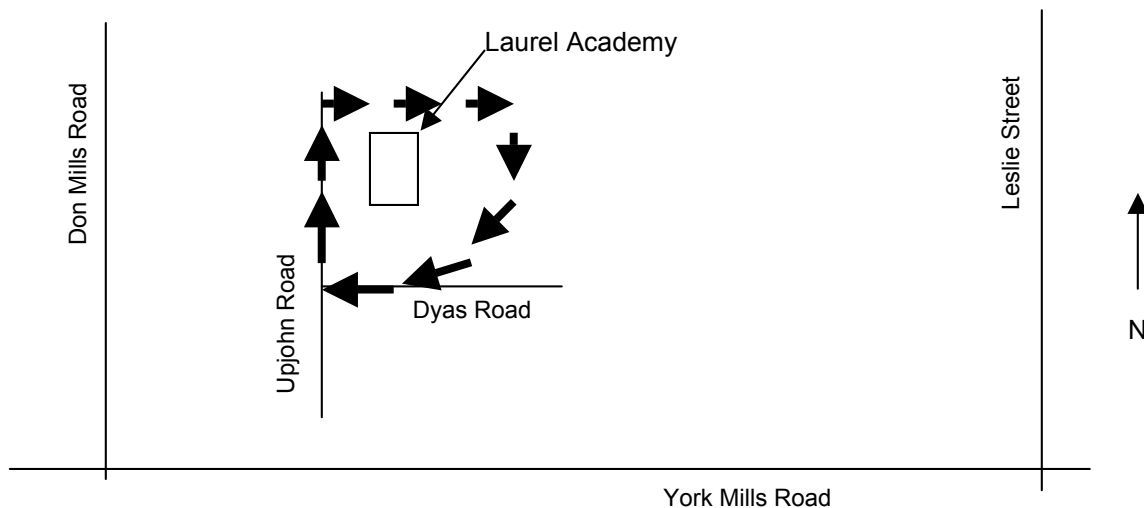


## Absences

We must be notified, in writing and in advance, of any planned absences. In any other case, we must be notified, by telephone, of a full or part day's absence by 8:30 A.M. of the day on which the absence will occur. If the absence is due to a contagious illness, parents are asked to inform the office regarding the nature of the illness in order that we may be aware of the potential infection of other students.

## Access to Laurel Academy



Students in Kindergarten and up enter and depart from the school on their own during peak times (except in the case of Kindergartners in their first week at Laurel Academy). The above map identifies the route for drop-off and pick-up during peak times (8:45 - 9:00 and 3:45 - 4:00).

Parents of preschoolers, and parents of older students dropping-off or picking-up during non-peak times should park in the designated parking area and escort their children into school.

## Access to Student Records

While access to student records is limited, any staff, parent volunteers, or other representatives of the school may be given access to student information as deemed appropriate by the school. However, it is the school's policy to refrain from passing on to parents or others phone numbers or addresses of parents and staff, without authorization. (We sometimes get such requests when parents plan birthday parties, for example.)

## Administration of Drugs & Medication

Drugs & medication will not be administered to students except in a life-threatening situation, such as puffers for asthma, epipens, etc. Such medication must be provided to the school with written permission and explicit instructions for use, including dosage, circumstances under which the medication should be administered, etc.

# Assemblies

Assemblies will be held from time to time, as needed.

## Behaviour Management

It is Laurel Academy's policy that students always be treated with respect and in such a way as to preserve and promote self-esteem, confidence and self-worth. Behaviour management techniques vary with grade level and may include modelling appropriate behaviour, rewards and praise, "time out", and/or temporary removal of privileges. Most importantly, however, explanation and discussion are always key to helping children develop good social skills, compassion and consideration.

It is the policy of Laurel Academy to encourage children to confront their problems by communicating their feelings to others as appropriate. If a child is being bothered by someone, the teacher will encourage the child to express to the offender what the problem behaviour is and how it makes him/her feel. An apology in whatever form is appropriate will also be sought. Communication, consistency, and immediate action are key to achieving resolution with these problems.

Children often find it difficult to discriminate between "tattling" and telling an authority figure about a valid problem. The teachers at Laurel Academy emphasise that if a child's feelings or body have been hurt, he/she should tell the person in charge immediately, whether that be the classroom teacher, specialist teacher, or other adult who will mediate and resolve the problem. On the other hand, teachers may encourage children to handle the more simple problems by asking the child to communicate directly to the offender and providing him/her with the support and encouragement to do so. For example, if a child is lining up and is jostled accidentally by another child, the appropriate recourse would be to say something like "Please be careful because you're pushing against me." In this case, the child does not need to seek help from a teacher unless the action is repeated deliberately.

## Behaviour Management for Students in Grades 1 and Up

### ***Laurel Academy Classroom Rules***

1. Follow directions.
2. Wait your turn to speak.
3. Speak respectfully to others.
4. Respect others' property and privacy.
5. Keep hands, feet and objects to yourself.

### ***Laurel Academy School Rules***

- ✓ I arrive at school promptly.
- ✓ I am conscientious while I work.
- ✓ I cooperate with my classmates and teachers.
- ✓ I am honest and truthful.
- ✓ I take good care of myself, my work, and my uniform.
- ✓ I look after others' property and possessions.
- ✓ I am considerate towards others and treat others with respect.
- ✓ I respect nature and conserve when I can.
- ✓ I admit when I am wrong, or when I have made a mistake.
- ✓ I offer an apology when I have hurt someone else or failed to do something I should have, and I do my best to not repeat the behaviour.
- ✓ I collect all the facts before arriving at a conclusion.
- ✓ I always use good manners.
- ✓ When something bothers me, I share it with others calmly and respectfully.
- ✓ If I don't understand another's actions, I express how I feel or seek help.
- ✓ I complete my homework as assigned.
- ✓ I show how much I value my school by being on my best behaviour and by following school rules when I am in uniform and at all other times possible.

## ***Consequences and rewards***

Consequences and rewards are assigned at Laurel Academy's discretion.

REWARDS - Praise, positive notes and phone calls to parents, special privileges

CONSEQUENCES \* - Warning to student; note to parent; visit to principal & note to parent; phone call to parent; meeting with parent, teacher and student; visit to principal & meeting with parent, student, teacher & principal; suspension of 1 day; suspension of 2 days; expulsion

\* We generally follow this procedure except where more or less severe consequences are appropriate, e.g. severe behaviour would warrant more than just a warning to the student.

## **Office Visits and Repeated Patterns of Misbehaviour**

Teachers may, at their own discretion, send misbehaving students to the principal's office when they become sufficiently disruptive as to interfere with the teaching of the class, whether due to a serious incident, or relatively mild misbehaviour.

