



TOWN CENTRE PRIVATE SCHOOLS®



**IB World
School**

Elementary Handbook

July 2024



Contents

INTRODUCTION.....	1
TOWN CENTRE’S MISSION STATEMENT.....	1
SHARED EXPECTATIONS OF THE TCPS COMMUNITY.....	1
ATTENDANCE.....	1
TCPS APP.....	1
ABSENCES AND LATE ARRIVALS.....	2
INCLEMENT WEATHER.....	2
PARKING.....	2
COMMUNICATION AND CONCERNS.....	2
CUSTODY AND ACCESS.....	3
IB LEARNER PROFILE.....	4
FIELD TRIPS AND IN SCHOOL PRESENTATIONS.....	5
SPORTS ACTIVITIES, COMPETITIVE ATHLETIC TEAMS, INTRAMURALS AND RECREATIONAL ACTIVITIES.....	5
PARENT / GUARDIAN BEHAVIOUR POLICY.....	6
DISPUTE RESOLUTION.....	7
EXPECTATIONS FOR CONDUCT.....	7
CODE OF CONDUCT: CULTURE OF RESPONSIBILITY.....	7
BULLYING.....	10
CONSEQUENCES FOR CODE OF CONDUCT VIOLATIONS.....	10
RELIGIOUS ACCOMMODATION.....	11
ACADEMIC INTEGRITY.....	11
ACADEMIC RESPONSIBILITY.....	11
COMPLETING ASSIGNMENTS AND PROJECTS.....	13
TESTS AND QUIZZES.....	14
HONOUR ROLL AND PRINCIPAL’S LIST.....	14
REPORTING STUDENT ACHIEVEMENT.....	14
PARENT TEACHER INTERVIEWS.....	15
ACADEMIC DISHONESTY.....	15
INTERNET USAGE AND PERSONAL COMPUTING POLICY.....	17

PHOTOGRAPHS AND VIDEO RECORDING..... 21

STUDENT LIFE AND SAFETY 21

RE-REGISTRATION..... 27

TAX RECEIPTS 28

SCHOOL PRIVACY POLICY 28

SCHOOL EMERGENCY PLANS AND HOLD AND SECURE DRILLS 28

CONCLUSION..... 29



Town Centre Private Schools

Elementary Handbook

Page 1

INTRODUCTION

We wish to extend a very warm welcome to our students, parents and guardians at Town Centre Private Schools (the “School”). In order to ensure that you and your children have a safe and successful school year, we have prepared this Elementary Handbook which we ask that you keep and read carefully.

TOWN CENTRE’S MISSION STATEMENT

We at Town Centre Private Schools believe in developing the whole child. We engage our students through sound educational, social, and behavioural approaches to help our students grow into independent learners with the requisite skills to be active and lifelong participants in academics, athletics, and the arts within their own communities, and in the greater world around them.

SHARED EXPECTATIONS OF THE TCPS COMMUNITY

- We always strive for academic excellence.
- We always observe the school rules and routines.
- We respect our parents, teachers, and each other.
- We care about the feelings and belongings of others.
- We always keep our school neat and clean.
- We are friendly, polite and use appropriate language.
- We are open-minded and appreciate new people, new ideas and new experiences.
- We will do our class work and homework to the best of our ability.
- We are responsible for our actions.
- We adhere to the policies outlined in this document.

ATTENDANCE

Full attendance at school is necessary for student success. Proper knowledge of the subject area cannot be achieved if students miss a substantial amount of class time. The School’s calendar reflects required class time and structured vacation time. Parents and guardians are given a schedule of school activities and are expected to plan family vacations around that schedule. School time missed for family vacations will likely have a negative impact on the student’s final marks.

