the child’s well-being. It is essential that parents leave a message that the child will not be coming to school that day if they have been kept home for any reason. If the parent or emergency contact number cannot be reached to confirm the whereabouts of the child, the police will be called.

4.02 Dismissal

Dismissal time is 3:20 pm, at which time teachers will be on duty to ensure safety and escort the students to the James Street gate (on the south side of the Academy). Bussing students will board the school bus, arriving back in Brockville at approximately 4:00 pm. It is expected that the main front entrance to the Academy be used for both arrival and dismissal times.

If your child is to be picked up at any time by someone other than a parent, please leave a message on the school's voicemail, or write a note in your child's daily agenda, so that the teacher on duty will be aware of the change. Students who walk home or ride their bikes on their own require written consent.

After 3:35 pm, students who have not been picked up will then be escorted to the reception area to wait for their parents.

4.03 Child Pickup/Early dismissal

Parents will wait in the reception or parent room and the child will be picked up and brought to the waiting parent. No child is to be released to a parent who comes to the classroom door between 8:30 am – 3:30 pm. Parents are to check in at the reception and to the Head Administrator at pickup and their child will be brought to them.

Please do not make unannounced visits directly to the classrooms (bypassing the office and identification procedures) for informal discussions with the teachers during instructional times. It is an intrusion upon the academic environment to all the children in the class. We really appreciate your understanding and consideration in this matter.

4.04 Absence Procedures

Please report student absences by leaving a message either on the school's voicemail (613 925 5600), through email or in your child's daily agenda on the previous day.

5.0 Communication

5.01 Communication Books

Our agendas allow teachers to send messages home to parents and provide a place for parents to communicate questions and concerns. In the higher grades, students keep a record of daily assignments and advance notice of tests. We ask that parents sign the communication book each evening indicating that daily communication has been received and/or that homework has been completed. In the event that homework has not been finished, it is always helpful to have a brief note of explanation, particularly if there are legitimate reasons.

5.02 Email

Your child's classroom Teacher will provide their school email address (also provided in this handbook on page 5). In an effort to reduce paper and provide quicker feedback, we request you provide your child's homeroom teacher with your email address. It is required that parents contact Teachers directly before contacting Administration with any concerns.

5.03 Conferences

There are three formal opportunities during the year to meet for parent-teacher conferences. The first parent-teacher conference will take place after the First Term reports are distributed.

The second will be in December at each family's discretion and will be by appointment only.

The third conference will be a student-led conference and will take place between the second and third term at the school's Open House.

5.04 Meetings with Teachers

Regular communication between parents and teachers is encouraged. However, these meetings must take place in a private setting. Meetings may not take place in the reception area, classroom or on the playground during dismissal or morning arrival. This is to ensure confidentiality of our student affairs.

5.05 Monthly Newsletters

Our Monthly Newsletter is a monthly publication highlighting school programs and events. This newsletter is provided to the children in hard copy every month but can also be found on our website www.stlawrenceacademy.ca.

5.06 School Website

The school website, www.stlawrenceacademy.ca, offers links to academic programs, upcoming events and other relevant information about St. Lawrence Academy.

5.07 Grading Policy

At St. Lawrence Academy, assessment and evaluation will be based on the current Ontario provincial curriculum expectations and the achievement levels.

5.08 Report Cards

At St. Lawrence Academy, the value assigned will be in the form of a letter grade from Grades 1 to 6. Report cards will be issued at the end of each term. The report cards purpose, like the progress report, is to keep parents informed of the student's performance and effort.

- | | |
|----------------|---|
| A (80% - 100%) | The student consistently demonstrates the required knowledge and skills. Achievement exceeds the standard. |
| B (70% - 79%) | The student demonstrates most of the required knowledge and skills. Achievement meets the standard. |
| C (60% - 69%) | The student demonstrates some of the required knowledge and skills. Achievement approaches the standard. |
| D (50% - 59%) | The student consistently demonstrates the required knowledge and skills in limited ways. Achievement falls much below the standard. |
| F (Below 50%) | |

Evaluation of student progress by teachers is a continuous process. When evaluating student achievement, teachers consider all homework assignments, classroom participation, quizzes, tests and project scores.

6.0 Volunteers

Before becoming a classroom volunteer, or working with any of our students, a criminal record check and a signed confidentiality agreement is required by all volunteers.

