

WILLOWDALE CHRISTIAN SCHOOL

PARENT HANDBOOK

(Policies & Guidelines)



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WELCOME

Message from the Principal, Mrs. Cathy Sallows

Welcome to Willowdale Christian School! My hope is that this document will help you navigate your path through this school year with all its complexities. It explains the different aspects of the school - from its foundational vision, mission statements and statements of faith, to its routines, policies, practices, and annual events. This handbook will answer many of your questions. We is also available in person, by phone, and by e-mail to answer any further questions you may have.

Introduction

Willowdale Christian School (WCS) has offered quality Christian education for over 70 years and serves Christian families from a large geographical area. Believing that the values of the home need to be reinforced and developed in the school and that all of life is to be lived for our Lord and Saviour Jesus Christ, parents have established and continue to support Christian education at WCS.

WCS is a uniquely Christ-centered school which provides an education that develops the whole child, intellectually, spiritually, emotionally, physically and socially. All students are empowered to grow to their full potential in a faith-filled learning environment that mirrors God's love and inspires students to serve God.

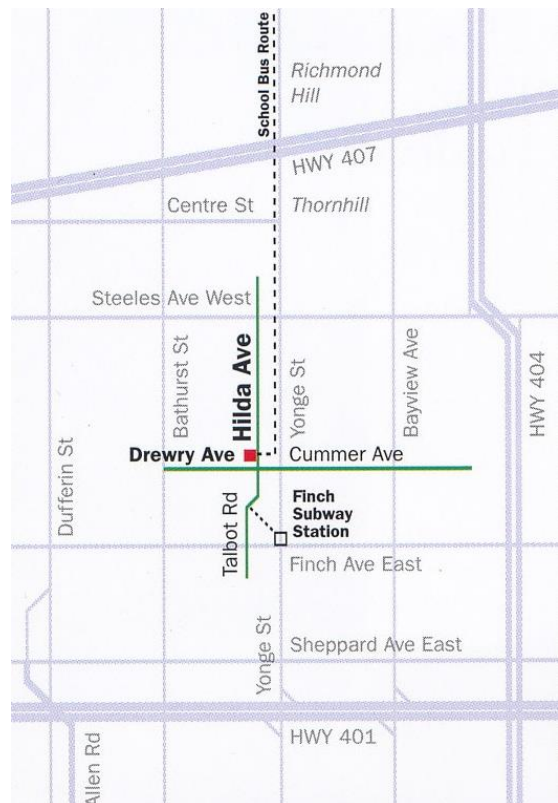
At WCS, we aim to stimulate a sense of wonder, to encourage children to discover how they are uniquely gifted and created in the image of God, and to explore what it means to follow Christ in a world that does not acknowledge him. Students are led to become wise citizens and good neighbours, who think deeply and intelligently about issues in society, care for and respect each other, and participate fully in God's plan for redeeming a hurting world.

Location

WCS is conveniently and centrally located at 60 Hilda Avenue, just west of Yonge Street between Finch and Steeles. Students attending Willowdale Christian School come from all over the greater Toronto area (Aurora to the north, Scarborough to the east, downtown Toronto to the south and Vaughan to the west.). A school bus runs from the north end of Richmond Hill south to the school. We also have a bus that travels north from Don Mills and Eglinton.

A Brief History of WCS

The story of Willowdale Christian School goes back to Thanksgiving Day, October 1955, when a society was founded and named the Calvin Christian School Society. A board was elected by some members of a small Christian Reformed Church in Toronto. A constitution was agreed on and meetings were held to talk about location and budgets. A lot was purchased and a three-room school was built. It was dedicated and opened in 1959, with Mr. van Kessel as principal.



Rapid growth necessitated an addition of five classrooms and a library. In 1979, a band program was begun. A further addition gave WCS a gymnasium. In 1983, Junior and Senior Kindergarten programs were added. Since then, WCS has continued to expand, achieving further growth in size and program offerings.

COMMUNITY

Statements of Faith

Believing that the Lord God, by graciously giving us the Scriptures, has revealed to His people ordering principles intensely relevant to education, and requires of us that we bring the word of God in all its power to bear upon education, we confess:

Life

That human life in its entirety is religion. We must serve God everywhere, and our children must therefore be educated to that end.

Bible

That the Bible as the written word of God is the Truth by which the Holy Spirit enlightens our understanding of God, ourselves and the world; and is the infallible authority by which He directs and governs all our activities, including the education of our children.

Creation

That the world in its origin, gracious preservation, and ultimate restoration, is the work of the Triune God; and that its purpose is the glorification of His Name. Hence, we can understand the world rightly only in relationship to Him.

Humanity

That we were created in the image of God, to enjoy fellowship with our Creator and to reflect in our persons and works the Excellencies of our Maker; and were instructed to exercise dominion over the world in strict and loving obedience to God and interpret all reality in accordance with His design and law.

Sin

That sin is disobedience to God's law and that we, by sinning rejected our office and task, estranged ourselves from God and our neighbour, and brought God's curse upon the Creation. As a result, humanity became corrupt in heart and blind to the true meaning of life, repressing and misusing the revelation of God in creation and Scripture.

Christ

That the Christ of the Scriptures, truly God and fully man, has reconciled the world to God and redeems our life in its entirety. Through His Spirit, He renews our heart to love God and our neighbour, and redirects our understanding rightly to know God, ourselves and the world.

The Kingdom of God

That the Kingdom of God is here now on earth but it is not yet complete. We are called to help create and further the Kingdom of God. In obedience to Christ, we submit in every area of our life to love the Lord with all our heart and mind.

Purpose of Education

That the purpose of education is to direct and guide children to direct their hearts to Christ the Truth; to attain to understanding, wisdom and righteousness; and to perform competent and responsible service of the Lord in every aspect of life.

Parents

That God has given parents the responsibility to nurture and educate their children. Therefore, parents should be involved in the establishment and maintenance of the school.

The Child

That the child is entrusted to the parents by God. Children of the Christian home are a heritage of the Lord and share in the promises and demands of the Covenant. Needing direction, correction and instruction, these children also ought to receive Christian Education.

The Teacher

That the teacher, a servant of God, has the office of educating the child and exercises authority in the school.

The Christian School:

That the Christian school is an educational institution established and controlled by an associate of Christian believers to function in total and voluntary submission to Christ, the King.

Mission Statement

Willowdale Christian School provides a high standard of education that nurtures and develops each student through Christ-centered programs by qualified teachers in partnership with Christian families.

Vision Statement

Willowdale Christian School is recognized in the Christian community for program excellence as a thriving Christ-centered elementary school.

What is a Christian School?

A Christian school is a place where teaching and learning happen; a place where students are prepared for further education and productive lives. It is students and teachers, desks and blackboards, texts and notebooks, computers and projectors, bells and recesses... just like other schools. A Christian school is Christian. It's a place in which Christian love and concern are interwoven with the task of learning; where resources and gifts are regarded as given by God to be used in service and leadership. It's a place where Christian principles are integrated into all courses.

A Christian school is a community. It's a safe, caring environment, where children can discover, explore and learn about themselves, others and the world that God created. It is an extension of the Christian home and church where dedicated Christian teachers strive to nurture the whole person - head, heart and hands. It's a place where parental involvement is encouraged. It is a place to learn and glorify God individually and as a community.

"The Christian school is a community of faith. It is a place where students and teachers speak freely about God and His greatness... God's words are spoken in the classroom of a Christian school. His voice is also heard on the playground, in the hallways, in the principal's office, in the boardroom, and in the community to which the school witnesses. In even the smallest aspect of the Christian school, it is obvious that it is an institution that nurtures students in their faith, equipping them to eventually pass along God's truths to succeeding generations."

Focusing the Vision, Christian Schools International (CSI) brochure

WCS Society

Willowdale Christian School is operated by its Society called the Calvin Christian School Society (CCSS). The society is made up of members. All individuals must meet the eligibility requirements of a member as outlined in Calvin Christian School Society's Membership policy to become a member. A copy of this policy is available by contacting the office. Membership carries with it the opportunity to vote at society meetings (see note below), nominate other members to serve on the Board of Trustees, or participate themselves on the Board of Trustees. If you are interested in becoming a member, please contact the office.

There are two Annual Membership Meetings - one in the spring and one in the fall. At these meetings, the various committees give reports on their current projects. Everyone is welcome at these meetings and there is an opportunity to respond to the presentations. Members have the opportunity to approve agenda items such as the Financial Statements, the new Board members, and reports when necessary.

Service Program

The Service Program is a valuable way to build a spirit of community at WCS. It encourages participation by acting as a reminder of the importance of volunteering and it helps to keep down the overall cost of operating the school. Parental participation also has a direct positive impact on student performance. For these reasons we ask families to actively participate by serving 30 VOLUNTEER HOURS over the course of the school year. (Ten of these hours must be in approved FUNDRAISING activities).