TCPS APP

The School has an App that is used as a main source of communication to parents and guardians. The App has numerous features to help keep parents informed as to what is happening at the school. Messages will be saved on the App to allow parents to review them as needed. You may expect to get information regarding school closures, news bulletins and other general information regarding the school



Town Centre Private Schools

Elementary Handbook

Page 2

ABSENCES AND LATE ARRIVALS

Regular attendance is expected both at school and in all classes. Parents or guardians are asked to phone the school before 9:00 a.m. if the child is going to be absent or arriving late.

It is our intention to give the students a sense of order and punctuality. School starts promptly at 9:00 a.m. and ends at 3:30 p.m. Students are expected to arrive on time for all classes. Anyone arriving after 9:05 a.m. will be considered late and should report to the Main Office to obtain a late slip. The late slip should be presented to the class teacher who will record the information for attendance records.

Students arriving late inadvertently interrupt the learning process for others. Late arrivals miss out on the excitement generated by the introduction of new topics and materials presented by their teacher. The students also miss detailed instruction and discussions and as a result, produces work at a less satisfactory level. Teaching students at a young age to be punctual is one of the most important lessons we can teach them. Parents who have pre-arranged an absence or appointment should provide a note from the necessary professional, e.g. doctor's note. Please note that students who are late because of a medical or other professional appointment will still require a late slip.

INCLEMENT WEATHER

The Schools' policy is to attempt to remain open regardless of the weather conditions. However, there may be instances when the School will close due to weather for the safety of the students and staff. Parents are encouraged to use their best judgement to determine whether or not they are comfortable driving to and from school and should note that students will not be penalized for missing school due to inclement weather that affects driving.

In case of severe weather, the School will send school-wide announcements via the TCPS App and will contact CP24 and City Pulse News with any information regarding closures. There will also be an updated message posted on the school website, social media feeds and the voicemail system. Messages will be posted by 6:00 a.m. If there has been no announcement regarding a school closure, then it will be a regular school day.

PARKING

Parents and guardians are asked to park their cars while dropping off and picking up students. Please be extremely cautious while driving in the parking lot and drive slowly. Parking in the main thoroughway or in front of any doors is prohibited. Accessibility parking spaces are for those vehicles with a valid permit. Cars should not be stopped or left in front of the school. Please obey all signs in the parking lot.

The parking lot is very busy from 8:30 to 9:00 a.m. It is suggested that parents and guardians come earlier to school. Parents and guardians must park their car and escort their child into the building. Only older elementary students may be dropped off at a doorway to make their own way into the school. Students must proceed directly to their designated classrooms.



Town Centre Private Schools

Elementary Handbook

Page 3

COMMUNICATION AND CONCERNS

If you have any concerns or questions, please call the numbers listed below. Questions of a financial nature should be directed to our **HEAD OFFICE (905) 470-1200**.

To contact your child's Vice-Principal or teacher, please call:

Head Office, Main Campus:

Tel. (905) 470-1200

Fax (905) 470-0184

Amarillo Campus:

Tel. (905) 474-3434

Fax (905) 474-3113

To email a Vice-Principal or Principal please contact:

Rocco Lamanna, Principal

Lorissa Gaber, Vice-Principal

Rita Thadani, Vice-Principal

Dennis Vanderlugt, Vice-Principal

Dona Icyan, Assistant Vice-Principal

rocco.lamanna@tcmps.com

lorissa.gaber@tcmps.com

rita.thadani@tcmps.com

dennis.vanderlugt@tcmps.com

dona.icayan@tcmps.com

CUSTODY AND ACCESS

The School will ensure the safety of students and will support the documented decision of the courts in matters relating to custody and access. Both parents are to be provided direct access to information from the School regarding their child's education, health, and welfare such as school notices, school assessment and evaluation information. The access rights of a parent, regardless of whether or not the child lives with that parent, are varied or denied **only** by written signed Separation Agreement or Court Order.

Parents will, at the time of registration, provide the School with any court decisions related to custody and access.

The School will provide options for parent teacher interviews, if allowed by the court order in place; however, only the custodial parent will receive communications regarding registration, trips or contact in the case of emergency or illness.