A pattern of repeated visits to the office for behavioural correction, regardless of the severity of the misbehaviour, is a serious matter, as it hinders the smooth operation of both the classroom and the office. The school reserves the right in such cases to limit the student's access without notice to any particular classes or situations that appear to be triggers for the behaviour.

Once a student has been sent to the office 3 times within one school term (there are 3 terms in the school year, as outlined in the Academic Calendar), then the consequences procedure outlined above will be initiated, starting at "phone call to parent". Each additional 2 visits, regardless of the school term, will result in an escalation of the consequences, as outlined above. This means that a student may be suspended or expelled, even for behaviour which would, on a case-by-case basis, be considered relatively mild, provided the behaviour represents a repeating and ongoing problem.

## ***The role of the student***

- ✓ to abide by the classroom rules and school rules
- ✓ to show respect for his/her school, environment, classmates, teachers and all others he/she comes into contact with at Laurel Academy or at Laurel Academy organized or sanctioned events/activities
- ✓ to put forth his/her best effort and to exercise good judgement regarding his/her own behaviour
- ✓ to communicate immediately to the person in charge if his/her feelings or body have been hurt
- ✓ to provide all information to the person in charge as accurately and
- ✓ truthfully as possible

## ***The role of the teacher***

- ✓ to be aware of and to enforce classroom and school rules
- ✓ to create complete behaviour profiles on individual students, as needed
- ✓ to effectively communicate problems to parents, administrators and other staff as appropriate
- ✓ to obtain the support needed from parents, administrative staff and other staff as appropriate
- ✓ to identify patterns of problem behaviour and determine the effectiveness of intervention strategies
- ✓ to monitor and evaluate student behaviour throughout the school year

- ✓ to use a behaviour documentation system to provide information needed for report cards and follow up to parents and administrative staff
- ✓ to work effectively with students to help them make better behavioural choices
- ✓ to ensure that appropriate consequences are assigned and tracked
- ✓ to use positive recognition to prevent behaviour problems and to build self-esteem

### ***The role of the parent***

- ✓ to be aware of classroom and school rules and to review them before the school year and as needed throughout the school year, with his/her child
- ✓ to support the school behaviour management policies and procedures
- ✓ to ensure that any concerns his/her child expresses at home have been
- ✓ communicated to the classroom teacher and dealt with
- ✓ to ensure, if his/her child's concerns were not communicated, that they are communicated the next morning (Early resolution of concerns helps children understand that behaviour problems will not be overlooked.)
- ✓ to support the teacher and school staff in building his/her child's respect for others, in particular those who are responsible for the child at school

## Birthdays

In order to minimize disruption and competition resulting from birthday parties, we require that parents adhere to the following rules if they wish their child to have a birthday party with his/her classmates.

- Parents must arrange the date and time of the party with their child's teacher at least two school days prior to the desired date.
- Birthday parties must not last longer than 30 minutes.
- No "special guests" such as clowns or action heroes may visit.
- The children must not be given anything more than a single-serving treat. Treats which the teacher must cut up and divide take up the teacher's time. Parents should not send a birthday cake; instead, they should send muffins, cupcakes, cookies, etc.
- Parents may not provide loot bags. Teachers will not permit loot bags to be handed out.
- Parents should please provide the required candles, plates, cutlery and other items.
- Family members may not attend birthday parties.

If, for any reason, a parent does not want his/her child to participate in birthday parties, please notify the school, and this will be accommodated.

## Clothing

### ***Cold Weather Wear***

Students regularly spend time outside. Parents are asked to make sure that children arrive at school with a coat, lightweight water-resistant pants for rainy, wet weather, and a hat and scarf, and snow-pants, boots and moisture-resistant mittens for cold, snowy weather.

### ***Preschool***

Children enrolled in this classroom do not wear uniforms. They should wear comfortable, weather-appropriate clothing. Clothing worn to school must not depict action heroes. Each child must have an extra set of clothing, including underwear and socks, at the school at all times.

### ***Kindergarten and up***

Students in these grades must wear school uniforms. There are two required uniforms: the standard uniform and the gym uniform. Children do not change into their gym uniforms at school. Instead, they wear their gym uniforms on all gym days (generally 2 - 3 days per week in Kindergarten and 3 days per week in Grades 1 and up). The standard uniform is worn on non-gym days.

All uniform items can be purchased through R.J. McCarthy, which has many locations, two convenient to the school: 360 Evans Avenue, (416) 593-6900, and 12 Trojan Gate, (416) 593-6900. Parents may telephone regarding hours or other info. Children are expected to be in full uniform from their first day of school. Additionally, each student must always have a pair of running shoes at the school. And, in case of accident, kindergarten students require an extra set of clothing, including underwear and socks.

**Second-Hand Uniforms** - If parents have a second-hand uniform to sell, they are asked to contact the school in by the middle of June in order that we may organize an opportunity for other parents to purchase it.

### **Uniform Accessories**

The following accessories are permitted: studs or small hoop earrings, single chain necklace under shirt, simple barrette or headband in school colours (burgundy, grey, green, white). Any form of make-up, including nail polish, is not allowed.

**Boys' Uniform** - grey dress socks, black leather dress shoes, e.g. penny loafers, oxfords, etc.

Beginning of October to the end of April: white button-down long-sleeved shirt, burgundy crested V-neck sweater, grey pants

September, May, and June (weather permitting): white crested polo shirt, grey walking shorts (pants taken up to just above the knee)

**Girls' Uniform** - burgundy knee socks or leotards, black leather dress shoes, e.g. penny loafers, oxfords, etc.

Beginning of October to the end of April: white button-down long-sleeved shirt, burgundy crested V-neck sweater, grey kilt or grey pants

September, May, and June (weather permitting): white crested polo shirt, grey walking shorts (pants taken up to just above the knee)

### **Additional Uniform Notes**

\* All students can purchase an optional burgundy crested cardigan, but the sweater is mandatory.

\* Girls' kilts must be no shorter than 2" above the knee when the girl kneels.

\* Girls should wear boxer shorts over their underwear if they are wearing a kilt. This will ensure that they are comfortable participating in all school activities.

Grade 7 students should additionally have a crested, black blazer. This is mandatory and must be worn the first week of school, and then from October 15 to April 1. It is optional before and after these dates.

### ***Penalty for Incorrect / Incomplete Uniform:***

Children who wear the incorrect uniform will be provided with three warnings. If parents have ordered uniform items and are awaiting their arrival, this is their opportunity to notify the office that items are on order. In this case, students will be permitted to wear alternate clothing. However, in the case of students who fail to wear their uniform for other reasons, a fourth warning will constitute notification of suspension. On the fourth warning, a student will be suspended for one half-day. Further uniform infractions will lead to additional full-day suspensions.