In recognition of the significance that volunteering brings to the school, WCS values these hours at \$500.00. The intent of this program is to make the required commitment easy to attain. In fact, we expect that many families will easily exceed the set quota.

Parents will either OPT IN or OPT OUT of the Service Program. Along with your tuition cheques submitted in June, parents will include a \$500 post-dated cheque (for the FOLLOWING June 30), if they choose to OPT IN. If parents decide to OPT OUT, they are required to provide a \$500 cheque dated for the CURRENT June.

Parents are responsible for recording their own VOLUNTEER HOURS in the Log Book in the office. You may contact the office any time to get an update of your completed/remaining hours. On May 1 the office will send home a copy of your Volunteer Hours Sheet to show how many hours you have logged. If your family has not completed 30 hours by the end of the school year, your cheque will be cashed on June 30. If your hours are complete, your cheque will be returned to you during the last week of school.

A few examples of service opportunities:

- Fundraising Dinner Coordinator/Worker
- Christmas Bazaar Coordinator/Worker
- Welcome Back to School Potluck Dinner Coordinator/Worker
- Grandparents & Special Friends Day Coordinator/Worker
- Grocery Gift Cards Administrator
- Membership Meeting Attendance
- Parent Evenings Attendance
- Volunteer in Classroom/Special Education
- Class Trip/Tournament Driver & Supervisor
- Sports Team Coach
- Property Management/Technical Skills
- Assistance with Office Duties via Mrs. Venneri
- And many more!

Special Community Events (Fundraising)

Annual Christmas Bazaar

Every November, the school holds a Christmas Bazaar. It is a great community event with things like delicious homemade lunches and baking, a children's craft room, a variety of vendors with Christmas gift ideas for sale, a magic show, and a rummage sale room.

Fundraising Dinner & Silent Auction

Spring comes with the arrival of the school's biggest fundraising event. The annual dinner and silent auction is held at Eagles Nest Golf club on Dufferin Street north of Major Mackenzie. The evening includes a delicious meal prepared by their chefs, the opportunity to bid on items in the silent auction, an entertaining live auction, and an evening out for parents with friends, family and the school community.

Other Fundraising Initiatives

There are many opportunities throughout the school year to get involved and support the WCS community. Fundraisers such as the purchase of grocery gift cards, September chocolate sales, and our fabulous Fun Fair with carnival games and prizes, all contribute to the fundraising efforts of our school.

EDUCATION

Curriculum Overview

WCS offers a full curriculum for students from the JK/SK to Grade 8 levels. Our students' progress is monitored three times per year from Grade 1 – 8 using MAP (Measure of Academic Progress) testing which allows us to customize our teaching to meet the needs of our students. Our students compare very well when measured against other OACS schools and national benchmarks.

Art

Art work enables children to recognize, explore and develop creative talents. Students learn to use different media skillfully and apply concepts of line, colour, shape, form, space and value. In all grades, art is often interrelated with other areas of the curriculum.

Bible

The purpose of teaching Bible is to:

- a) impart knowledge of the Bible
- b) open up ways for children to know and love their Lord and,
- c) move children to a deeper faith.

The Story of God and His People, a Bible series developed by Christian Schools International, is used with our students in Grades K-6. Grades 7-8 use different curriculum which is provided by the Prairie Association of Christian Schools. The curriculum focuses on the story of God and His people in every lesson at every grade level. The stories are presented chronologically to emphasize the relationship between individual stories and the overall theme of the Bible. Students are given the opportunity to retell the story in a variety of ways. This will help them to remember the stories and share them with others. Students who complete all levels of the Grade K-8 Bible program will have studied the Bible stories three times in different ways.

Devotions

Devotions are held daily in each class and usually consist of a Scripture passage or reading from a devotional book, prayer requests and praise through songs. Each day is concluded with prayer as well. A weekly community worship time is held for all students and staff in the gym.

French

French is taught to students in Grades 1-8. Our purpose is to learn to speak and understand the French language and to appreciate French culture. French is taught primarily through a conversational method. Vocabulary, pronunciation and grammatical structures are developed mainly through situational dialogue.

Technology

WCS has a full computer lab with 27 workstations to accommodate a one-to-one computer-to-student ratio for technology class work. Students learn about how to utilize technology using common programs for presentation preparation, responsible web surfing for research, website design and general computer competencies.

Language Arts

Since God's gift of language is intended for communication, enjoyment and praise, we affirm that students need skills in reading, writing, speaking and listening and thus develop their gifts to God's honour. For Kindergarten, Language Arts emphasizes good speaking and listening habits and reading readiness skills. For Grades 1-8, our Language Arts program includes literature (reading and comprehension of poetry, short stories and novels), phonics, grammar, spelling, vocabulary studies, creative writing, journaling (once or twice a week), silent reading and read-aloud time. Penmanship may also be considered part of Language Arts. Cursive writing is begun in the latter part of Grade 2 or in Grade 3. Pens are used in Grades 4 and up. Neatness is an aim. A typing program is taught in Grades 4 through 8 to ensure computer typing proficiency. Grade 6-8 students use the computers for many of their assignments.

Spelling

As Grade 1 students learn their phonics, they also use those skills for spelling. Students in Grades 2 – 8 have specific lessons using various different texts and workbooks. Spelling is related to the curriculum in other subjects. Students in Grade 6 – 8 may also use *Wordly Wise* book as they work on building vocabulary.

Mathematics

The Mathematics program emphasizes knowledge of the basic skills at all levels. Continuous reinforcement and drills of addition, subtraction, multiplication and division skills at the lower grade levels provide good building blocks for work at Grades 5 – 8. Our Math texts emphasize math teaching from a "problem-solving" point of view. Concepts are introduced and reviewed from grade to grade. Students learn new skills by making practical and logical applications of those skills previously learned. We use "Math Makes Sense" in Grades 1 – 6, and "Math Power" in Grade 7 and 8.

Social Studies and Science

Each grade unfolds different parts of God's great creation. Students are taught that our bodies are the temples of the Holy Spirit as they study healthy living. From Grade 4 – 8, the social sciences become more specific with geography units on parts of Canada, cultural studies of various other countries, and historical background to where we are as a Canadian nation today. Science is taught as a separate subject to students in Grades 5 – 8.

Music

In the primary grades, we concentrate on singing, rhythm and beat, using some percussion and rhythm instruments. The recorder is played in Grades 4 – 5. In Grade 6, students learn to play the hand chimes as they continue to study music theory, history and music appreciation. Students in Grades 7-8 participate in a band program. WCS owns the instruments that are used by the students.

Physical Education

The emphasis in Physical Education is on the use of physical activity as a development medium in which the prime goal is not the activity itself, but rather the achievement of personal potentials through the activity. In the primary and junior grades, the emphasis lies on the development of motor coordination, development of muscle tone and creative movement as well as initial sports skills. The senior grades continue to develop these skills and focus on team sports skills such as soccer, volleyball, basketball, badminton and track and field.

Policy of Ontario Student Record (OSR) - Collection of Student Information

The Education Act requires a principal of a 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 of 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. 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) 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 of the policy is to make certain that personal information is protected to ensure privacy.

Personal Privacy Policy

WCS is committed to maintaining the confidentiality, accuracy and security of your personal information, as well as that of your children, in line with principles established by the Personal Information Protection and Electronic Documents Act (PIPEDA). Information provided at registration is used to connect with our constituents and strengthen our school community by informing them of school news, events, issues, and opportunities for involvement.

Photographs of Students

Photographs of our students are used for our website, newsletters, our Facebook page, and brochures. In most cases, a student's name is not included with the photograph. The "Information Sheet" has a section wherein parents can give their permission or prohibit the use of their child's pictures for these purposes. Such decisions may, of course, be made any time during the school year as well.

Academic Honesty

God calls us to do our work with honesty and integrity. We are to take responsibility for the tasks that are laid before us and complete the work that has been assigned. We are to also give credit to others for their work and honour God in all we do. By following these guidelines, teachers, parents and students get an accurate representation of the students' abilities and it allows for fair and honest assessment and evaluation of work. While we encourage parents to support and assist students in their learning, the role of parents is one of guidance and facilitation while the student completes the work. As the student grows in ability and maturity, the role of parents lessens.

Daily work is any assignment given in class that is to be completed in that class or for homework the following class. Each student is required to complete his/her own work. This means that a student may not copy another's work to complete his/her own, plagiarize, or allow someone else to do his/her work. Moreover, when students complete assignments using secondary sources like the internet, books, or magazines it is important for them to understand that information taken from any source must be referenced and specific quotes must be credited to the author. All work must be referenced (orally or in written format) as prescribed by the teacher.