Any custody issues must be directed to the Principal. In turn, the Principal will ensure that procedures are established to provide appropriate staff with explicit instructions for communication, access, etc. Any changes to custody or access must be reported immediately to the School.

Should there be disagreements regarding access either physical or information, the School's decision will be based upon the provisions of the most recent signed Agreement or Court Order in the student's file. The School will not mediate custody issues or disputes between parents.



IB LEARNER PROFILE

As an IB World School we strive to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

IB learners strive to be:

- | | |
|----------------------|--|
| Inquirers | They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning, and this love of learning will be sustained throughout their lives. |
| Knowledgeable | They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines. |
| Thinkers | They use critical and creative thinking skills to analyze and take responsible action on complex problems. They exercise initiative in making reasoned, ethical decisions. |
| Communicators | They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others. |
| Principled | They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them. |
| Open Minded | They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view and are willing to grow from the experience. |
| Caring | They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment. |
| Risk Takers | They approach unfamiliar situations and uncertainty with courage and forethought and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs. |
| Balanced | They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others. |
| Reflective | They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development. |



FIELD TRIPS AND IN SCHOOL PRESENTATIONS

TCPS encourages students to participate in the many field trips and in-school presentation programs. These trips or presentations are considered part of the school curriculum and for pre-school and elementary are scheduled approximately once a month. High School students have field trips less frequently. Students in Toddler and Pre-Casa classes will not leave the School property for field trips, rather, they will attend in-school events. Students from Casa to Grade 12 will participate in either off site field trips or in-school presentations.

Details for each of these events will be communicated to parents / guardians in a timely manner. Trip or event information will include date, time, transportation (if any), the activities students will participate in and associated risks for the event.

For students to be able to participate, parents will be required to sign a permission form that will include a Waiver and Indemnity Agreement in favour of the School. These trips are voluntary and conditional on the execution of the trip's Waiver and Indemnity Agreement. If parents do not wish to execute the permission form and the Waiver and Indemnity Agreement, then the student will not be able to attend the trip and parents will be required to make other supervision arrangements for that day. As trips and school presentations are reserved and paid in advance, there will be no refund should a student miss or be unable to attend a trip for any reason whatsoever. Should an unforeseen scheduling issue occur, the School will re-schedule the event for the students.

SPORTS ACTIVITIES, COMPETITIVE ATHLETIC TEAMS, INTRAMURALS AND RECREATIONAL ACTIVITIES

Throughout the school year, students will have opportunities to participate in various activities that involve physical activity. Some of these activities are part of the school calendar such as special event days, intramural games or the Terry Fox Run.

Parents and Guardians will receive information regarding these activities and will be required to execute permission forms and a Waiver and Indemnity Agreement. For students to participate in these activities, executed permission forms and Waiver and Indemnity Agreement in favour of the School are required. If the activity is part of the school calendar, and parents or guardians do not wish their child to participate, they must clearly communicate to the school that their child will not be participating.

Competitive Sports

The School also is a member of the Small Schools Athletic Federation (SSAF) and this provides students from Grades 4 to Grade 12 to try out and participate in a competitive sports program. For students who will be participating in the SSAF sports program, parents and guardians must be aware that School varsity athletic teams are members of a competitive league, and the events are oriented towards developing student athletes and also aimed at achieving championship banners. Coaches cannot guarantee consistent fair playing time for all athletes and the Student's involvement will be left to the coaches' discretion.

Students who make the team will be required to attend all practices and tournaments. Failure to be present at all practices and games may result in their dismissal from the Athletic Activities. Students will be travelling by bus or taxi, on occasion, to tournaments and as a result, they may be leaving school as early as 7:00 a.m. and arriving back at school by approximately 6:30 p.m. Students will be responsible for completing any homework and or any missed work from their class teacher due to game participation.

In competitive sports a mandatory participation fee is required, and payment is mandatory where requested.

Failure to make payment for the participation fee by the deadline may result in the Student being suspended from the athletic activities. Payment deadlines are indicated on the team memo.