6.01 Classroom Volunteers

Classroom Volunteers are to come to the reception to get a Volunteer badge. He/she will wear a volunteer badge throughout their volunteer time and can freely move around the school. Visitors who are not wearing a volunteer or visitor's badge will be asked if they can be assisted and then escorted to the reception to check in.

Volunteers must adhere to the confidentiality of what is observed and not share these observations outside the classroom. Volunteers must maintain confidentiality, and are not permitted to discuss student/school related issues in the outside community. Volunteers shall not have access to confidential information, files or records.

6.02 Field Trip Volunteers

1. Parent volunteers are welcome to accompany students on field trips, (subject to approval by the Head of School). However, parents need to keep in mind that we cannot take every volunteer on each trip. Volunteers will be chosen on a first come, first served basis after the request for volunteers has been made. Parents who are not chosen for a trip will be given priority for the next field trip.
2. Please be advised that you are not allowed to have younger siblings on field trips while you are volunteering with us.
3. Volunteers must be 18 years of age or older.
4. St. Lawrence Academy is a **tobacco free campus**, so be sure to leave any of these items at home. If you forget, they must remain in the car, but should not be on school grounds or with you on field trips. Since field trips are a school function. Smoking is not permitted on field trips.
5. Please do not use improper language while with the students.
6. If following a field trip you return early and wish to take your child home early, please follow the appropriate rules for signing them out.
7. Please turn your cell phone on vibrate while on a field trip. The phone distracts the students and if you are talking on the phone you may lose track of the students you are assigned to.
8. You may need to ride the bus to and from the field trip site. Please note that you must remain at the field trip site and with the group at all times.
9. You are responsible for the well being of the students in your group. Therefore, at no time may students be left unattended.
10. A student/chaperone ratio must be met. If you are assigned certain students, please make sure to keep all of them as your responsibility. The ratio is 5:1 for Kindergarten classes and 10:1 for Elementary (Grades 1-6) classes.
11. If something should happen on a field trip call the classroom teacher's cell phone number, (the number should be given out to you before you leave) or locate a staff member so they can contact the teacher.
12. Field trips are for educational purposes. For the following reasons it is not wise to take the students into snack shops, gift shops or on rides unless these sites have been pre-approved. You may not be aware of any food allergies some of the students might have. You may not know what each parent

- might allow in relation to purchasing things. Students should not have money. Any money needed would have been collected prior to the trip.
13. When taking students to the restroom stay together. Monitor boys and girls as they go in and out. If restrooms are too far apart, take one group and have the other group wait. Then take the other group.
 14. Make sure that you look at names on the food bags to make sure each student is getting their lunch. They are not to share food.

Volunteers should inform the classroom teacher a minimum of 48 hours in advance if they are unable to fulfill their commitment, giving as much notice as possible. This is very important to ensure that we maintain the adult-student ratio. Failure to meet the adult-student ratio will result in the field trip being canceled or postponed.

7.0 Field Trips

Field trips are an important learning tool for students. Specific information will be supplied as each outing approaches. Parents are required to sign permission forms for their child to attend field trips and after-school activities. Students without signed permission forms will not attend the trip/activity.

It should also be noted that after field trip money has been submitted to the outside institution that will be visited, no refunds will be allowed.

Parent volunteers are encouraged to accompany teachers on field trips to ensure that an appropriate adult-student ratio is maintained for safety reasons.

Our ratio is: Kindergarten (1:5) and Grades 1-6 (1:10). There must be a minimum of two adults accompanying students on all field trips.

8.0 After-School Activities

After-school activities are offered during the school year. Activities vary from year to year based on the interests of students and the availability of sponsors. Parents will be advised in writing when it is time for students to enroll in these activities. Students must be picked up at the Reception immediately following the after-school activity. If they are not picked up soon after the activity and the problem persists, the child will have to forfeit their participation in after school activities.

9.0 Guidelines for Student Behaviour

St. Lawrence Academy seeks to maintain and foster high standards of acceptable behaviour. The intent of our school procedures and policies is to ensure common decency and courtesy in order to protect the rights of all students to pursue an education free from disruption and interference of this process. Emphasis is placed on the students' individual responsibility for his/her own actions, and students are

encouraged to make good choices based on self-respect and respect for others. The primary responsibility for student's behaviour rests with the individual student. It is important that students are in a safe, non-threatening school environment that is conducive to successful learning.