Any student who chooses to plagiarize or copy another's work to complete their own, including during tests, will be addressed on a case-by-case basis at the discretion of the teacher and/or administration of the school. This could include the student repeating the assignment, receiving no credit for the assignment, or having the student supply sources for their information before the assignment is handed in or evaluated.

COMMUNICATION

"The Weekly"

"The Weekly" is the school newsletter which is sent to parents via email on the first day of each school week. It contains information from classroom teachers about what is happening in each grade as well as highlights upcoming calendar events.

"Willowdale Matters"

Every June an edition of a newsletter called "Willowdale Matters" is available for the school community. It is also distributed to local churches. It includes pictures of the graduating students as well as highlights of the past school year.

Welcome Back to School Evening

The Welcome evening is a potluck social held the week before school begins which provides an opportunity for school families, staff and new families to WCS to meet, share food and fellowship, and explore their new classrooms for the coming school year. All families are invited to this get-acquainted social, which is held in the gym. Everyone is encouraged to chat and mingle with those in attendance, and it is a great time to welcome new families into the WCS community. Following the dinner, parents and their child/ren are invited to tour the classrooms where the teachers have the opportunity to welcome students and meet with parents.

Information Evenings

There are a number of information evenings throughout the school year. Some are grade specific and contain information about the academic and behavioral expectations at those grade levels, while others may be about things like the school's bus system, upcoming school trips, or biannual events such as the Speech Fest or the Science Fair. These evenings are included in the school calendar and the Weekly so that every family will have advance notice and be able to attend them. Please mark these dates on your calendar.

Student Agenda Procedures

Agendas are provided by the school for Grades 3-8. The Agenda bell rings daily at 3:10 and teachers make note of any upcoming assignments or homework so that each child can write them in their agenda. It is often expected, especially at the lower grades, that parents sign to signify that they have seen the work and are aware of the assignments. The agenda is also another method for teachers and parents to communicate with each other.

Phone & E-mail Contact between Parents & Staff

Staff e-mail addresses and home phone numbers are included in the directory which is distributed at the beginning of each year. Parents may contact WCS staff using these methods. Teachers should only be contacted at home if it is absolutely necessary.

Phone Calls between Students & Parents

If parents need to contact their child/ren at school during school hours, it is always best if these calls can be timed during breaks like recess or lunch hour. However, in the event of an emergency, the office can be contacted and will ensure that the call is transferred to the classroom. It should be noted that students are not allowed to use cell phones on school property, unless they are given permission by the classroom teacher or the office.

School Website

The Willowdale Christian School website is a source of information about the school. It is accessible at www.willowdalechristianschool.org.

School Directory

The directory contains the address, phone number, and email of families in the school. It also has the name(s) and grade(s) of the children in each family. At the front of the directory is the list of staff members and their contact information and at the back is the phone chain list for school closures (snow days).

Grievance Policy

If a parent wishes to express a concern or complaint, about a classroom situation, the procedure to follow is:

1. Talk to the teacher first about the issue at hand; get all the facts directly from the staff member involved. This should occur before other students, parents, the administration, or the Board of Trustees is approached.
2. If the problem cannot be resolved by talking with your child's teacher, even after a second attempt to discuss the issue with the actual teacher, the Principal or Vice Principal may be asked to join a meeting with the teacher and the parent to further discuss the issue.

If no resolution is reached after a final discussion with the Principal regarding the situation, parents can then send a letter of concern to the Board of Trustees in an attempt to find resolution.



ATTENDANCE

Early Arrivals & Late Arrivals

Yard supervision begins at 7:50 am so try not to bring your children to school before this time. If you do have to bring them before then, they should come inside and wait on the bench by the main door until 7:50 am. After 7:50 am, all students should be outside unless it is determined to be too wet or too cold. Students are to remain in the yard until the first bell rings at 8:25 am, at which time they are to line up at their respective building entrances to meet their teachers.

When the second bell rings at 8:35 am, the school day begins corporately with prayer, the national anthem and daily announcements over the PA system. Students who arrive after the commencement of the national anthem are considered late. They must sign in at the office and obtain a late slip which they will give to the teacher as they enter the classroom. If you know that your child is going to be late for the day because of an appointment, please notify the school office before 8:30 am. Please try to keep late arrivals to a minimum as students who arrive late often miss important announcements and prayer which helps set the tone for the day. Late arrivals also cause disruption to the class.

Reporting Absences

If your child is going to be absent for whatever reason, please call and notify the school office before 8:30 am or by a note/email to the classroom teacher and the office. If we have not received a message regarding your child's absence by 8:45 am, we will try to contact you.

Illness While at School

When students become ill and are not well enough to continue with the program at school, every effort will be made to notify you. Please ensure that you keep your contact numbers (home, work and cell) updated with the school office. Sick children can be picked up either from the classroom or the office. In the event of minor illnesses or injuries, first aid will be provided at the office. Tylenol, etc. can also be given if permission from the parents/guardian is given.

Missed School Work

All students are responsible for catching up on missed work/assignments for the time they were absent. Encourage your child, when they return to school, to contact his/her teacher regarding missed work. Parents are also welcome to arrange with the classroom teacher for work/assignments to come home during the student's absence.

Early Dismissal

Students who need to leave the school property early must be accompanied by a parent or guardian. The school office and classroom teacher must be notified ahead of time by phone, note or email. Parents/guardians must also sign their child/ren out at the office when they come to pick them up.

Late Pick-Ups & Alternative Pick-Ups

All students remaining at the school after 3:45 p.m. must either go to After-School Care (Grades K - 4) or Homework Club (Grades 5 - 8). If you would like your child to remain with you after school, he or she must be under your supervision. All students in the Homework Club who are not picked up by 4:15 pm must proceed to join the rest of the students who are in the After-School Care program. Parents must sign their children out of the After-School program when they come to pick them up. There is a minimal cost for After-School Care. (See section on After-School Programs).

If you wish to designate another person to pick your child/ren up from school, you must submit the name of that person to the office, either by note, email or phone prior to pick-up. Students who do not regularly take the school bus home must have prior permission from their parent/guardian if they need to take the bus for a play date or birthday celebration. The office has to be made aware of this in advance.

Absenteeism & Family Vacations

Frequent absenteeism hurts the child`s learning process. Therefore, we urge parents to schedule vacations to coincide with school holidays as much as possible. If your child must be absent due to vacation plans, please notify the school office and classroom teacher well in advance. Cooperation from parents is important to ensure that any missed work is completed, so that there is as little instructional disruption as possible. Please be aware that it is often difficult or impossible for the teacher to give work in advance and that missed work may be reflected in the student`s evaluation. When the student returns, any assignments or assessments missed during vacation must be completed as soon as possible.

School Closure and/or Bus Cancellation

In the event of inclement weather or any other school related emergency, the school may be closed. You will be contacted by a staff member early in the morning should there be a school closure or cancellation of classes. An announcement will also be posted on the school`s website.

If our bus company is unable to transport our students due to poor weather, the owner of the company will contact the principal. After being notified by the bus company that our bus will not be running that day, the principal will make one of two decisions:

1. The school is closed. No children should come to school.
2. The school is open and operating normally.

If the principal chooses the first option, the phone calls will begin as early as possible to ensure all staff and families are aware of the decision. If the principal chooses the second option, then the bus families will need to make alternative arrangements to arrive at school.



ROUTINES

Morning Routine

In the morning, when the first bell rings at 8:25 am, all students are to line up at their designated building entrances to meet their teachers. They will then enter the school building and proceed quietly to their classes, staying on the right hand side of the halls at all times. Students in Grades 6, 7, and 8 leave their bags and jackets in their lockers and in the younger grades, their bags and coats stay on their hooks. They also change from their outdoor boots or shoes to their indoor ones. Once they have done that, they proceed to their seats in class before the second bell rings at 8:35 am. At 8:35 am, the Principal will start off the day with prayer, the singing of the national anthem and announcements over the PA system.

Dismissal Routine

When the 3:30 pm bell rings all students are dismissed. The bus students make their way to the south parking lot to catch the bus while all the rest of the students are dismissed to the north parking lot where their parents/guardians will pick them up. Students must leave the school through the same doors that they come in with their class during the morning routine. Kindergarten to Grade 4 students should wait at the gate for a parent to pick them up. Grade 5-8 students may go to their parent's car when the bus duty supervisor sees their parent and it is safe to do so.

Daily Schedule

AM	8:25	BELL – Line Up to Come Inside
	8:35	BELL – Morning Announcements in Home Room
	11:00	Nutrition Break #1 (Students eat in Home Room.)
	11:15	Outdoor Recess
	11:40	BELL – Line Up to Come Inside
	11:45	BELL – Class Begins
PM	1:05	Nutrition Break #2 (Students eat in classroom.)
	1:20	Outdoor Recess
	1:45	BELL – Line Up to Come Inside
	1:50	BELL – Class Begins
	3:15	BELL – Students return to Home Room for Agenda Time
	3:30	BELL – Dismissal

After School Programs - After-School Care (Grades K-3)

Students from Kindergarten through Grade 3 who are not picked up by 3:45 pm must proceed to After School Care in the gym. Children do games and activities in the gym or occasionally outside. Supervision is provided until 6:00 pm. Parents are expected to sign their child/ren out when they pick them up. The cost for this program is based on the number of children; 1 child = \$5/hour, 2 children = \$7/hour, and 3+ children = \$8/hour. Parents who use this service will be billed monthly.