Town Centre Private Schools

Elementary Handbook

Page 6

PARENT / GUARDIAN BEHAVIOUR POLICY

TCPS believes that all members of the School community should treat each other with courtesy, respect and tolerance in keeping with the Code of Conduct that we have established for the students. Staff, parents and children are entitled to a safe and nurturing environment in which to grow as a community.

It is expected:

- That adults set a good example to children, showing them how to get along with all members of the School and the wider community.
- That abusive or insulting language, verbal or written, physical attacks and threatening behaviour towards any staff, other parents or any other member of the School community will not be tolerated.

Examples of behaviour that are not in keeping with our Code of Conduct include, but are not limited to:

- Disruptive behaviour which interferes or potentially interferes with the operation of a classroom, office or other area of School grounds;
- Loud or offensive language, swearing, cursing or displaying temper;
- Speaking in an aggressive/threatening tone or being physically intimidating e.g. standing very close, shaking or holding a fist towards another person;
- The use of physical aggression towards another adult or child. This includes physically punishing your own child on School premises;
- Inappropriate posting on Social Networking sites or sending abusive or threatening emails, text/voicemail/phone messages or other written communication;
- Defamatory, offensive or derogatory comments regarding the School or any of the students/parents/staff at the School made on social media sites or in other public venues;
- Gossiping amongst parents about students, staff or other parents is particularly divisive.
- Damaging or destroying School property;
- Smoking, or consuming alcohol or drugs on School property or School events;

All students, families, staff and volunteers at TCPS should have and use the established means of expressing frustration and disagreement in our Dispute Resolution policy.

TCPS believes that a positive and constructive working relationship between the School and the parent community is essential. Therefore, TCPS reserves the right not to re-enrol a student, or serve notice that a parent/guardian is not allowed to enter the School premises if the School reasonably concludes that the actions of a parent/guardian make a positive and constructive relationship impossible or otherwise seriously interferes with TCPS's accomplishment of its educational purposes.

The School reserves the right to take any necessary legal actions to ensure that the members of the School community feel safe. Unacceptable behaviour may result in the school contacting the appropriate authorities and, if necessary, banning the offending adult from entering the School grounds – these actions are defensible under both the Education Act and the Ontario Human Rights Code.



Town Centre Private Schools

Elementary Handbook

Page 7

DISPUTE RESOLUTION

Any individual wishing to raise a concern or express dissatisfaction should discuss the matter first with the person most directly responsible for or capable of resolution.

- for concerns regarding a student or classroom, the teacher would be most appropriate;
- for concerns regarding teachers or other staff, or other families, a Vice-Principal or Principal would be most appropriate;
- for concerns regarding a Vice-Principal, Principal or School policies, will be referred to the Director.

Concerns will be investigated and concerned parties will be contacted directly to address the situation.

EXPECTATIONS FOR CONDUCT

The Code of Conduct outlines the School's expectations for students. We encourage the development of respect, responsibility, honesty, empathy, fairness, initiative, perseverance and courage. The administration and teachers at TCPS are committed to fostering these characteristics and personality traits in all students who attend our school. To this end and to maintain a safe environment conducive to learning, we have established the following rules and guidelines for our student body.

CODE OF CONDUCT: CULTURE OF RESPONSIBILITY

We all have a responsibility to help promote a positive learning environment where all members of the school community can feel safe, comfortable and accepted. The Code of Conduct applies to students, staff, parents and volunteers whether they are on school property, on school buses, at school related events or activities or in other circumstances that could have an impact on the school climate. The purpose of the Code of Conduct is as follows:

- To ensure that all members of the school community are treated with respect and dignity.
- To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community.
- To maintain an environment where conflicts and differences can be addressed in a manner characterized by respect and civility.
- To encourage the use of non-violent means to resolve conflict.
- To promote the safety of people in the schools.
- To discourage the use of alcohol and illegal drugs.
- To prevent bullying in the schools.