When a student has made a poor choice, our goal is to ensure that the student takes responsibility for changing his/her behaviour to that of an appropriate one. If the incident is of a serious nature, the classroom teacher will need to fill out an Incident Report/Behaviour Report and submit it to the Head Administrator. Involvement of the Head Administrator may mean contact with the student's parents and will often result in a conference involving the student, his/her parents, teachers, and the Head of School. If the incident is founded, the Head Administrator will determine appropriate consequences.

9.01 Unacceptable Actions

Any action inside or outside the classroom, which constitutes an infringement on another student's right to learn in a safe environment, interferes with another student's education, or anyone's well being, will be considered a violation of school procedures and rules. It is the responsibility of each student to evaluate the appropriateness of, and to be accountable for, all of his/her actions.

The following list of unacceptable actions is provided as a guideline, but is not intended to be a complete list:

- destruction of, or defacing of school property or the personal property of another student
- disruptive behaviour in classrooms, hallways, buses, the courtyard, playing fields, during co-curricular activities, etc.
- dishonesty with regards to tests examinations, reports, or projects
- theft of school property or other students' belongings
- fighting, hitting, pushing, spitting or bullying on or near the school grounds
- absence from a class without a valid excuse
- failure to follow directions of teachers, Head Administrator or other members of the school
- unauthorized use of mobile phones and other electronic equipment
- violation of the school dress code
- use of profanity or disrespectful language

9.02 Bullying

Bullying can be defined as repeated physical or psychological intimidation that creates a pattern of abuse and harassment over time. It is any act that generates a

climate in which students and/or teachers feel fear or intimidation. These characteristics generally describe bullying behaviour: it is deliberate, it is repeated over time, and it is intended to harm another person. A common element in bullying is a perceived imbalance of power, which allows one student – or groups of students – to victimize others.

Bullying can be classified into 4 categories: physical, verbal, cyber and relational.

- **Physical bullying** involves hurting the body of another person or damaging property.
- **Verbal bullying** involves using words to hurt the feelings of others through taunts, name-calling, humiliating, and racist remarks.
- **Relational bullying** involves isolating, rejecting, excluding and blackmailing others through direct contact or using technology.
- **Cyber bullying** is a form of relational bullying that utilizes technology such as email, blogs, texting, social networking sites and chat sites.

We encourage students to report any bullying behaviour to an adult at school. Reports will be handled confidentially and with discretion. Services will be provided to both the victim and the bully.

If bullying is suspected or reported, a teacher or Head Administrator will deal with the incident immediately. The consequence will depend on the nature and severity of the incident.

9.03 Suspension from School

When severe disciplinary action is necessary, a student may be suspended from all classes and school activities for a specified number of school days. Parents and or guardians will be informed by letter and a phone call explaining the reason for the suspension. Reasons for immediate suspension include but are not limited to: physical violence, threatening other students, showing disrespect towards school teachers/staff, bullying and any act which may harm or place other students in an unsafe and dangerous situation.

A student who continually violates school rules may be withheld from school-sponsored activities such as field trips, after-school activities, recess and Spirit Days. The Head Administrator reserves the right to make the final decision on these matters. While a student attends an in-school suspension or is suspended from school, he/she will not be allowed to take part in any school-sponsored activities.

9.4 Expulsion from School

Expulsion will be enforced for repeated suspensions or a very serious offence. If an offense is very serious, our progressive system does not have to be followed and the issue will be dealt with by the Head Administrator and the Board of Directors.

9.5 Academic Honesty

Cheating, including plagiarism of print or electronic material is considered the equivalent of stealing. In addition, work completed by people other than the assigned student, is also considered cheating. Actions that will be taken are notification to student, parent and administration. Students may also receive a zero for the assignment/quiz/test/exam or be given opportunity to make up the assignment for partial credit by discretion of the classroom teacher and administration.

In an effort to instill a sense of accountability and learn from any incident that may have occurred, a Home Behaviour Report will be sent home with the student. This form is to provide the student with an opportunity to state his/her account of what happened and to consider future actions in the event of a similar situation. We request that the form be completed and signed by the child's parents.

HOME BEHAVIOUR REPORT

What happened?

Why did this happen?

List three things or actions that you could have done to avoid the problem. It is important to connect to the character traits listed on the front.

- 1.
- 2.
- 3.

Write the consequences you think are appropriate.