After School Programs - Homework Club (Grades 4-8)

Homework Club is a supervised time that runs from 3:45 pm - 4:15 pm in the Grade 4/5, Grade 6, or Multi-Purpose classrooms on Mondays, Tuesdays, and Thursdays. This allows Grades 4-8 students an opportunity to start or complete their homework while waiting to be picked up by their parents. The same charges apply for students in Homework Club as those in After-School Care noted above. Students not picked up from Homework Club by 4:15 pm, must join the rest of the students in the After-School Care program in the gym.

DRESS CODE

BOYS

Pants

COLOUR: Tan, Brown, Grey, Black, Navy Blue.
STYLE: Dress pants, cargo pants, Dockers, khakis.
NOTE: No jeans. No sweatpants.

Shorts

COLOUR: Tan, Brown, Grey, Black, Navy Blue.
STYLE: Modest length. (Not above fingertips when arm is straight down.)
NOTE: No jeans. No cut-offs.

Shirts, Sweaters, Sweatshirts, Hoodies

COLOUR: Any solid colour.
STYLE: Collared shirts (i.e. golf shirts, cotton oxford). Long or short sleeved.
NOTE: No patterns. No logos.

Footwear

STYLE: Running shoes, casual shoes, or dress shoes.
Proper sandals may be worn in warm weather. No beachwear ("flip flops").
NOTE: No black soles!
NOTE: Students must have 2 pairs of shoes - INDOOR and OUTDOOR.

GIRLS

Pants

COLOUR: Tan, Brown, Grey, Black, Navy Blue.
STYLE: Dress pants, cargo pants, Dockers, khakis.
NOTE: No jeans. No sweatpants.

Shorts, Skirts, Jumpers, Dresses

COLOUR: Tan, Brown, Grey, Black, Navy Blue.
STYLE: Modest length (Not above fingertips when arm is straight down.)
NOTE: No cut-off shorts. Jumpers and dresses may be long or short sleeved.

Shirts, Sweaters, Sweatshirts, Hoodies

COLOUR: Any solid colour.
STYLE: Collared shirts (i.e. golf shirts, cotton oxford). Long or short sleeved.
NOTE: No patterns or logos.

Footwear

STYLE: Running shoes, casual shoes, or dress shoes.
Proper sandals may be worn in warm weather. No beachwear ("flip flops").
NOTE: No black soles!
NOTE: Students must have 2 pairs of shoes - INDOOR and OUTDOOR.

GYM CLOTHES for Grade 4 - 8 ONLY

Grade 4 - 8 students are expected to wear a gym uniform as part of the Physical Education program. Gym uniforms are ordered through the office in September.

August 22, 2014

Personal Equipment - Electronic Equipment

No cell phones, iPods, MP3 players, DS, PSP or other electronic equipment may be used in the school during regular hours. If they are to be brought to school, they must remain in the student's backpack and if found during school hours, they will be confiscated. All confiscated items will be returned to the student at the end of the school day.

Personal Equipment - Sports Equipment

For Grades K-4, crazy carpets may be brought in during the winter months. Students slide down the hill at the back of the school yard. For Grades 5-8, small snow shovels (to build snow forts) may be brought in and used during December - March of the school year. Hockey sticks for road hockey are allowed all year round. Students have a safe area in the adjoining church parking lot for road hockey and other organized games.

Personal Equipment - Water Bottles

Water bottles may be used by students *at their desks* from the Victoria Day weekend in May to the last day of school and from the first day of school to the Thanksgiving weekend.

School Supplies and Materials

Most of the supplies that students need will be provided by the school. In the August mailing, families receive a list from each teacher with any additional items that need to be purchased for the start of the school year. Textbooks and other materials are expensive and need to be reused. Students must treat all school materials with respect. Failure to do so may mean that the item is replaced at the expense of the student.

Lost and Found

All items collected can be found in the marked black bin near the stairwell leading to the second floor. Three times a year, all items will be laid out in the hall for students and parents to look through and identify their belongings. Please label all of your child's belongings. At the end of the year, all unclaimed items will be donated to charity.

Birthdays

Student birthdays at school are often recognized by such means as a song, a hat, allowing the child to share a treat with their classmates at a suitable time, and/or thanksgiving in prayer. Class parties, full meals, and other extravagant celebrations are not appropriate in the classroom. If students wish to bring in a snack to share with the class, a healthy, ready-to-serve, nut-free choice is ideal. **Invitations to birthday parties are not permitted to be delivered at school.** The potential for hurt feelings is too great. If party invitations need to be delivered, please send them via email, regular mail, or telephone.

Care for the Environment – Litter Free Lunches

In an effort to reduce the amount of garbage our students create, we encourage litter-less lunches. Please use reusable containers whenever possible.

Care for the Environment – Waste Management

Each classroom has a compost collection bin. Each class will have specific routines to deal with their classrooms compost material. WCS recycles all materials allowable under the City of Toronto recycling program. Each classroom has the appropriate bins for collecting recycling which are then transferred to the school's bins for bi-weekly collection.

CURRICULUM

A detailed outline, by grade and by subject, of all curriculum taught at WCS is available in the office for existing or prospective parents to review. A wide spectrum of opportunities is available at WCS to augment and/or enhance the learning that takes place in the classroom.

Library

Our library currently houses more than 8000 books available to our students and teachers. Operated by a parent volunteer, the library utilizes a computer system to catalogue and track this inventory. The library is arranged in a way that makes it user friendly for all ages of students, whether they are looking for a picture book, early reader, or reference material for a project or essay. All students have an opportunity to visit the library during a designated day of the week.

Computers

Recognizing the importance of technology and related skills in the lives of our students both inside and outside school, WCS has established a computer lab with computers that use Windows 10. All students from Grade 1 and up receive weekly instruction on various software programs, as well as keyboarding skills. High level filters are in place to ensure the safety of students and each student is required to sign a contract with the school that clearly outlines their privileges and obligations while on a computer at school. The aim is to teach discernment so that, as students gain more proficiency, they will also make wise choices.

Special Education Resource Room

Students who have special needs are provided for in our Resource Program. We believe that all children – the average child, the learning-disabled child, the intellectually gifted - each one is a unique child of God, deserving the best possible opportunity for learning. Our Resource Program attempts to meet the needs of students beyond the scope of the regular classroom.

Referrals are made by classroom teachers and approved by the Principal. An educational assessment is made by the Special Education teacher. If deemed necessary, further diagnostic work is completed through other professional agencies. Using the results of the assessment, the Resource teacher will plan an individualized program in cooperation with the classroom teacher and the student's parents. The program could consist of: (a) Daily withdrawal from class for a short period of time; (b) Modified programming in the regular class; or (c) A combination of the above.

Student progress and program evaluation take place at regular intervals. If warranted due to sufficient progress, a student's participation will be discontinued in consultation with teachers, parents and the principal.

Consultation with teachers and administration takes place on a frequent basis. Regular conferences with parents are scheduled. However, parents are invited to request conferences whenever necessary. No concern is too small.

The Resource teacher supervises and is the contact for all outside professional agencies that come to our school to provide services to our students. The Resource Department also act as a liaison between these agencies, the school, and the parents.

Enrichment is considered an important part of all classroom teaching. When appropriate, regular subjects are compacted for specific students. This creates time for special in-depth opportunities to broaden a student's knowledge of a particular topic.

ESL/ELL

Students who are in Grades 4 – 8, are new to Canada, and require direct instruction in written and spoken English are withdrawn from class for one period on a daily basis. In the ESL class, students are regularly assessed as they begin, and progress through, a program designed specifically for WCS. The students eventually 'graduate' out of the ESL program when English proficiency has been achieved. There is no additional cost for this program.

Worship Assemblies

Each Wednesday morning the entire school meets in the gym for a time of prayer, teaching, and worship. These worship times are built around a theme that has been chosen for that particular school year. Each teacher leads approximately three worship assemblies during the year. One worship time per month is reserved for prayer and the singing of praise and worship songs. These times of corporate worship are an important part of life at WCS for students and staff. Parents are welcome to attend any Wednesday at approximately 8:40 am.

Class Trips

Every year, our teachers take their classes on a variety of field trips where they leave the school property for the purpose of expanding on the curriculum taught at school. These trips enhance classroom learning by providing students with opportunities to experience curriculum content in a meaningful context. The trips may include, but are not limited to, visits to places such as farms, museums, theatres, the zoo, symphony orchestra performances, the Science Center, and the Royal Winter Fair.