General Standards of Behaviour

All members of the school community must:

- Respect and comply with all applicable federal, provincial and municipal laws.
- Demonstrate honesty and integrity.
- Respect differences in people, their ideas, and their opinions.
- Treat one another with dignity and respect at all times, and especially when there is a disagreement.
- Respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability.
- Respect the rights of others.
- Show proper care and regard for school property and the property of others.
- Take appropriate measures to help those in need.
- Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully.



- Respect all members of the school community.
- Respect the need of others to work in an environment that is conducive to learning and teaching.
- Not swear at a teacher or another person in a position of authority.

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour.

Students are expected to:

- Accept responsibility for full, daily attendance in class, and engagement in the educational process.
- Come to school prepared, in full uniform, on time and ready to learn. Complete their work on time and seek extra help where needed.
- Prioritize their activities in such a way that academic success and co-curricular involvement can be well integrated.
- Always observe school rules and routines.
- Respect parents, guardians, teachers and each other.
- Care about the feelings and belongings of others.
- Always keep the school neat and clean.
- Be friendly, polite and use appropriate language.
- Be open-minded and appreciate new people, new ideas and new experiences.
- Do class work and homework to the best of his or her ability.
- Be responsible for his or her actions at all times.

Under the leadership of their principals, teachers and other school staff, maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour.

Administration, staff and teachers are expected to:

- Make the expectations of students clear at the beginning of the year and follow them through consistently.
- Work with their colleagues to ensure the success of all of the students.
- Empower students to be positive leaders in their classroom, school and community.
- Maintain consistent standards of behaviour for all students.
- Demonstrate respect for all students, staff, parents, volunteers and other members of the school community.
- Confer directly with parents and students and other stakeholders to promote academic achievement and social emotional learning.

Parents play an important role in the education of their children and can support the efforts of school staff in maintaining a safe and inclusive, accepting and respectful learning environment for all students.

Parents are expected to:

- Ensure their child's daily presence in all classroom and related experiences, recognizing that frequent absences and persistent lates are detrimental to the academic success.
- Help their child to be in full uniform and prepared for school.
- Report their child's absences or late arrival to the school.
- Help their child to prioritize their academic requirements and activities and emphasize the importance of respect and good citizenship.
- Communicate directly with faculty to build a partnership that will support child's learning.



Town Centre Private Schools

Elementary Handbook

Page 9

- Support the school in implementing Code of Conduct by reinforcing its principles with consistent messages at home.
- Follow school policies with regards to anti-bullying, safety issues, trip consent forms, medications and reducing the risk for those students who have anaphylactic allergies by sending a list of ingredients with all food brought to the classroom for special occasions.
- Sign student agenda and/or communicate with teachers directly daily or frequently.

Aggressive Behaviour

The School has a strict policy against aggressive and violent behaviour amongst its student body. Students may not engage in verbal, including swearing and profane language, mental or physical abuse or bullying against another person. Shouting, excessive noise, roughhousing, pushing and shoving is behaviour that is not acceptable and as such will result in sanctions.

Any form of harassment or bullying, physical, verbal or emotional, whether in person or through various forms of electronic communication is absolutely forbidden and can result in severe consequences including suspension and or expulsion. Of special note are problems today associated with cyberbullying. Students should be aware that any communication they post on a public forum are statements for which they will be held responsible. Anything posted on the internet is permanent.

Improper Language

All students and faculty deserve the utmost respect; therefore, any improper language such as rude, profane, racial or anti LGBTQ comments is strictly forbidden and can be subject to disciplinary actions as warranted by the situation.

Controlled Substances

Students face expulsion from the School for using, possessing or trafficking drugs, alcohol or other controlled substances on school premises, during school excursions, when returning to school or when travelling from school to home. Students found trafficking any controlled substance may also face criminal prosecution. The School reserves the right to exercise its legal right to search students' lockers, bags or electronic devices, etc. at the discretion of faculty and administrative staff.