1. This time:
2. For a similar action in the future:

Consequence(s) Imposed:

Teacher's Comments/Signature:

Parent/Guardian: it is the student's responsibility to take this form home and obtain a signature. The signature of the parent/guardian indicates only that you have read this form. The only follow-up action requested of the home is to provide further consultation with the student to help reinforce that the student takes responsibility for his/her actions relating to the incident; reinforce the appropriate action in the event of a similar situation in the future.

Parent Comments/ Signature:

10.0 Lunch

It is recommended that all students bring a healthy packed lunch from home. Lunch/snack is eaten in the lunchroom under the supervision of a teacher. Each student is responsible for the cleaning-up of his/her area. We suggest a lunch made of fruit, a sandwich, raw vegetables, milk, yogurt, juice, or water. When temperatures rise, please ensure your child has an adequate amount of water to drink during the day.

- Candy and soft drinks are not allowed as part of a student's lunch or snack.
- Nuts and nut products are not allowed at school.
- Milk or juices are preferred lunch beverages.
- Chewing Gum is not allowed at school.
- Please put your child's name inside the lunch box, or mark the paper bag so a lost lunch or lunch box can be returned to the owner.

11.0 Transportation Information and Guidelines

Parents/Guardians can assist in our efforts to maintain high standards of safety and acceptable student behavior on the school bus by adhering to the following guidelines:

- School buses are considered an extension of the School and as such are covered under the "Safe Schools Act of Ontario."
- School bus transportation is a privilege, not a right. Improper conduct shall result in the withdrawal of this privilege. Students are responsible to the Head Administrator for their behavior.
- School bus drivers can only pick and drop-off riders at an authorized daily stop. Drivers cannot make changes to stops without authorization from the Head Administrator.
- Objects that may interfere with student or vehicle safety are not permitted on the school bus.
- Do not stop, delay or board the bus when the bus driver is transporting students to and from the school.
- Remember that you are responsible for your child's safety and conduct prior to boarding the bus and following drop-off at a designated stop. This includes walking or driving your child to and from the bus stop.
- Make sure that your child has his/her belongings packed in a secure school bag.
- Ensure that clothing toggles and drawstrings are not left dangling, as they can become snagged on school bus handrails, doors or other mechanical equipment. This may result in injuries.

- Students must obey instructions of the bus driver at all times.
- Please ensure your child is at the bus stop a minimum of **5 minutes prior** to the arrival of the bus.
- It is your responsibility to determine whether or not it is safe for your child to leave for school under severe weather or other challenging conditions.
- No food or drink is permitted on the bus.

Guidelines for Parents & Guardians:

Rules for Safe School Bus Riding (please review with your child)

- Take your seat promptly and sit properly, facing forward at all times.
- Place bags and parcels under your seat or on your lap.
- Keep the aisle of the bus clear at all times.
- Always keep your head, hands and arms inside the bus.
- Never throw objects inside or outside of the bus.
- Talk quietly. The driver needs to concentrate to safely drive the bus.
- Never fight, shout, or use obscene language at any time.
- Be absolutely quiet when approaching a railroad crossing.
- Participate in all bus evacuation procedures.
- Do not bring dangerous, disturbing objects onto the bus.
- Always follow the bus driver's instructions.

Rules for leaving the Bus safely

- Remain in the seat until the bus comes to complete stop.
- When you leave the bus, hold the handrail and take two large steps away from the bus.
- Walk from the bus in single file.
- If everyone is getting off the bus, the people at the front leave first. Do not push.
- Students are responsible to the Head Administrator for their behavior on the school bus. The bus driver acts on behalf of the Head of School. Students will obey instructions from the driver. Compensation for damage or destruction of school property by a student is the responsibility of the student and parent(s)/guardians. This also applies to school buses.

11.01 Disciplinary Action for Improper Conduct on the Bus

First Incident

- The driver or bus company reports and files a School Bus Misconduct

Report, stating the concerns or issues. The Head Administrator communicates this with the parent(s)/guardian(s). Major incidents may result in immediate withdrawal of bus privileges.

Second Incident

- The driver or bus company reports and files a School Bus Misconduct Report, stating the concerns or issues. The Head Administrator communicates this with the parent(s)/guardian(s). The Head Administrator may withdraw the student's transportation privileges for up to 3 days.

Further Incidents

- The Head Administrator may remove bus privileges for a period of time.