## **Communicating with Teachers & Members of Administration**

Schools are busy places. If you wish to discuss matters with one or more of your child's teachers, or with one or more members of the school administration, please ensure that you set up an appointment to do so. Of course, our front of the office staff are generally available to assist you with simple issues, but if other staff are required, we ask that parents schedule an appointment rather than dropping by the office or classroom to deal with things, as that time may not be suitable for those you wish to meet with. We ask for your understanding and cooperation with this, even though we recognize that the issues you wish to discuss may be pressing. If this is the case, please let us know, and we will make time for you at our earliest possible opportunity.

Communicating with your child's homeroom teacher is easy using the record book/agenda that will be sent home each day. Preschool and Kindergarten students have reading record booklets. Grades 1 to 8 students have homework books. Space is provided, in these books, for communication between the parent and teacher. We request that parents check the designated area each night for communication from the teacher. Parents are asked to please use this space to communicate with their child's teacher, to request an appointment or to request that the teacher phone the parent during the day. Each homeroom teacher will regularly check this area, and will get back to parents as soon as possible.

# Drop-off & Pick-up Procedure

(see Access to Laurel Academy)

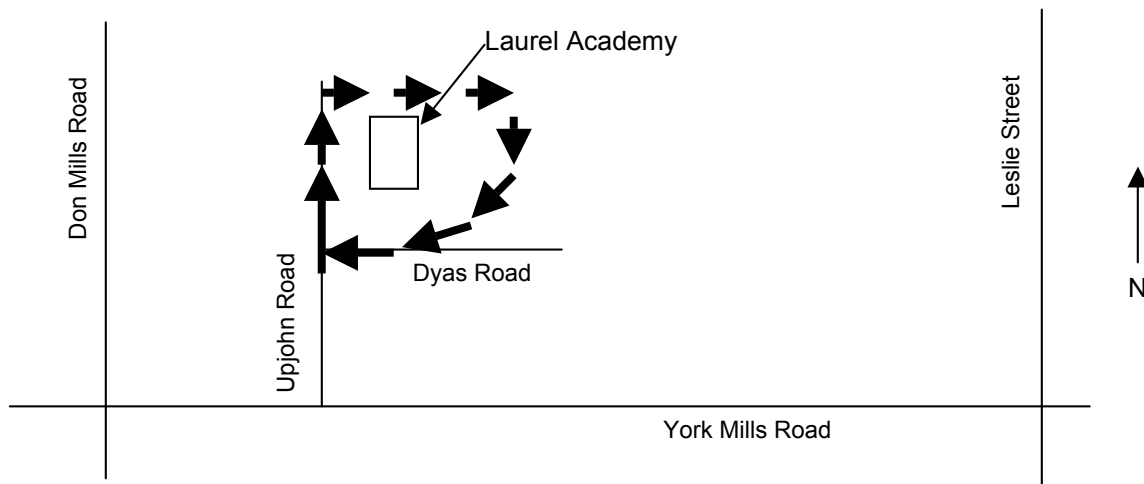
Parents of all Preschoolers and those Kindergartners in their first week at Laurel Academy should pull into the parking area to drop-off and pick-up their children. These children must be escorted to a staff member for drop-off.

The procedures for students in grades one and up and those Kindergartners who have attended Laurel Academy for more than a week varies according to whether the child is being picked-up or dropped-off during peak times (8:45 – 9:00 A.M. for drop-off, and 3:45 to 4:00 P.M. for pick-up):

A one-way driveway from Upjohn Road circles around the back of the building and exits on Dyas Road, which runs perpendicular to Upjohn. This driveway should be used by parents of students in K-8 who are dropping off between 8:45 and 9:00 A.M., and picking up between 3:45 and 4:00 P.M. At all other times, parents will need to pull into the parking lot from Dyas Road for pick-up or drop-off.

Students being picked-up during peak times will be asked to take all personal items including lunch boxes, homework, coats, etc. outside with them. In the event that a student forgets an item indoors, we ask that the child alone enters the school to retrieve the item. In case of inclement weather, when children cannot wait outside from 3:45 until 4:00 P.M. students who are known to be picked up directly after school will wait just inside the student entrance for pick-up.

A morning supervisor will be attending to students arriving and ensuring that they get to class in a timely fashion. Students who arrive after classroom attendance is taken (9:00 A.M.) are considered late.



## Early Drop-Off or Late Pick-Up

Students who are picked up after 6:00 P.M. will be charged a late fee as per the Annual Fee Schedule (AFS). Half-day students who stay for lunch will be charged the lunch fee as per the AFS. Morning students who stay after 1:30 P.M. will be charged the full fee for an afternoon unless other arrangements were made in advance. Afternoon students who arrive before 11:15 A.M., likewise, will be charged for a morning unless advance arrangements were made.

## Emergency Procedures

In the event of an emergency, the school will contact 911 or have a staff member accompany a child to the nearest hospital by taxi.

## Extended Hours Care

Before school, children generally engage in free play (including games, toys, computers) until approximately 8:40, after which the children head off to class. Those students who stay past 3:45 adhere to the following schedule unless they sign-up for an after-school club.

### **After-School Schedule**

3:45 – 4:00	Early-leavers wait in pick-up area; late-leavers stay in their classrooms
4:00 – 4:30	Indoor/outdoor play, depending on the weather
4:30 – 5:15	Kindergarten – Story/Craft/Games/Computers Grades 1+ - Study Hall (homework) – If no homework, join the Kindergarten group.
5:15 – 5:45	Groups join together for free play
5:45 – 6:00	Tidy-up

## Extra-Curricular Clubs / Activities

At the beginning of September, parents will receive a package outlining the various clubs available to the students and a sign-up form. In the past, the students have been able to sign-up for Science Club, Art Club, Tae Kwan Do, Ballet, Sports Club, and many others. Additional instruction (individual lessons) is also available in French and Music, either during school hours or after school. Most extra-curricular activities and lessons require payment of an extra charge to cover additional staffing and material costs.

## Fire Drills

Fire drills will be held throughout the school on a monthly basis.

## Fundraising

Fundraising efforts are generally managed by the school or by a group of parents. Sometimes fundraising events are organized to support specific charities, while others permit the school and its students to benefit from facilities, equipment, and materials they otherwise wouldn't be able to access. Families may work together to help improve the school for their children by participating in fundraising events. Events may include bake sales, pizza and hot dog lunches, annual flower & plant sale, barbecues, etc. All efforts are greatly appreciated by the staff and students of the school. If a parent has a fundraising idea, they are invited to let their child's teacher or the school administration know about it!

## Graduation and Awards Ceremony

Our annual Graduation and Awards Ceremony is held one evening in late June for students in grades one to eight. Kindergartners have their own after-school ceremony in the Kindergarten classroom, also at the end of June.