Weapons

All weapons, concealed or otherwise, are strictly prohibited on the School premises. Dangerous objects found on the premises will be confiscated and may be turned over to police authorities as evidence in criminal prosecution. As well, students using language discussing harm to self or others may be reported to parents or to authorities or both, at the discretion of members of the administration.

Theft and Vandalism

Students must not steal, vandalize, nor willfully damage property on the School premises or in the neighbourhood. Any student stealing or vandalizing is subject to suspension and/or expulsion from the School, and the student or parent and guardian may be held liable for damages.

Arson and Fire Alarms

Students must not start fires or tamper with any fire prevention, detection alarms or firefighting equipment. Any student tampering with or vandalizing any security or fire prevention equipment or alarms is subject to suspension and/or expulsion from the School, and the student or parent and guardian may be held liable for damages.



Town Centre Private Schools

Elementary Handbook

Page 10

Personal Property

Students are discouraged from bringing personal items of value to school except where required by the School. If brought to school, these items are the sole responsibility of the owner, and must be stored in the student's locker, as the School accepts no responsibility for lost or stolen student property. Electronic devices required for school must be used in accordance with the Internet Usage and Personal Computing Policy and when not in use, must be in a student's locker. Personal electronic devices that can be used to communicate or access the internet which can include, but is not limited to cellphones, and/or smart watches, are not required for educational purposes.

BULLYING

The School believes that all students and staff should feel safe at school and deserve a positive school climate that is inclusive and accepting, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability. The School understands that students cannot be expected to reach their full potential in an environment where they feel unsafe or intimidated.

The School recognizes that bullying will not be accepted on or off school property, at school related activities, on school buses, or in any other circumstances, e.g. online, where engaging in bullying will have a negative impact on the school climate. Cyberbullying often occurs outside of school hours; however, because it has a negative impact on the school climate, this type of bullying is treated with the same approach as in-school altercations. Bullying is a dynamic of unhealthy interaction that can take many forms. It can be physical, verbal or social, and can often also occur through the use of technology.

CONSEQUENCES FOR CODE OF CONDUCT VIOLATIONS

TCPS students are ambassadors of the School and should represent it proudly. If a student has engaged in conduct at or outside of School, which the Administration determines to be harmful to the reputation of the School, the Administration may, at its discretion, suspend, expel, or take such other action as it deems appropriate with regard to such students.

At Town Centre we believe in a model of progressive discipline as supported by the Ministry of Education. Through progressive discipline, administrators determine appropriate consequences and / or supports to help students improve their behaviour, while taking into account their individual circumstances. The goal is to help prevent inappropriate student behaviour from happening again. The School will employ a range of consequences and strategies in response to discipline problems including but not limited to the following:

- removal from a school activity, special program to complete work or a special assignment designated by the teacher
- detention
- removal from class for a period of time
- deducting marks for academic breach of conduct
- conflict resolution strategies for students
- sending students home or requesting that required uniform attire be brought to school
- probation
- in-school suspension
- formal suspension from school for 1 school day and no more than 20 school days. In these instances, conditions to return to school will be discussed with parents or guardians and students.
- contact police and or,
- as a last result expulsion from school



Town Centre Private Schools

Elementary Handbook

Page 11

The School reserves the right to expel a student when the continued attendance of that student would not be in the best interests of that student or the School. The School also reserves the right to expel a student when their behaviour seriously jeopardizes the School's ability to guarantee the dignity and safety of its students, interferes with learning or involves conduct which is injurious to the School's moral tone or to the physical or mental well-being of others.

In these circumstances, the School will make reasonable efforts to assist the student's family in securing suitable alternative education arrangements. Please note that once a student is expelled, they will not be allowed to reapply to TCPS.

RELIGIOUS ACCOMMODATION

The School is non-denominational and recognizes and values the religious diversity within its community and is committed to providing a safe, respectful and equitable environment for all.