Class trips are paid for by the funds raised through the annual chocolate bar sales. These funds cover entrance fees and bus costs for all students AND parent volunteers who accompany the class on the trip.

Students are transported by volunteer drivers, a school bus, or they take the TTC. Volunteer drivers must be responsible people whose vehicles are in good repair, who have appropriate vehicle and liability insurance, and who have completed all forms necessary for volunteers, including an up-to-date police check.

It is essential that teachers are supported on class trips by volunteer chaperones. Teachers will ask for chaperones well in advance of each trip in order for arrangements to be made. Chaperones may not provide snacks for the children, make any unplanned stops along the way (except in the case of an emergency), or leave the children entrusted into their care at any point during the trip.

The teacher/chaperone supervision ratio for class trips is:

Kindergarten	1 to 4
Grades 1-3	1 to 5
Grades 4-6	1 to 7
Grades 7-8	1 to 10

Major Class Trips

Grade 6

This class goes on a 2-night trip in February to Fair Glen (Beaverton, ON). The students sleep in cabins and participate in many winter activities such as skiing, snowshoeing, and rope climbing.

Grade 7

Students enjoy a 2-night trip in either September or June to Fair Glen (Beaverton, ON). The students spend one night in cabins and the next night in tents. They are taught and given an opportunity to practice canoe skills for an overnight canoe trip the next day. On the second day, the students and chaperones (including a staff member from Fair Glen) canoe to another location where they set up tents, prepare their meals and sleep over night. They canoe back to Fair Glen the next day.

Grade 8

The graduating class spends their final WCS days together on a 2-night trip in June to Ottawa. The students and chaperones travel by bus, stopping in Kingston to visit Fort Henry on the way to Ottawa. One night is spent at a Christian High School and the other night at a local museum. The students visit a large number of attractions, many of which tie into the history curriculum covered in Grade 8.

Fundraising for Class Trips

Class trips are primarily funded by the annual chocolate sale. Students are expected to sell a minimum of one box per child. Alternatively, parents have the choice to pay a set amount and opt out of the sale. The cost of overnight trips such as the Fair Glen trip (Grade 6), the Canoe Trip (Grade 7), and the Ottawa Trip (Grade 8) is reduced through families with children in those grades paying a fee for the trip. The Grade 8 class also does a variety of fundraising events throughout the year, such as pizza and pasta days.

Spring Musicals

WCS puts on a Spring musical every other year. All students participate in a variety of ways: singing in the mass choir, acting roles, singing solos, dancing in one or more routines, or working in the technical areas such as lighting and sound. These musicals require the involvement of all teachers and many parent volunteers to help with costumes and set design.

Gauss Math Contest

Grade 7 and 8 students participate in the annual Gauss Math Contest offered through The Centre for Education in Mathematics and Computing at Waterloo University.

Options Program

Every other year, students participate in the Options program. Options take place on the same day for 4 consecutive weeks, usually in January or February. Students choose from a variety of 'options' such as: woodworking, calligraphy, baking, international cooking, sewing/quilting, printmaking, bowling, scrapbooking or board games. The types of choices vary depending on the parent volunteers available and their respective skills. There is normally a small charge to each student, depending on the option chosen.

Speech Fest

To encourage and celebrate public speaking skills, students in Grades 5-8 participate in the bi-annual Speech Fest. Students first present their original speeches in their own classrooms, after which the teachers select three students to participate in the school speech fest. From the six junior participants (Grades 5 and 6) and six senior participants (Grades 7- 8), two from each division are then chosen by a panel of volunteer judges to represent WCS at the District Speech Fest.

Sports Events

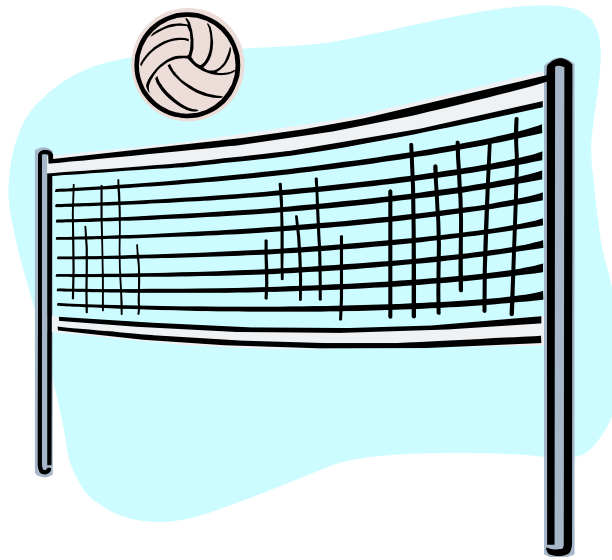
Senior students (Grades 6-8) have the opportunity to participate on the following sports teams: Soccer, Volleyball, Basketball, Badminton, and Track & Field. Being a member of one of these teams is considered a privilege. If a team member's academic performance is falling behind or if his/her behaviour is unacceptable, the classroom teacher will speak to the coach to determine whether or not the student will be allowed to remain on the team. The WCS Intermediate Track and Field Day is held in May. The top achieving students in each event will represent WCS at the District Track and Field meet held in late May or early June. The Junior track and field day is held for students in JK – Gr. 4 on the same day as the district event. Students in Grades 5 – 7 that are not attending the District event help out at the junior day.

Ice Skating

On the last day of school prior to the Christmas and March breaks, the entire student body of WCS walks to the Goulding arena to go skating for the afternoon. Older students are assigned as buddies to younger students and are responsible to walk with their buddy to the arena, help them with putting on their skates and helmets and, if necessary, help them skate. Parents are invited to come along to help tie up skates. Helmets and skate guards are strongly recommended for students up to Grade 6 or any student new to skating. Proper hockey helmets are recommended but a bicycle helmet can be used as a last resort. Students will not be allowed on the ice without skates.

“The Prologue to the Arts” Series

As a way in which to expose our students to the 'arts', several (usually 3 per year) professional presentations are arranged each year through a company called 'The Prologue to the Arts'. These presentations include, but are not limited to, drama presentations, music performances (both vocal and instrumental), puppetry, dance troupes and acrobatics. All presentations take place in the school gym.



SPECIAL EVENTS & ACTIVITIES

Spirit Team

Spirit Team is a group of students from Grades 6-8 who are selected from student volunteers to be a part of a group that arranges activities throughout the school year to enhance school spirit. Some of the activities may include: teacher Olympics, Heat Wave, Pajama Day, Hat & Gum Day, etc. Early in the year, the teacher responsible for supervising the Spirit Team will ask each the Grade 6-8 teachers for a list of names of students who would like to participate. Each of these students meets with the teacher in charge and does some type of presentation indicating why they would like to be part of the team. A group of 8 students is then chosen to fill the various positions of the Spirit Team.

Scholastic Book Club & Book Fair

WCS acts as an intermediary between Scholastic Inc. and our student body by sending home monthly book orders. While WCS does not sanction all the books sold in these orders, there are many excellent books available at quite reduced prices. Teachers of younger children will often point out good quality book choices, but it is highly recommended that parents carefully review the book choices. Each year during Christian Education Week, WCS holds a Book Fair. The books are provided through Scholastic, but the selections are previewed and hand selected. Books are available for the students to purchase over a 2-day period and are also available for parents to purchase during the Fall Membership meeting. A portion of the profits is returned to the school to purchase books for the library.

Class Parties

Class parties are held occasionally for special days like Christmas, Valentine's or the end of school. Children may be asked to bring in a snack to share with their classmates. Please make sure that it meets with the school's nut-free snack policy and check if there are other classroom allergies.

Grandparents & Special Friends Day

Grandparents and special friends are an important part of the WCS community. They are honoured with a special invitation to visit our school each October. Parent volunteers plan and organize a welcoming brunch for all our visitors to enjoy when they arrive. Staff members then lead an assembly wherein each class participates, providing some very interesting entertainment for their grandparents and special friends. After the assembly, the guests are invited to tour the school and visit the various classrooms. Students welcome their guests and show them around. During this visiting time, teachers have a variety of centers or quiet activities for children to work on in the classroom. After visiting the classrooms, the grandparents and special friends are welcome to leave or, if prior arrangements have been made with the office, take their grandchildren/special friends out for lunch.

Halloween

While some families participate in Halloween activities at home, it is not celebrated at WCS.

Remembrance Day

Remembrance Day is generally observed in the assembly scheduled closest to November 11. The school gathers to remember those who participated in various freedom efforts throughout Canadian history and to celebrate the freedom we enjoy today.

Christmas Community Celebration

On the years when we are not presenting a spring musical, WCS celebrates the Christmas holiday as a community with a family Christmas service. Each year, this is planned by the staff as an opportunity for students and their families to participate together.