11.02 Inclement Weather

St. Lawrence Academy usually remains open for scheduled school days. In case of a storm where driving conditions are hazardous, please use your discretion regarding attendance and leave a message on the Academy's voicemail. If buses are not running for UCDSB, which will be announced on the local radio station (CFJR 104.9), St. Lawrence Academy's Bus will not run and the bus will be cancelled. The school will remain open at the discretion of the Head Administrator and this information will be communicated to all families through FACEBOOK, email, phone calls and through the school's phone messaging system.

12.0 Student Health

Every student has medical file. This confidential information is very important to providing emergency and ongoing health care for your child. A Student Medical History is part of the admission criteria and required for all new students. Parents of returning students should provide updates or changes in information as necessary.

Ontario Health Insurance or the equivalent is required for all students attending school in Ontario.

Immunizations are mandatory for all students attending schools in Ontario. In order to comply with the Immunization of School Pupil's Act, we require that you submit a copy of your child's immunization record to the Academy.

Children aged 4-6 require a booster. Please consult your health care provider to ensure you child is up to date.

Failure to provide this information may result in suspension from the Academy.

12.01 Anaphylaxis

For those student(s) medically identified with the life threatening risk of anaphylaxis, the Academy institutes and maintains a Peanut Free Environment. This would be reviewed each year on a need basis or upon registration of the student(s). For further policy information, St. Lawrence Academy has on file the Anaphylaxis policy according to the Safe Schools legislation of Sabrina's Law 2005.

12.02 Fever

Illnesses are common in the elementary age group. In the event your child is home with a fever, vomiting, diarrhea or upper respiratory illness, or if he/she has been sent home from school, please ensure he/she is well for 24 hours before returning to school. This will reduce the chance of cross infections for your child as well as other children at school.

12.03 Head Lice

Head lice are a common problem in many elementary school settings. It is the school's policy to perform head checks at any time that a teacher reports a concern in the classroom. Students found to have lice or nits are sent home for treatment with an information letter. A notice will be sent home with classmates advising parents to perform a head check then and again in one week's time. Children must be nit free before returning to the classroom. Unless extensive and thorough treatment has occurred, this generally means a three-day stay at home.

12.04 Medication

Medication should be administered at home whenever possible. Should your child require medication during school hours, please contact the Head Administrator.

13.0 Uniforms

St. Lawrence Academy school uniform helps to create a sense of pride and belonging. Students are encouraged to maintain high standards of grooming and dress. All uniform items must be purchased through the school.

13.01 Boys

Everyday uniform includes navy pants and a burgundy polo shirt or white shirt,

navy socks, black shoes* and a V-neck burgundy vest or fleece with the SLA insignia. For additional warmth, students may wear their school hoodies. In warm weather, the burgundy golf shirt and Bermuda length uniform shorts may be worn instead of the white shirt and vest. Dress uniform is required to be worn on Wednesday of each week as well as for school excursions and special functions. Vest and tie must be included. Belts should always be worn when pants have belt-loops.

13.02 Girls

In grades K to 3, the daily uniform includes a navy blue tunic, navy bloomers or shorts, navy knee socks, black shoes* and a white blouse. Girls may also wear navy leotards in place of their knee socks during the cold weather. For additional warmth, students may wear their school hoodies. For Grades 4 to 8, a navy kilt, white blouse and burgundy vest with the SLA insignia are worn. In warm weather, the burgundy golf shirt and Bermuda length uniform shorts may be worn instead of the white shirt and vest. Dress uniform is required to be worn on Wednesday of each week as well as for school excursions and special functions. Vest and tie must be included unless instructed otherwise. Navy pants or shorts may also be substituted for the kilt except for special occasions when the kilt is required.

- Kilt length no shorter than 1 inch above the knee please.

***Black school shoes should be kept at school along with indoor running shoes.**

13.03 Gym uniform

For Physical Education classes, students in grades 1-8 must wear indoor running shoes, navy or black athletic shorts and an SLA t-shirt. For the purposes of hygiene and safety, students may not be allowed to participate if they do not have the proper uniform. Gym uniforms must be washed weekly. Students are required to ensure any uniform/shoe wear kept at school is stored in a tidy manner at all times.

14.0 Homework Guidelines

Homework is essential to the development of good study skills and independent learning and time should be set-aside for it. Parents can expect that homework will increase as the student progresses through the grades. Estimated time by grade follows:

Grade	Homework/Study Time	Reading for Enjoyment
Kindergarten, Gr. 1 & 2	As teacher directed	10-20 minutes
3	20 minutes	20 minutes
4	30 minutes	30 minutes
5	45 minutes	30 minutes
6	60 minutes	30-45 minutes
7 & 8	60-90 minutes	30-60 minutes

If your child habitually needs additional time to complete homework, please contact your child's classroom teacher.