## Guidance

Parents or guardians of graduating students or those leaving the school for other reasons are welcome to set up an appointment with the Principal to discuss possible suitable schools for their child(ren). Often, schools have special purposes or programs which may suit specific children, and we encourage parents to consult a number of resources in order to choose the school best suited for a student's needs.

# Gym Uniforms

Gym uniforms are to be worn on all gym days. R.J. McCarthy's supplies Laurel Academy embroidered sweatshirts, sweatpants, and T-shirts. Jammers (gym shorts) are not available; however, parents may take up the sweatpants to make shorts, provided that they are not shorter than two inches above the knee when the child is kneeling. Any well-made running shoes may be worn, provided they are non-scuff and properly fit the child's foot.

# Homework

Homework varies with the student's level.

## ***Kindergarten***

The teacher / reading teacher will assign reading review each day. Parents should prepare themselves for this by borrowing a phonic tape from the office. Home practice is an integral part of each student's routine, and parents are asked to show interest in their child's school activities through the reading review recommended by the teacher.

On occasion, Kindergarten students may be given other small assignments for homework. However, homework is not assigned regularly. It is Laurel Academy's policy to recommend, instead, that parents look at their child's in-class work to see what he/she is currently learning in order to extend this through creative activities and discussions at home. Additionally, parents are encouraged to expand their child's knowledge, understanding, and thinking skills through various activities, including playing games such as Memory or Checkers, exploring a child's questions, reading books together, discussing the world around us and how it works, and pursuing any subject or activity which interests the child.

If parents would like advice regarding materials or activities to use at home, they are asked to speak to their child's teacher or to the principal.

## ***Grades 1 to 8***

These students have daily mandatory homework. Teachers generally attempt to coordinate assigned work to meet the following times. Occasionally, however, students may have more or less than the listed amount of homework.

Grade 1 - 20 minutes / night  
Grade 2 - 25 minutes / night  
Grade 3 - 30 minutes / night  
Grade 4 - 40 minutes / night  
Grade 5 - 45 minutes / night  
Grade 6 - 50 minutes / night  
Grade 7 and up - 60 minutes / night

Students who are at school later than 4:30 P.M. may complete homework in "study hall" from 4:30 to 5:15 P.M. While study hall is supervised, staff are not responsible for tutoring students. (If tutoring is needed, parents should contact the administration, as Laurel's staff may be able to provide services at Laurel's standard tutoring fee.)

The accurate completion of assigned homework is the parent's responsibility, even when the homework was completed in study hall. Parents are asked to sign the student's homework book, in order to acknowledge that homework was completed, and to indicate the amount of time spent on homework, before returning it to school the next day.

## Illness

Students who are ill must not be brought to school. If a student becomes ill while at school, the office will attempt to notify his/her parents/guardian. In the event that our attempts are unsuccessful, we will notify the emergency contacts listed on the Student Information form. Ill students must be picked up as soon as possible. The following arrangements will be made for students who miss school due to illness.

### ***Students enrolled in the Preschool classroom***

Parents may elect to get work for home completion for the duration of their child's illness. Parents are asked to speak to their child's teacher if they wish to make such arrangements.

### ***Kindergarten to Grade 8***

Missed work must be completed at home. Parents are asked to contact the school as soon as possible to arrange this.

## Lost & Found

These items are kept in the benches in the hallways for one month. If your child misplaces something, please let his/her teacher know right away so she may try to locate it.

## Lunches and Snacks

Students bring their own lunches and snacks to school. When preparing these, please keep the following guidelines in mind.

- The school has microwave facilities to heat children's lunches; items which require heating must be sent to school in microwavable containers.
- Because we try to encourage healthy eating in all our students, we allow children to have only one sweet in their lunch. Allowable sweets include a pudding, a fruit roll-up, a serving of two cookies, a cupcake, a chocolate chip muffin, and other sugary treats. However, excessively refined and commercialized foods are not allowed. These include items such as Dunkaroos. If a child brings more than one "sweet" or sweets that are not allowed, they will be confiscated.
- "Junk food", e.g. candy, chips and pop should not be sent to school unless the teacher specifically requests such foods on party days. In the event that a child brings such foods to school at other times, his/her teacher will confiscate them and return them to the child at the end of the day so they may be taken home.
- Children's lunches must be environmentally friendly and use plastic, not glass, containers. We ask that parents provide their child with a drink in a thermos, Tupperware cup or plastic bottle.
- Each student must carry a napkin and the required cutlery in his/her lunch.
- Because of the nature and prevalence of nut allergies, which are frequently life-threatening, we require that parents refrain from sending nuts or nut products in their child's lunch. Our staff will confiscate any foods they detect containing nuts or nut products.

Parents are asked to please note that while it is Laurel Academy's policy to encourage children to start by eating the healthier parts of their lunches and snacks, teachers will not encourage or force children to eat more than they naturally want to eat. Except in rare cases, children will eat, uncoerced, the amount of food their body needs (and sometimes more!). This will change according to many variables, including a child's growth rate, growth spurts, health, etc.

The office should be made aware, in writing, of any special food requirements.

## Outdoor Play

Excepting poor weather conditions, our students play outdoors every day. We will not permit students to remain inside for any reason unless we receive a doctor's note specifying health reasons for these arrangements. If a child is too ill to go outside, he/she should stay at home.

## Owner Identification

All of a child's personal belongings, including school supplies, clothing and lunch accessories, should be clearly labelled. While the school is not responsible for lost articles, teachers will attempt to find them and their efforts will almost certainly be more successful if the missing item is owner-identifiable.

## Parking

Parking spaces adjacent to the Students' Entrance are provided for student drop-off and pick-up. In order to reduce the parking problems experienced just before school starts and just after school ends, we ask that parents be as quick as possible when picking up or dropping off child(ren). \* Please see policy regarding "Drop-off Procedure" and "Pick-up Procedure".

## Part-Time Attendance

Students enrolled in the Preschool classroom who attend fewer than five full days per week may not make up days missed due to illness. Days missed due to statutory holidays may, however, be made up when convenient for both parent and teacher.

## P.D. Days

Students may receive child-care on P.D. Days at the school for a nominal charge. Please see the Annual Fee Schedule. Sign-up sheets for care will be posted several weeks before P.D. Days. Parents must sign up for care in advance. In the event that no students are signed up within one week of the P.D. Day, there will be no child-care program for that day.

## Personal Space

Laurel Academy reserves the right to check students' personal spaces, including lockers, cubbies, desks, lunch boxes, and knapsacks in order to ensure that items at school are appropriate.