Valentine's Day

Valentine's Day is celebrated in WCS classrooms. Prior to the day, teachers send home a class list of students to prevent inadvertent hurt feelings through omissions or name misspellings. Students are encouraged to distribute Valentine cards to all of their classmates.

Easter

The school celebrates Easter through assemblies about Good Friday and Easter Sunday. At some grade levels, the Bible curriculum includes units that focus on this important Christian celebration. Teachers review the events of Lent and Easter with their students during this time of year. The school is closed on Good Friday and Easter Monday.

Mother's Day and Father's Day

In the Primary grades, children are very eager to create cards and gifts for their mothers and fathers to celebrate their love for them. The creation of handmade cards or crafts to send home is part of this celebration. In the Junior and Intermediate grades, children may be more inclined to keep their expressions of appreciation for mothers and fathers more private.

March Break

Willowdale Christian School has a two-week March Break. It is an excellent opportunity to rest and refresh or get away for a vacation. Typically, one of the weeks coincides with the public/private school break so children may participate in camps during that time.

Photo Days

Class and individual photos are taken early in the school year (October). The date is included in the calendar which is sent home the first day of school.

Open Houses for Prospective Students/Families

There are open houses held throughout the year for prospective families. These events include tours of the facilities, an opportunity to meet some members of the staff, and get an overview of curriculum as well as hear testimonials from current families.

STUDENT PROGRESS

Homework

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 independently and to use his or her time wisely. With effective home study, students can learn how to solve problems independently, to drill, to review, to summarize and to do reading and research. Homework can generally be divided into four categories: completion of classroom work, practice and review of concepts, preparation for future learning, and creative extension of classroom learning (projects and independent study assignments).

Homework is assigned for a specific purpose. It is not the intention to let it become excessive or to simply keep children busy. The amount varies from child to child based on need and the amount of work not completed during class time. Students in Grades 3-8 are given agendas at the beginning of the school year to note any homework or the due dates for upcoming assignments.

As a guideline, the amount of homework for each grade level is based on up to 10 minutes per grade (e.g. a student in Grade 3 may have up to 30 minutes). There will be times when your child's homework load will exceed these guidelines because of projects and tests that need completion and study. Grades 7 and 8 may be assigned homework in order to cover the curriculum adequately and prepare them for highschool. If a child is receiving homework beyond these guidelines on a regular basis, discussion with the classroom teacher is recommended. It is possible that some classroom modifications may be required.

Good Rules for Home Study

Parents are asked to encourage their children to discipline themselves in this important aspect of schoolwork, in order to help them in their studies and to prepare them for later life.

For Students

- Home study is a habit that can be learned through regular practice each night.
- Have a time and place to study.
- Make up a study schedule.
- Do the most difficult subject first.
- If no homework is assigned, this is a good opportunity to review.
- Take short breaks between periods of study.
- Oral drill is excellent for most subjects. Ask someone at home to hear your work.
- Form the habit of asking for help whenever you do not understand some part of your work.
- Don't be satisfied with just getting by! Get the satisfaction that comes from doing your work thoroughly and well.

For Parents

- As a parent, you can help your child develop good study habits at home. Your attitude towards home study has a direct impact on your child's perception and ultimately on their academic achievement. The following are suggestions:
- Pray for your children, your school, and your teachers.
- Show genuine interest in your child's schoolwork and accomplishments. Ask questions, or discuss ideas presented in class and highlighted in the weekly newsletter.
- Read to and with your child/ren.
- Set a definite time and place for studying, free from distractions.
- Consider having all of your children do home study activities at the kitchen table or other shared space.
- See that your children develop good habits by limiting TV time.
- Support your teachers and principal in front of your children. Communicate with the school before drawing conclusions.
- Confer with the teacher as often as necessary, and follow-up on classroom misbehaviour at home.
- If the home and school work together, there will be a greater degree of academic achievement and satisfaction on the part of the student.

Memory Work

Memory work is assigned as homework, but it is also reinforced and practiced during class time in the younger grades. It is based on the Bible Curriculum studied in each grade and supports the concepts and themes taught in each unit. The number of verses is dependent upon the grade level and is modified at the teacher's discretion.

Testing

Students are given formal tests beginning in Grade 3 and continuing through to Grade 8. Preparation for these tests is done during class time with review of the concepts and, often, a study sheet or note to assist students with the ideas to focus on as they study. The goal of any test is to help children demonstrate what they have learned, rather than show up what they have not learned. Teachers use a wide variety of means for testing: reports, quizzes, projects, papers, demonstrations, oral presentations and other methods. For students who have an IEP (Individualized Education Plan) accommodations may be made such as oral tests, more time for completion, or fewer questions.

Grading

In the Primary Grades, grading is largely done in anecdotal form and through individual assessment by the teacher. In the Junior and Intermediate levels, grading takes the form of letter and numeric grades. Each teacher evaluates students using a variety of methods within their classroom, which may include reports, quizzes, projects, papers, demonstrations, and presentations.

Individualized Assessments

Each year, students from Grades 1–8 participate in the MAP (Measure of Academic Progress) assessment. These online assessments are conducted 3 times per school year and consist of 2 tests (Reading and Math) for Grades 1-2 and 3 tests (Reading, Language and Math) for students in Grades 3–8. MAP provides a personalized assessment for each student that adapts to their learning level while they are taking the 'test'. We use the information to adjust the teaching in the classroom and proactively provide support for students who may require more focus on a specific skill. MAP provides the teachers with information showing the growth of each student over the year(s) regardless of what level they are working at.

Parent-Teacher Conferences

Communication between school and home is essential in a successful year for students. Parent-Teacher conferences are a key part of this process. WCS holds 2 sets of conferences each year. The first one is in October and is intended to provide a mid-term check of a child's progress before the first report card is sent home. The second set of conferences is held in March, immediately after report cards are sent home.

The Grade 4-8 teachers meet in the gym and interviews last 10 minutes. The Grade 1-3 conferences take place in the classrooms and parents have the choice of a 10-minute or 20-minute meeting. JK/SK conferences are always 20 minutes in length. These conferences are held over 2 days, typically with meetings scheduled in the late afternoon (3:50 pm - 6:00 pm) on one day and in the evening (6:00 pm - 9:00 pm) on the other. A Conference Request Form is distributed prior to the interviews and parents can sign up for the time that works best with their schedules. In the event that there are no suitable times available, an interview can be arranged with the teacher at a mutually convenient time before or after school.

The purpose of these conferences is to encourage parents to discuss their child's progress in learning and to exchange support for one another in jointly caring for their child. These conferences provide an occasion for teachers and parents to share their insights about the individual child and learn from one another. The classroom teacher will be in contact with the parents on a regular basis if additional student problems or concerns arise. Similarly, if parents have a concern about their child's performance at school, they are encouraged to contact the teacher as soon as possible.

Report Cards

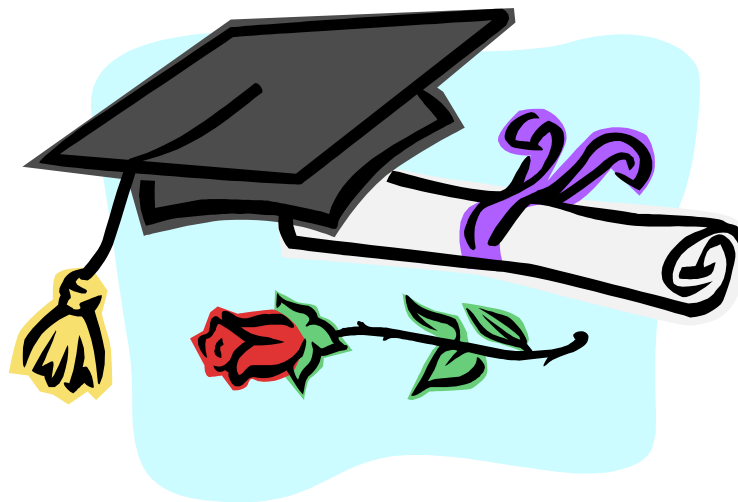
Report Cards are sent out in November, March and June. The form of the report varies from an anecdotal style in the Primary grades, alphabetic grades in the Junior level, to numeric grades in the Intermediate level. Parents are encouraged to meet with their child's teacher for a parent teacher interview to discuss their child's progress. Information about the various levels is sent home with the report cards.

GO Awards

The GO Awards are a monetary award given to graduating students to honour their achievement in the following areas: literature, math, science, school spirit, athletics, and fine arts. They were initiated by the McCorquodale family in memory of the father of a teacher who was instrumental in the development of the GO transit system. These awards are presented during the Grade 8 graduation ceremony.