While the School and its staff will take all reasonable steps to ensure freedom of religion and religious practices, it is expected that students and their families will help the school to understand their religious needs and will work with the School to determine appropriate and reasonable accommodations.

It is the role of the School and its staff to ensure equity and respect for the diverse religious beliefs and practices for everyone in the school. School staff will not be placed in the position of monitoring or enforcing a child's compliance with a religious obligation.

ACADEMIC INTEGRITY

TCPS believes in and sets high academic standards for all students who choose to enrol in our School. We expect students to be prepared to work every day by bringing all necessary books and equipment required for learning. We also expect that students participate fully in all classes and complete all assigned work to the best of their abilities. In order to maintain these standards, students are expected to maintain a certain academic level of achievement. Failure to do so will result in a conference with a Vice-Principal and possibly being placed on an academic probation list and their position in the School will be reviewed.

ACADEMIC RESPONSIBILITY

Homework Guidelines

Homework is defined as those learning activities which students are required to complete outside of the normal classroom time to enhance learning. We believe that effective homework is an extension of the regular classroom activities.

Effective Homework

- Supplements and supports student achievement
- Is curriculum based and related to classroom work
- Is meaningful, carefully planned, and clearly articulated
- Addresses individual strengths and needs
- Is coordinated among the homeroom teacher and specialized subject teachers
- Should be checked by the teacher and feedback provided
- May be designed to involve parents and guardians but should not require the teaching of new concepts or skills
- Foster positive attitudes about school and school work
- Provide positive results for students through good work habits, study habits, skill development and independent study



Town Centre Private Schools

Elementary Handbook

Page 12

Quantity of Homework Guidelines

Time spent on homework should be balanced with family wellness and other commitments. In addition, the amount of time depends on factors such as: student's needs and learning ability, due dates, other school obligations such as projects, tests, exams, and special events, e.g. Concerts.

The amount of time a student spends on homework depends on:

- the student's age and grade
- the student's work habits
- the specific subject and difficulty level
- the student's school and home schedule
- the proximity of tests, exams and due dates

As children move from grade 1 to grade 8, homework will take longer and become more challenging. The School's guidelines regarding the amount of time a student should be spending on homework including English, Mathematics, French, Music, Computers, Physical Education, History, Geography, and Science **is approximately 10 minutes per grade**. For example, if your child is in grade 5 they should have a maximum of 55 minutes per day over the five-day cycle. There is an understanding that there will be times when students will be required to complete longer summative assessment tasks often referred to as extended projects. This time will be factored in to the minutes allocated for the daily homework which should still not exceed the 10 minutes per grade allocation. Please note that this is a maximum time period and there will be times throughout the year that students will have less than the maximum amount especially around holiday times.

Students who remain at school for Study Hall may complete all or most of their homework if they work steadily during this time. Some students may prefer to read quietly and do homework at home.

Scheduled Holidays

No homework shall be assigned on scheduled holidays.

Homework During Extended Absences

Teachers will not provide homework or lessons for students who are away for extended periods of time as a result of family or parent-initiated absences, e.g. vacations. Teachers may provide homework to students who are absent due to illness and/or suggest that students read. For absences due to extended illness, parents may contact the school to discuss available options.

Student's Responsibilities

- Ensure that he/she understands the homework assigned, including timelines, and asks the teacher for clarification or assistance when the work or the expectations are not clear;
- Record the homework in the student agenda or planner;
- Complete the homework to the best of his/her ability complying with the due dates;
- Completes individual tasks independently;
- Ensure that he/she has all of the necessary materials to complete the assignments; and
- Accept consequences for incomplete homework.

Parents' and Guardians' Responsibilities

- Read to the student, with the student, and listening to the child read throughout the elementary years;
- Provide encouragement, guidance, and support, without doing the homework for the student;
- Ensure that the student completes the homework in a timely manner and to the best of the student's ability;
- Provide a suitable environment for the student to complete the homework;
- Show interest in the student's education;
- Maintain regular contact with the teacher; and
- Provide a healthy balance among various activities including schoolwork, co-curricular activities, inside and outside of the school, and family commitments.
- Sign the agenda on a daily basis to be aware of the homework and upcoming deadlines.