## Plagiarism

Students are expected to put thoughts and ideas into their own words. They may not directly copy others' words without clearly indicating the words that came from another source and the source of the words, either directly in the text or through footnote and/or bibliography. Copying others' words without such indication is plagiarism. Any case of plagiarism will be dealt with appropriately considering the grade level of the child. It is important for parents to impress upon children the importance of recognizing others' ideas by quoting or giving a footnote.

## Professional/Specialist Referral or Treatment

In the event that a student may require professional consultation for academics and/or behaviour, the principal will speak to his/her parent(s)/guardian to discuss the concern. While a student is under the care of a professional outside the school, we wish to be kept aware of treatment methods and progress, and how Laurel Academy may assist in the treatment, as well as any documentation which may help us understand the child and his/her particular situation.

## Religion/Culture

We seek to teach children to keep an “open mind” to others’ ideas about religion and different cultures. We actively work to ensure that our students are not sheltered from such differences; rather, we prefer to expose them to as much variety as possible, by showing respect for differences, and by demonstrating a non-judgmental attitude toward those whose ideas and traditions are different from our own.

## Retrieving Lost Items

On behalf of parents who have lost uniform, or other, items in the past, and to prevent such losses in the future, we are putting forth this strong request.

Parents are asked to label all of their child’s clothes and personal belongings, including thermoses, containers, lunch boxes, etc. and check the clothing and other items their child brings home at the end of the day to make sure they don’t belong to someone else. This will help to ensure that children do not take items which don’t belong to them, and that children do not leave their own items at school, making them available for someone else to take home in error.

Parents are asked to occasionally recheck those items brought home from school to ensure they don’t belong to another student, and to return any which don’t belong their child.

## School Cheer

We’re the L.A. team -  
You know by our wreath.  
We’ve got brains in our head  
And muscles underneath.

We know we’re good;  
We know we’re the best;  
We know we can do it,  
So put us to the test.

We’re smart; we’re friends;  
We’re strong and fast;  
We’re true; we’re fun;  
And we’re made to last.

We’re the L.A. team.  
You know by our wreath.  
Because Laurel Academy  
Can’t be beat.

## School Events

Each year, there are a number of events which permit student, parent, and staff interaction and participation. These include the Art Show, Music Night, Curriculum Night / Orientation, and Awards Ceremony. These events are generally listed on the Academic Calendar, but some dates may be added throughout the year and listed on newsletters.

## School Hours

The school opens at 7:30 A.M. and closes at 6:00 P.M. Kindergarten morning classes begin at 9:00 A.M. and break for lunch at 11:45 A.M. Afternoon classes begin at 1:00 P.M. and end at 3:45 P.M. Grades 1 to 8 students, all of whom attend full-time, may have slightly different schedules. Each child’s schedule will be provided to parents and students as soon as it is available.

## School News

We request that parents pay very close attention to all letters sent home. Very important, time-sensitive information is transmitted to parents in this way.

## School Photos

School photos will be taken early in the school year. Individual and group shots will be taken. Complete and correct uniforms are mandatory for students in Kindergarten to Grade 8. Crested sweaters, not cardigans, are required.

## School Supplies

There are a number of items that children need at each level. We ask that parents ensure that the listed items are sent to school on the first day, or as soon as possible. Parents are also asked to please ensure that items are clearly labeled, so as to avoid confusion and prevent loss. These items will be required on a continuing basis. **Parents are responsible for replenishing their child's supplies as they are used throughout the school year.**

## ***About the Art Smock***

All students require one art smock. While Preschool & Kindergarten students must bring a plastic art smock with sleeves, students in grades one to eight may bring a long-sleeved, adult-size shirt. It is important, however, for parents to remember that paint soaks through most fabric. While the teachers will do their best to ensure that each child's clothes do not get stained or damaged during activities such as painting, this cannot be guaranteed unless the child wears a smock that completely covers his/her clothing and is made of waterproof or water-repellent materials. It is the parents' responsibility to provide a smock which protects the child and his/her clothing.

## ***Preschool Supplies***

- ❑ Change of clothes should be kept in cubby.
- ❑ Art smock
- ❑ Sheet, blanket and pillow for use during nap time (only for those who stay in the afternoon)
- ❑ Running shoes or outdoor shoes (Students must have a second set of shoes at school for use during recess time.)

## ***Kindergarten Supplies***

- ❑ Change of clothes should be kept in cubby.
- ❑ Art smock
- ❑ Running shoes or outdoor shoes (Students must have a second set of shoes at school for use during recess time.)
- ❑ Plastic reusable water bottle (Please include in lunch box. It will be sent home each day for washing and replenishing.)
- ❑ 1 plastic placemat, clearly labelled

Art supplies (please supply in a shoebox):

- Fiskars scissors (blunt end)
- Box of crayons
- Pack of colouring pencils, all colours
- Paintbrushes number 7 and 14 (round end – for tempera)
- Sketchbook, 9" x 12", 100 pages, 65 lb
- Markers (all colours)
- Glue stick
- Running shoes or outdoor shoes (Students must have a second set of shoes at school for use during recess time.)
- Plastic reusable water bottle (Please include in lunch box. It will be sent home each day for washing and replenishing.)

In addition, each student will be provided with special Handwriting Without Tears lined paper and notebooks; students' accounts will be billed for these items, according to the amount supplied.

## **Grade One Supplies**

- ❑ 1 1" binder containing 100 sheets of blank paper
- ❑ Art smock
- ❑ Pencil box
- ❑ 20 pencils, clearly labeled with the child's name
- ❑ 1 pencil sharpener
- ❑ 10 erasers, clearly labeled with the child's name
- ❑ 1 set of Fiskars scissors (blunt end)
- ❑ 1 set of (at least 12) colouring pencils
- ❑ 1 bottle of white glue
- ❑ 1 glue stick
- ❑ 1 set of washable markers
- ❑ 1 30 cm ruler (non-flexible)
- ❑ 1 box of wax crayons
- ❑ 1 duotang
- ❑ 6 pocket folders
- ❑ hole punch
- ❑ Rand McNally Schoolhouse Beginner's World Atlas
- ❑ Rand McNally Schoolhouse Beginner Geography & Map Activities
- ❑ Running shoes or outdoor shoes (Students must have a second set of shoes at school for use during recess time.)
- ❑ Plastic/metal reusable water bottle (Please include in lunch box. It will be sent home each day for washing and replenishing.)
- ❑ 1 plastic placemat, clearly labelled

**Art kit** (Please send to school in a plastic art box with a handle – e.g. a small toolbox or fishing tackle box would work well) **Make sure all items are clearly labeled.**

- A pair of scissors
- 12 coloured pencils (Laurentian or Crayola brand)
- 1 pack of ten HB pencils with eraser
- 1 pencil sharpener
- 1 pack of 8 non-permanent markers (Crayola)
- 1 set of 8 chalk pastels
- 1 set of 8 oil pastels
- 1 30 cm ruler
- Art gum eraser (brown, cube-shaped)
- 30 cm ruler
- small bottle of white glue
- 2 glue sticks
- Scotch tape
- Tab-style watercolour paint set in a plastic or tin box (8-12 colours)
- 2 Canvas Boards, 9" X 12"
- A pad of tracing paper, 9" X 12"
- 3 paintbrushes # 5, 7, 12 round end, synthetic
- Small metal or plastic palette
- Sketchbook, 9" x 12", 100 sheets, 65 lb

In addition, each student will be provided with special Handwriting Without Tears lined paper and notebooks; students' accounts will be billed for these items, according to the amount supplied.