Grade 8 Graduation

Grade 8 graduation is held on the Friday evening prior to the last week of the school year. The Grade 8 students attend school until 10:30 am on the day before graduation. During this time, they rehearse with the teacher and principal in the church sanctuary. By 10:30 a.m. they are dismissed to prepare for the graduation dinner and ceremony. The graduation dinner is for the Grade 8 students, their parents, the staff and former teachers that may have taught that particular class. The Grade 7 parents and students are responsible for decorating the gym and coordinating the dinner arrangements such as, providing food, table settings, serving, and cleaning up. After dinner, there is a ceremony at the church next door at 8:00 p.m. Everyone is welcome. The Primary/Junior grades usually perform a song as a tribute to the graduating class at this time. After the ceremony is over, refreshments are served in the gym to give people a chance to congratulate the students.



DISCIPLINE

Definition and Purpose

The purpose of discipline in the Christian School is to encourage the sincere desire to walk obediently in the ways of the Lord. The word "discipline" is derived from "disciple" who means "follower". Part of following Christ is demonstrated by respect for God, others and property.

In the Christian School community, discipline is intended to produce that state of order which is most conducive to teaching and learning. It is not intended to restrict students in their development, but rather to provide a structure within which openness of expression and freedom of thought may thrive. Within this environment, the child is encouraged to achieve the best academic performance that is consistent with his or her God-given abilities.

The Bible teaches that we and our children are image bearers of God, the crown of His creation, and therefore have an inherent dignity which must be respected. The Bible also teaches that we are born in sin. Our sinful nature would have us reject God, His commandments and principles. In spite of this, the nature of God is such that He extends His hand to us, accepting us as we are, if we come to Him in faith and claim the sacrifice of Jesus Christ for our sin.

The discipline God administers is rooted in the love He has for us, His children. The purpose of His discipline is "that we may share in His holiness". Its goal is to produce a "harvest of righteousness and peace for those who have been trained by it" (Hebrews 12:10, 11).

We are in turn commanded to discipline the children God has entrusted to us, and to do so in the same spirit of love (Proverbs 3:11, 12). Our love for our children must be, as God's love for us, unconditional and not dependent on behaviour. Within this environment, children are expected to heed the discipline of their parents on the grounds that it will make them wise (Proverbs 4).

Discipline in the School

Within our WCS school community, parents authorize the Board of Trustees to employ the disciplinary methods necessary to accomplish its goals. The administration and teachers are then authorized by the Board of Trustees to apply these methods with sound professional judgment. They may in turn delegate certain aspects of their authority to other approved helpers such as parent volunteer assistants. Staff, administration, and parents are encouraged to communicate together concerning matters of discipline.

When serious discipline measures have to be taken, the home will be involved as soon as possible. Such measures are taken when there is persistent inappropriate behaviour in the classroom, halls, or on the playground, such as bullying, insolence, blasphemous and/or vulgar language, and going off property without permission. Depending on the severity of the offense, consequences may include a "Think Time" sheet, detention, or a suspension (in school or at home). The parents of all students involved in a discipline issue will be informed promptly. If matters do not improve, expulsion may be necessary.

Student Code of Conduct

In order to foster responsible behaviour and encourage communication regarding school rules, all students and their parents will sign a code of conduct at the beginning of the school year. The Kindergarten Code is entitled "*Behaviour Expectations*", the Grade 1-3 Code is entitled "*I Care Rules*", and the Grade 4-8 Code is entitled, "*Student Code of Conduct*". This signed paper is filed by the classroom teacher for future reference if necessary. The behaviour expectations are distributed to families in the summer mailing.

"Think Time" Sheets

WCS wants students to be responsible for their behaviour and to participate in the restoration and reconciliation process. Therefore, there are age-appropriate "Think Time" Sheets for Grades 1-8 which students may be asked to complete when they ignore or disobey school policies. These sheets are given at the teacher's or Principal's discretion and may be sent home for a parent signature as one method of communication. Teachers may also choose to communicate with parents via email or phone rather than sending the 'Think Time' sheet home. Students might receive a "Think Time" sheet for such acts as: persistent disruptive behaviour (talking incessantly, getting out of their desk unnecessarily, yelling across the room for no reason, blasphemous or vulgar language, throwing things, willful hurts, etc.); being consistently unprepared for class (i.e. no books, musical instrument, pen/pencil, calculator); disruptive behaviour in the hall, on the bus, or in the classroom; disrespect to staff, volunteers, or other students.



STUDENT SECURITY & SAFETY – Inside the Building

Fire Drills

In order to enable students and staff to exit the school safely in event of an emergency, fire drills will be held periodically throughout the year. Staff members will practice the following procedure with students in the first weeks of school to help them become familiar with safe exit strategies. Fire drills are held with and without warning. Students leave what they're doing and quickly file out of the classroom single-file, (walking, not running). Students may NOT stop to put on shoes, boots, coats, etc. Teachers take the class list, close the windows and doors after everyone is out, and follow the class out to the designated area. Roll-call is taken. Wait for the "all-clear" signal to come back in to the school. Students should be reminded that if they are in the bathroom, they need to leave immediately by the nearest exit and proceed to their class' designated area. Classes in the library join the Grade 6/7 class exiting by the north stairwell. Rotation teachers stay with rotation classes during fire drills and go to the designated area for the classroom where they are currently teaching. If a student and his/her class are in any other place in the school at the time of the bell, they should leave by the closest available door and proceed to the designated area for their grade.

Lockdown Drills

Lockdown drills will be practiced during the school year. During the drill, all the doors will be locked and all curtains on the back of the doors will be pulled over the door window. Students will remain silently in their classrooms until an announcement is made over the intercom announcing the end of the drill.

Hallway & Classroom Rules

- No gum chewing. No wearing of hats or caps in the building. No running in the halls.
- Students must wear indoor shoes which are appropriate for Phys. Ed. (i.e. no slippers or flip flops) in the school at all times. These must have non-marking soles, and should be stored in the classroom, on the shelves outside the room, or in lockers after school and on weekends.
- Students may use combination locks for lockers, but must make the combination available to both their teacher and the office.
- Silently walk on the right side of the halls at all times.
- Food is to be eaten in the classroom only. No packaged snacks or drinks may be brought outdoors.
- No phones, iPods or MP3 players, game boys or other electronic equipment may be used by students at school. Equipment must remain in the student's backpack if it is brought to school. All items confiscated from students will be returned at the end of the day to be taken home.
- Recess time is to be spent outdoors. Students remaining indoors must be supervised directly by the classroom teacher.
- Water bottles may be used by students at their desks from after the Victoria Day long week-end (May) to June 30 and from September 1 to Thanksgiving weekend (October).
- Students in the hallway during class time or at recess (when others are outside) must have a hall pass. Passes are provided to the students from the teacher in charge.

Sign In/Out Procedures

All visitors (including parents) must report to the office upon entering the building and sign in the log book. All approved visitors should wear a "Visitor" tag. Visitors are defined as persons not enrolled or employed at WCS. Students may not leave school property during the school day unless accompanied by a parent/guardian. The office staff and teacher must be notified of early departures ahead of time.

Surveillance Cameras

The school has surveillance cameras at each entrance that are operational 24 hours a day. The footage is recorded on a unit in the office.

STUDENT SECURITY & SAFETY – Outside the Building

Playground Rules

The playground is designated for Primary students to use during recess times:

- Grades K-3 only on the playground equipment, including before school.
- No playing tag in or around the equipment.
- Hands are for helping, not hurting.
- All borrowed equipment must be returned to the classroom.
- Skipping ropes are for skipping only. They must be used on the paved areas only.
- No balls in the front of the school. Balls that go onto neighboring properties will be retrieved by designated Grade 8 students during the following recess.
- Sidewalk chalk may be used on paved areas only.

Winter Rules

- No throwing snow except at targets.
- Snow forts may be built around the perimeter of the church parking lot.
- There is a schedule for when each Grade level has a day to slide down the hill.
- Snow pants must be worn to slide down the hill.
- Crazy carpets may be used for sliding. No other sleds may be used.

Vulnerable Sector Screening

Every volunteer that interacts with our children is required to have a Vulnerable Sector Screening on file in the school office. These criminal record checks need to be requested at the police station in the immediate geographic jurisdiction of the volunteer. Vulnerable Sector Screenings need to be renewed every three years.

Class Trip Policies - Responsibilities for Adult Chaperones

Drivers must complete an "Authorization for Volunteer Drivers" form every year which provides the school with vehicle, driver, and insurance information. Each adult chaperone should be provided with the following:

- A map and route directions.
- Telephone numbers of your destination and the school's phone number. Cell phone numbers of other chaperones.
- A list of students for whom he/she is responsible. Any special health or behaviour instructions for individual students.
- Meeting times and places.