Appropriately assigned homework is beneficial. Students who consistently and conscientiously do their homework:

- Improve their academic performance
- Increase their ability to follow directions
- Improve their organizational and time management skills
- Learn to work independently
- Develop critical thinking skills
- Accept responsibility for their learning
- Increase their motivation and self-confidence
- Develop positive work habits and attitudes
- Are eager to discover and investigate, encouraging independent self reliant learning

Homework provides an opportunity for students to:

- Review concepts taught in class
- Extend their learning
- Reinforce acquired skills

Homework provides an opportunity for parents to:

- Increase their knowledge of curriculum expectations
- Be directly involved in their child's learning
- Work in a partnership with the school

Role of the Teacher

The teacher will:

- Design homework that has a specific purpose and clear instructions
- Utilize a variety of homework activities eg: research, drill, review, studying
- Communicate the method of evaluation

Role of the Student

The student will:

- Accept responsibility for homework completion within required timelines
- Ensure that all materials needed for the assignment are available both at home and at school
- Understand the assignment and its purpose
- Record all assigned homework

- Take responsibility, being accountable for the quality and standard of their work

Role of the Parent

The parent will:

- Encourage a positive attitude toward school and learning
- Develop a consistent routine for homework
- Understand that homework should be completed by the child
- Assist and support your child only when necessary
- Monitor homework frequently for quality and completion
- Communicate concerns respectfully and constructively to the teacher

15.0 Cellular Phones and Electronic Devices

Phones, ipods, or personal electronics of any kind should be stored throughout the day in lockers. SLA does not assume any responsibility for lost or damaged electronic equipment. **Our strong recommendation is to leave items of value at home.** Unless expressly permitted for classroom support purposes by a **Teacher or the Head Administrator**, these items are not allowed for use during the school day.

Student cell phones may not be used, seen or heard on campus or at off-campus events at any time between 8:15 am and 3:30 pm. If a cell phone is observed or heard by a staff member, the following consequences will apply:

1. On the first offense, the cell phone will be confiscated and held in the office. It will be returned to the student at the end of the day. The student's parents will be informed of the incident and of the consequence of a second offense.
2. On the second offense, the cell phone, the office will hold including SIM card, for a period of one week before being returned to the student's parents.
3. A third offense will result in further consequences as determined by the school administration.

16.0 Money & Valuables

Students are advised not to bring money or valuables to school unless requested. The school will not assume responsibility for money or possessions lost or stolen at school or on school property.

17.0 Lost and Found

Please label any items that your child brings to school with his/her name. The lost

and found is located near the office (or reception). Labeling your child's belongings makes it much easier for lost items to be returned. Items not claimed within 30 days will be donated to a local charity.

18.0 Attendance

The completion of a year's academic work requires regular attendance to all classes. Students in JK – Grade 8, who are absent more than 15 unexcused days in the school year from the date of their enrollment, will have their progress reviewed by the Head Administrator in order to receive academic credit for the year. More than 30 days of unexcused absences will require retention in the current grade level, as the curricular expectations cannot be met.

18.01 Returning To School after an Absence

When absent from school, a student must bring a note to their homeroom teacher signed by the parents stating the reason for the absence. After 5 days of absence, due to illness, a student must bring a note from a Doctor indicating the nature of the illness and when the student is able to return to school.

18.02 Excused and Unexcused Absences

When absence from school is necessary, students are requested to have their parent/guardian notify the school by telephone early in the morning on the day of the absence to explain the circumstances. Absences due to illness or because of an emergency will be considered excused. Absences for extended vacations or other reasons such as over-sleeping, missing the bus, staying home to study, etc. will be unexcused.

Notes:

1. Missed exams/tests will not be re-given and the student will receive a zero if the absence is without a legitimate reason.
2. Missed lessons will not be re-explained for students who are absent without legitimate reasons.

18.03 Extended Vacations

Parents are requested not to schedule extended vacations or trips for students that result in the student missing instructional days at school. When such situations are unavoidable, parents are requested to notify the school in writing prior to the absence. Teachers are not responsible for providing missed lessons in the extent of absence.