## **Grade Two Supplies**

- ❑ 1-1" binder containing 100 sheets of blank paper
- ❑ Art smock
- ❑ Pencil box
- ❑ 20 pencils, clearly labeled with the child's name
- ❑ 1 pencil sharpener
- ❑ 10 erasers, clearly labeled with the child's name
- ❑ 1 set of Fiskars scissors (pointed end)
- ❑ 1 set of (at least 12) colouring pencils
- ❑ 1 bottle of white glue
- ❑ 1 glue stick
- ❑ 1 set of washable markers
- ❑ 1 30 cm ruler
- ❑ 1 duotang
- ❑ 6 pocket folders
- ❑ 1 hole punch
- ❑ Rand McNally Schoolhouse Beginner's World Atlas, if you don't have one from last year
- ❑ Rand McNally Schoolhouse Beginner Geography & Map Activities, if you don't have one from last year
- ❑ A First Thesaurus, by Harriet Wittels
- ❑ Running shoes or outdoor shoes (Students must have a second set of shoes at school for use during recess time.)
- ❑ Plastic reusable water bottle (Please include in lunch box. It will be sent home each day for washing and replenishing.)
- ❑ 1 plastic placemat, clearly labelled

**Art kit** (Please send to school in a plastic art box with a handle – e.g. a small toolbox or fishing tackle box would work well) **Make sure all items are clearly labeled.**

- A pair of scissors
- 12 coloured pencils (Laurentian or Crayola brand)
- 1 pack of ten HB pencils with eraser
- 1 pencil sharpener
- 1 pack of 8 non-permanent markers (Crayola)
- 1 set of 8 chalk pastels
- 1 set of 8 oil pastels
- 1 30 cm ruler
- Art gum eraser (brown, cube-shaped)
- 30 cm ruler
- small bottle of white glue
- 2 glue sticks
- Scotch tape
- Tab-style watercolour paint set in a plastic or tin box (8-12 colours)
- 2 Canvas Boards, 9" X 12"
- A pad of tracing paper, 9" X 12"
- 3 paintbrushes # 5, 7, 12 round end, synthetic
- Small metal or plastic palette
- Sketchbook, 9" x 12", 100 sheets, 65 lb

In addition, each student will be provided with special Handwriting Without Tears lined paper and notebooks; students' accounts will be billed for these items, according to the amount supplied.

## **Grade Three Supplies**

- 4-1" binders
- 1 package of 5 tabbed binder dividers
- 100 sheets of blank paper
- 200 sheets of lined paper
- 100 sheets of graph paper
- 6 coil notebooks (80 to 100 pages)
- 1 art smock
- Pencil box
- 20 pencils, clearly labeled with the child's name
- 1 pencil sharpener
- 10 erasers, clearly labeled with the child's name
- 1 set of Fiskars scissors (pointed end)
- 1 set of (at least 12) colouring pencils
- 1 bottle of white glue
- 1 glue stick
- 1 set of washable markers
- 1 30 cm ruler
- 1 duotang
- 6 pocket folders
- 1 hole punch
- Rand McNally Schoolhouse Intermediate Geography and Map Activities
- Rand McNally Schoolhouse Intermediate World Atlas
- DK Merriam Webster Children's Dictionary
- A First Thesaurus, by Harriet Wittels, if you didn't purchase one last year
- Running shoes or outdoor shoes (Students must have a second set of shoes at school for use during recess time.)
- Plastic reusable water bottle (Please include in lunch box. It will be sent home each day for washing and replenishing.)
- 1 plastic placemat, clearly labelled

**Art kit** (Please send to school in a plastic art box with a handle – e.g. a small toolbox or fishing tackle box would work well) **Make sure all items are clearly labeled.**

- A pair of scissors
- 12 coloured pencils (Laurentian or Crayola brand)
- 1 pack of ten HB pencils with eraser
- 1 pencil sharpener
- 1 pack of 8 non-permanent markers (Crayola)
- 1 set of 8 chalk pastels
- 1 set of 8 oil pastels
- 1 30 cm ruler
- Art gum eraser (brown, cube-shaped)
- 30 cm ruler
- small bottle of white glue
- 2 glue sticks
- Scotch tape
- Tab-style watercolour paint set in a plastic or tin box (8-12 colours)
- 2 Canvas Boards, 9" X 12"
- A pad of tracing paper, 9" X 12"
- 3 paintbrushes # 5, 7, 12 round end, synthetic
- Small metal or plastic palette
- Sketchbook, 9" x 12", 100 sheets, 65 lb

## Grade Four Supplies

- 4-1" binders
- 100 sheets of blank paper
- 200 sheets of lined paper
- 100 sheets of graph paper
- 2 – 100 page Hilroy coil notebooks
- 1 package of binder dividers (5 tabs)
- 1 art smock
- Pencil box
- 20 pencils, clearly labeled with the child's name
- 1 pencil sharpener
- 10 erasers, clearly labeled with the child's name
- 1 set of Fiskars scissors (pointed end)
- 1 set of (at least 12) colouring pencils
- 1 bottle of white glue
- 1 glue stick
- 1 set of washable markers
- 1 30 cm ruler (non-flexible)
- 4 blue or black Erasermate pens and 2 red pens
- 1 solar-powered calculator
- 1 geometry set
- 8 duotangs, assorted colours (*not* folders)
- 6 pocket folders
- 1 hole punch
- Rand McNally Schoolhouse Intermediate Geography and Map Activities, if you didn't buy one last year
- Rand McNally Schoolhouse Intermediate World Atlas, if you didn't buy one last year
- DK Merriam Webster Children's Dictionary, if you didn't buy one last year
- Scholastic Rhyming Dictionary, by Sue Young
- The Clear and Simple Thesaurus Dictionary, by Harriet Wittels
- Running shoes or outdoor shoes (Students must have a second set of shoes at school for use during recess time.)
- Plastic reusable water bottle (Please include in lunch box. It will be sent home each day for washing and replenishing.)
- The Scholastic Dictionary of Spelling, optional
- Scholastic Dictionary of Idioms, optional
- 1 plastic placemat, clearly labelled