Class Trip Policies - Expectations for Chaperones

- Stay with your students at all times. Personal phone calls, or visits to banks or stores, will take your attention away from your supervising duties. Never put yourself in the position of being alone with one child unless it is your own child.
- No money is to be spent (by students or chaperones). Any exceptions must be cleared with the teacher. Students must bring their own bag lunches and snacks. We do not buy lunches on school trips unless this is previously arranged by the teacher for the whole class. Money may not be spent in gift shops – we are on the trip to learn, not to buy souvenirs.
- Drive within posted speed limits and follow all traffic rules.
- Drivers may not make any unscheduled stops along the way (bank, coffee, gas). Please fill up your vehicle with gas before coming on the trip.
- Refrain from consuming any alcohol or smoking cigarettes for the duration of the trip, including driving to and from your destination.

For an overnight trip, the teacher will have further guidelines. Our child welfare policies state that we will fully inform chaperones as to our rules.

Class Trip Policies - Booster Seats and Seatbelt Requirements

The provincial legislation which took effect September 1, 2005 requires the use of booster seats for children who have outgrown a car seat, but are too small for a regular seat belt. Children who are under 8 years of age, weigh between 18 – 36 kg (40 –80 lbs) and have a standing height of less than 145 cm (4' 9") must be restrained in an approved booster seat in a motor vehicle. Seat belt restraints must include both a lap belt and shoulder strap for adequate protection. Please check www.mto.gov.on.ca for detailed information. All students in vehicles **MUST** be wearing seatbelts. No exceptions. Please carry only the number of passengers for which your vehicle has seatbelts. Never place a child under 12 years of age in the front passenger seat with an operating air bag.



HEALTH & WELFARE

Lunches and Snacks

Nutritious lunches and snacks provide children with many of the essential vitamins and minerals they require for healthy growth and development. Healthy snacks keep children from feeling famished by mealtime, and help prevent poor food choices and overeating. Providing healthy lunches and snacks helps children form healthy eating habits that can last a lifetime.

In order to protect our students who, have food allergies, the following policies have been implemented: WCS is a **"Nut-Aware & Sesame Aware"** school. Neither students, staff, parents, nor volunteers are permitted to bring peanut or other nut products into the school or onto the school bus. This includes peanut butter, Nutella or other hazelnut spreads, granola bars, items with sesame seeds, or any other foods that contain nuts, or state that they "may contain traces of nuts". These items are not to be included in lunches or snacks or brought to school because even a small amount of these products could be life threatening to those with allergies.

For the safety of all students, there will be no trading or sharing of food, utensils or food containers. Only safe "treats" and cupcakes are to be brought to school for special occasions, e.g. birthday celebrations. All children in danger of suffering an anaphylactic event should eat only lunches and snacks that have been prepared at home, or foods that have been approved by the parents.

WCS offers white/chocolate milk and popcorn for purchase on a daily basis. There is a Pizza Lunch program most Fridays (see WCS calendar for specific dates). There is a Pasta Day on two Wednesdays per month. A "hot lunch" option is also available on each Monday.

Students will remain in their classrooms to eat their snack and lunch. Students are not permitted to leave the school grounds for lunch unless accompanied by an adult with the expressed written or verbal confirmation of the parents and communicated to the classroom teacher in advance.

WCS is committed to taking care of God's creation. In an effort to reduce the amount of garbage our school collects daily, we ask that you provide **nut-free and sesame free**, litter-less lunches for your child and use reusable containers as much as possible. Students are encouraged to use reusable water and juice bottles at all times. Water bottles may be kept on the students' desks from after the Victoria Day weekend to the end of the school year, and from the beginning of school in September to the Thanksgiving weekend. Otherwise, these reusable bottles must be kept in the students' backpacks.

Hot Lunch Option & Pizza Lunch & Pasta Lunch

An Order Form is sent home in September and again in January. Lunches are preordered and prepaid. The cost varies depending on the meal choice.

Allergies

WCS strives to provide a safe school environment for all students. Please inform the school if your child has a severe allergy or medical condition. It is the parent/guardian's responsibility to always ensure that the most up-to-date information is given to the school for the safety of the students. A Medical Alert Form, along with a recent photo, must be completed annually. This information will be posted and any changes need to be communicated to the school immediately.

Absences and Illness

It is of utmost importance that every child's whereabouts is known. In order to make sure that everyone is safely where they should be, please send a note or call the school in advance of 8:30 am if your child will be late or absent for the day.

Otherwise, please ensure your child is at school on time. Children who arrive late often miss the opening announcements and devotional time, which helps set the tone for the rest of the day. When students arrive late, it is a disruption to the class and a distraction to the other students. Frequent absences can harm the learning process of the child and can be a disruption to the class.

Students arriving late must report to the office to inform the office administrator and obtain a late pass to give to the classroom teacher. Any student who leaves early must have the written or verbal consent of the teacher and/or Office Administrator. Students will not be allowed to leave the school grounds, unless accompanied by a trusted adult designated by the family.

When students become ill while at school, the office notifies the parents. When a parent cannot be reached, staff will notify the designated emergency contact person to make arrangements for the student to be taken home. Please ensure that your contact information is kept up-to-date with the school office at all times.

Accidents and Insurance

Accidents do happen at school. Minor accidents will be treated by simple first aid at the school, and reported to parents as deemed appropriate. In the case of a more serious injury, staff will attempt to contact the parents or emergency contact persons immediately. In extreme circumstances, a student may be taken to hospital for medical treatment. Please ensure that the school has all current medical information, Health Card Number, and emergency contact numbers.

Medication

If any student needs to take medication during school hours, the parent must provide written permission and instructions to the office. All medication needs to be properly labeled with the following information: the student's name, the name of the medication, the dosage, and the frequency and method of administration. All medications, including non-prescription medications, should be kept in the office and distributed to the student as needed. Please ensure that the office is informed about your child's medication and that you have filled in the necessary forms for medication to be taken during school hours. A supply of Tylenol is kept at the school but staff will not dispense any to students without prior written consent from a parent or guardian.

Contagious Diseases

From time to time, WCS will experience outbreaks of communicable diseases. When students are ill with these types of diseases, they must be kept at home and away from others in order to prevent the spread of infection. Students may only return to school after the period of time determined by the Toronto Public Health Unit. Contact your family doctor if you suspect your child of having a contagious disease, such as scabies, ring worm, strep throat, impetigo, conjunctivitis (pink eye), or pediculosis (head lice), etc. If your doctor diagnoses your child with a contagious disease, please keep your child at home and away from others, and follow the doctor's instructions regarding the care and treatment of the illness. For the safety of other children in the classroom and throughout the school, please inform the school about the nature of the illness, and share information about the appropriate care, treatment and incubation procedures. Students should be reminded to not share food, hats, brushes and combs, and other personal items to stop the spread of infection.

Immunizations

Ontario Law requires students attending school in Ontario to be up to date with immunizations for diphtheria, tetanus, polio, mumps, measles and rubella. It is the parents' or guardians' responsibility to maintain a record of their child's immunization history. 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 Immunization Record. Students who are not up to date with their immunizations may be suspended from school. Information about the process of obtaining an exemption to immunization based on medical, religious, or conscientious grounds may be obtained from your local Public Health Unit.

TRANSPORTATION

Bus Routes

WCS offers two bus routes: (1) Richmond Hill; and (2) Don Mills/Eglinton & Yonge/Lawrence. Each route is composed of stops which are convenient for participating families. As a result, the exact routes may change from year to year.

Bus Rules

The WCS Board of Trustees and the transportation companies have agreed upon the following responsibilities and expectations:

Driver's Responsibility

- To provide a safe journey to and from the bus stop for each student.
- To maintain a safe and pleasant atmosphere on the bus to the best of his/her ability while operating the bus.
- To deal with minor discipline cases in a fair and loving manner.
- To report to the office or to the teacher responsible for busing any problem which occur with students.

School's Responsibility

- To arrange an efficient and streamlined bus route and accommodate families as much as possible.
- To investigate all reported disciplinary problems on the bus which are reported.
- To inform parents, giving details of the disciplinary problems and the action taken.
- To discipline and, if necessary, suspend or withdraw the privilege of transportation.

Parents' Responsibility

- To educate their child(ren) regarding bus privileges, responsibilities and guidelines.
- To have students at the pick-up point 5 minutes before the assigned time.
- To inform the school office of any bus changes. In the interest of safety and security, it is very important that the school and the bus driver are made aware of any change in a drop-off or pick-up location. Parents must call the school to request the change before it will be granted.
- To support the school administration and bus drivers in the running of the buses, especially in the area of student behaviour.

Student's Responsibility

- Exercise care, caution, good manners, and consideration for others.
- Avoid distracting the driver from his/her main priority of safely operating the bus.
- Promptly obey the instructions of the driver.
- Be at your bus stop on time.

The bus expectations are set down for the students' safety. Disregard for the expectations and responsibilities may result in loss of privilege of bus transportation.