**Art kit** (Please send to school in a plastic art box with a handle – e.g. a small toolbox or fishing tackle box would work well) **Make sure all items are clearly labeled.**

- A pair of scissors
- 12 coloured pencils (Laurentian or Crayola brand)
- 1 pack of ten HB pencils with eraser
- 1 pencil sharpener
- 1 pack of 8 non-permanent markers (Crayola)
- 1 set of 8 chalk pastels
- 1 set of 8 oil pastels
- 1 30 cm ruler
- Art gum eraser (brown, cube-shaped)
- 30 cm ruler
- small bottle of white glue
- 2 glue sticks
- Scotch tape
- Tab-style watercolour paint set in a plastic or tin box (8-12 colours)
- 2 Canvas Boards, 9" X 12"
- A pad of tracing paper, 9" X 12"
- 3 paintbrushes # 5, 7, 12 round end, synthetic
- Small metal or plastic palette
- Sketchbook, 9" x 12", 100 sheets, 65 lb

## Grade Five Supplies

- 4-1" binders
- 100 sheets of blank paper
- 500 sheets of lined paper
- 100 sheets of graph paper
- 1 package of binder dividers (5 tabs)
- 1 art smock
- Pencil box
- 20 pencils, clearly labeled with the child's name
- 1 pencil sharpener
- 10 erasers, clearly labeled with the child's name
- 1 set of Fiskars scissors (pointed end)
- 1 set of (at least 12) colouring pencils
- 1 bottle of white glue
- 1 glue stick
- 1 set of washable markers
- 1 30 cm ruler (non-flexible)
- 4 blue or black Erasermate pens and 2 red Erasermate pens
- 1 solar-powered calculator
- 1 geometry set
- 18 Hilroy Exercise Books (lined, regular page size)
- 8 duotangs, assorted colours (*not* folders)
- 6 pocket folders
- 1 hole punch
- Rand McNally Schoolhouse Intermediate Geography and Map Activities, if you didn't buy one already
- Rand McNally Schoolhouse Intermediate World Atlas, if you didn't buy one already
- DK Merriam Webster Children's Dictionary, if you didn't buy one last year
- The Clear and Simple Thesaurus Dictionary, by Harriet Wittels, if you didn't buy one last year
- Running shoes or outdoor shoes (Students must have a second set of shoes at school for use during recess time.)
- Plastic reusable water bottle (Please include in lunch box. It will be sent home each day for washing and replenishing.)
- Scholastic Dictionary of Idioms, by Marvin Terban, optional
- The Scholastic Dictionary of Spelling, by Marvin Terban, optional
- 1 plastic placemat, clearly labelled

**Art kit** (Please send to school in a plastic art box with a handle – e.g. a small toolbox or fishing tackle box would work well) **Make sure all items are clearly labeled.**

- A pair of scissors
- 12 coloured pencils (Laurentian or Crayola brand)
- 1 pack of ten HB pencils with eraser
- 1 pencil sharpener
- 1 pack of 8 non-permanent markers (Crayola)
- 1 set of 8 chalk pastels
- 1 set of 8 oil pastels
- 1 30 cm ruler
- Art gum eraser (brown, cube-shaped)
- 30 cm ruler
- small bottle of white glue
- 2 glue sticks
- Scotch tape
- Tab-style watercolour paint set in a plastic or tin box (8-12 colours)
- 2 Canvas Boards, 9" X 12"
- A pad of tracing paper, 9" X 12"
- 3 paintbrushes # 5, 7, 12 round end, synthetic
- Small metal or plastic palette
- Sketchbook, 9" x 12", 100 sheets, 65 lb

## **Grade Six Supplies**

- 4 – 1” binders
- 100 sheets of blank paper
- 750 sheets of lined paper
- 200 sheets of graph paper
- Hilroy coil notebook with graph paper (for math & science), 200 pages minimum
- 1 package of binder dividers (5 tabs)
- 1 art smock
- Pencil box
- 20 pencils, clearly labeled with the child’s name
- 1 pencil sharpener
- 10 erasers, clearly labeled with the child’s name
- 1 set of Fiskars scissors (pointed end)
- 1 set of (at least 12) colouring pencils
- 1 bottle of white glue
- 1 glue stick
- 1 set of washable markers
- 1 30 cm ruler
- 4 blue or black Erasermate pens and 2 red Erasermate pens
- 1 solar-powered calculator
- 1 geometry set
- 5 duotangs, assorted colours (*not* folders)
- 6 pocket folders
- 1 hole punch
- The Kingfisher Student Atlas, by Philip Wilkinson
- Macmillan Dictionary for Students
- The Clear and Simple Thesaurus Dictionary, by Harriet Wittels, if you didn’t buy one already
- Running shoes or outdoor shoes (Students must have a second set of shoes at school for use during recess time.)
- Plastic reusable water bottle (Please include in lunch box. It will be sent home each day for washing and replenishing.)
- The Scholastic Dictionary of Spelling, by Marvin Terban, optional
- Scholastic Dictionary of Idioms, by Marvin Terban, optional
- 1 plastic placemat, clearly labelled

**Art kit** (Please send to school in a plastic art box with a handle – e.g. a small toolbox or fishing tackle box would work well) **Make sure all items are clearly labeled.**

- A pair of scissors
- 12 coloured pencils (Laurentian or Crayola brand)
- 1 pack of ten HB pencils with eraser
- 1 pencil sharpener
- 1 pack of 8 non-permanent markers (Crayola)
- 1 set of 8 chalk pastels
- 1 set of 8 oil pastels
- 1 30 cm ruler
- Art gum eraser (brown, cube-shaped)
- 30 cm ruler
- small bottle of white glue
- 2 glue sticks
- Scotch tape
- Tab-style watercolour paint set in a plastic or tin box (8-12 colours)
- 2 Canvas Boards, 9" X 12"
- A pad of tracing paper, 9" X 12"
- 3 paintbrushes # 5, 7, 12 round end, synthetic
- Small metal or plastic palette
- Sketchbook, 9" x 12", 100 sheets, 65 lb

## Grade Seven Supplies

- 4 – 1” binders
- 100 sheets of blank paper
- 1000 sheets of lined paper
- 200 sheets of graph paper
- Hilroy coil notebook with graph paper (for math & science), 200 pages minimum
- 1 package of binder dividers (5 tabs)
- 1 art smock
- Pencil box
- 20 pencils, clearly labeled with the child’s name
- 1 pencil sharpener
- 10 erasers, clearly labeled with the child’s name
- 1 set of Fiskars scissors (pointed end)
- 1 set of (at least 12) colouring pencils
- 1 bottle of white glue
- 1 glue stick
- 1 set of washable markers
- 1 30 cm ruler
- 4 blue or black Erasermate pens and 2 red Erasermate pens
- 1 solar-powered scientific calculator
- 1 geometry set
- 5 duotangs, assorted colours (*not* folders)
- 6 pocket folders
- 1 hole punch
- The Kingfisher Student Atlas, by Philip Wilkinson
- Macmillan Dictionary for Students
- The Clear and Simple Thesaurus Dictionary, by Harriet Wittels, if you didn’t buy one already
- Running shoes or outdoor shoes (Students must have a second set of shoes at school for use during recess time.)
- Plastic reusable water bottle (Please include in lunch box. It will be sent home each day for washing and replenishing.)
- The Scholastic Dictionary of Spelling, by Marvin Terban, optional
- Scholastic Dictionary of Idioms, by Marvin Terban, optional
- 1 plastic placemat, clearly labelled

**Art kit** (Please send to school in a plastic art box with a handle – e.g. a small toolbox or fishing tackle box would work well) **Make sure all items are clearly labeled.**

- A pair of scissors
- 12 coloured pencils (Laurentian or Crayola brand)
- 1 pack of ten HB pencils with eraser
- 1 pencil sharpener
- 1 pack of 8 non-permanent markers (Crayola)
- 1 set of 8 chalk pastels
- 1 set of 8 oil pastels
- 1 30 cm ruler
- Art gum eraser (brown, cube-shaped)
- 30 cm ruler
- small bottle of white glue
- 2 glue sticks
- Scotch tape
- Tab-style watercolour paint set in a plastic or tin box (8-12 colours)
- 2 Canvas Boards, 9" X 12"
- A pad of tracing paper, 9" X 12"
- 3 paintbrushes # 5, 7, 12 round end, synthetic
- Small metal or plastic palette
- Sketchbook, 9" x 12", 100 sheets, 65 lb

## School Trips

School trips are selected for educational value. Laurel Academy does not provide child-care for students who do not attend a school trip. If parents do not want their child to attend one or more of the scheduled trips, they are asked to please keep him/her home from school for the duration of the trip.

## Snacks

All children in Preschool and Kindergarten have time for a mid-morning & mid-afternoon snack. Students in grade one and up have time for a mid-morning or mid-afternoon snack only, depending on their classroom schedule. Snacks should conform to the guidelines outlined in the "Lunches & Snacks" section.

## Standards

Because our students come from a variety of academic backgrounds - some having attended Laurel Academy since preschool, others entering in the primary grades - we base the standard of evaluation for each student on their actual academic level, with some consideration given to factors such as their position relative to the publicly funded system's expectations for students of the same age, the individual student's academic background, academic improvement, and rate of progress, among other things.

We aim to provide each student with the type of instruction that will allow him/her to reach his/her academic potential. And, because our concept of "potential" surpasses the expectations held for students within the publicly-funded school system, all of our students, except recent entrants or students with special academic needs, will be working significantly above grade level in all core academic subjects.

## Student Records

Each of our students has a file in which we keep all forms returned to school at the time of registration, report cards, and any other pertinent information. It is the responsibility of the parent(s)/guardian to keep our files up-to-date by informing us of any changes immediately.

## Student Reports

Students in Preschool and Kindergarten receive two formal reports each academic year, one at the end of the first term, the second at the end of June. Students in grades one and up receive formal report cards three times a year, at the end of each term, in addition to an interim progress report after the first month of school. The purpose of this report is to provide an early opportunity to address concerns we may have with regards to a child's academic level, progress, effort, and behaviour.

## Television

We keep television viewing at school to a minimum and only use the television as a teaching resource when a concept or idea being taught can be effectively reinforced through taped programming. On some occasions, however, in the after-school child care program, the children will watch recommended, age-appropriate, educational children's programming or highly acclaimed films.

In the interest of the development of children's creativity and curiosity, we discourage our students from watching too much television at home. Children will develop and pursue personal interests and talents only when given the opportunity and time to do so, and when their attention is not captivated by something as powerful as television.

## Toys

Toys should not be brought to school except when the teacher requests them. However, action heroes or toy weapons are NEVER allowed at school. Parents are asked to please make sure that their child does not bring such toys to school. Unsolicited or inappropriate toys will be confiscated.

## Transportation

Parents who have difficulty transporting their children to and/or from school should contact the office. A member of Laurel Academy's administrative staff may be able to refer parents to a number of private companies or individuals who may be able to provide this service at a cost. A referral does not, however, constitute a recommendation. The school is not responsible for parents' transportation arrangements and for loss or injury resulting from any such arrangements. Additionally, the school does not permit the practice of a student and/or his/her parent/guardian being transported by a staff member in the staff member's vehicle. In the event that this occurs, the school is not responsible for loss or injury resulting from this.

## Tutoring

Tutoring is available at the school during or after-school hours. Tutoring fees for students of the school will be 90% of our standard rate.

## Updating Records

It is the responsibility of the parent/guardian to ensure that school records are updated immediately as needed. All changes in information regarding addresses, phone numbers, people authorized to pick-up the child, health conditions, etc. must be passed on to Laurel Academy administrative staff in writing. The school cannot be held responsible for errors due to lack of information.

## Use of Public Transportation

Students who use public transportation to get home must have written permission from their parent/guardian in order to do so. Parents/guardians are asked to hand in a letter to be maintained in the student file authorizing the student to use public transport prior to their first time doing so. The school expects that students who take public transit have received clear guidance from their parent/guardian regarding personal safety, location of bus stops, and fares and routes prior to their taking public transit. Parents/guardians are advised to accompany the student on the route until the child is comfortable.

## Use of Technology

Students may not use computers at home to facilitate the completion of projects or other assignments unless permission has been granted by the teacher to do so. In this case, the student is expected to have done the work him/herself. In all other cases, work to be graded must be handed in in the student's own handwriting. All illustrations, charts, etc. must be hand-created by the student unless otherwise prescribed by the teacher.

## Visiting the School/Communicating with Your Child

Parents who drop by the school to pick up students early for appointments, etc. or who need to drop something off for the student, for example, a lunch or snack, are asked to report to the office. In this way, we can ensure that students and classes are not interrupted.

Messages from parents may be communicated to students only in an emergency. Parents are asked to please communicate to their child prior to his/her arrival at school in order to avoid trying to do so through the school day.

## Withdrawal from School

Laurel Academy reserves the right to request parents to withdraw their children from the school for any reason, at any time, without notice. In such cases, Laurel Academy will prorate fees and refund any amounts owing for tuition fees (any material fees are non-refundable).

Parents who wish to withdraw their children will be penalized according to the annual fee schedule.

Revised Sept. 12, 2008