Town Centre Private Schools

Elementary Handbook

Page 13

Incomplete Class Work – Homework Consequences

- Have students complete all unfinished work during free time or study hall;
- Place an Incomplete Homework reminder sheet in the academic planner;
- If Class work or Homework is still not completed, it should be sent home on the weekend for completion;
- Teacher makes phone call to the parent or guardian;
- Office intervention – Vice-Principals or Principal;
- Deduction of marks from the Learning Skills and Work Habits section of the Report Card.

Academic Planners

Students in grade 1 through grade 8 will record their homework and test dates in the school issued Academic Planner.

Teachers will ensure that homework assignments are listed in the student's planner on a daily basis. This is to be initiated by the teacher. When students have completed their homework at school, the homework is still required to be brought home so that parents can verify that the homework is fully completed and done in a neat manner. At that time, it will be reviewed and signed by parents.

COMPLETING ASSIGNMENTS AND PROJECTS

For major student assignments, or projects requiring extended time to complete, the following components will be established by the teacher and are specific for each task. The teachers will work to ensure that the success criteria are explicit and understood by the students.

Project Description

- When assigning a project to a class, assignment guidelines and rubric assessment is to be distributed to each pupil that explains exactly what the teacher requires from the student. Where possible, if this is a summative assessment for a unit, the teacher should inform students at the beginning of the unit.

Progression Check “Dates”

List of dates when the teacher will check some or all of the following:

- Rough draft, resource materials, rough notes, sketches, diagrams, footnotes and bibliographies, outlines, thesis statements
- Teacher – Student conferences

Class Time Allocation

- Schedule class times for students to work on the assignment
- Schedule class times when the teacher and/or co-teacher will be available to assist students during class time

Assessment Criteria

- Parameters will be determined by the assignment, whether it is a written report, visual assignment, oral report or a combination thereof
- Progression checks
- Other criteria which have been developed

TESTS AND QUIZZES

Teachers from grades 1 to 8 will administer test and quiz assessments throughout the term in order to assess the students' progress. These forms of assessment results are only one method used to calculate a mark to be recorded on the report card.

HONOUR ROLL AND PRINCIPAL'S LIST

Students in grade 7 and grade 8 who maintain an 80% average over the school year will be placed on the Honour Roll. Students in grade 7 and grade 8 who maintain an 90% average over the school year will be placed on the Principal's List.



Town Centre Private Schools

Elementary Handbook

Page 14

REPORTING STUDENT ACHIEVEMENT

Assessment and Report Cards

Report cards will be distributed 3 times a year. Parents and guardians will have an opportunity to discuss the report card with the teachers at the Parent Teacher Interviews.

As we are an International Baccalaureate® World School one of our requirements is to report on student achievement using IB levels. Therefore, report cards reflect both the Ministry percentage and the IB level. The purpose of the IB and percentage correlation is not only meant to help understand what the IB achievement levels mean, but also provides consistency among all IB schools of Ontario around grading and assessment. All IB schools of Ontario are currently required to follow a consistent formula around assessment to ensure that assessment practices across Ontario for all IB schools are the same, and that no one school is advantaged over another.

PARENT TEACHER INTERVIEWS

Parent teacher interview days are amongst the most important days for our parents during the school year. Parents have received the report card and are encouraged to attend these face to face meetings with the teachers to get additional information about the student and the report, as well as advice, direction for the student's future, and perhaps, to ask teachers questions. Therefore, parents should attend all opportunities presented, which occur after every report card, including at the end of the year.

ACADEMIC DISHONESTY

Plagiarism

An act or instance of using or closely imitating the language and thoughts of another author without authorization and/or the representation of that author's work as one's own, by not crediting the original author. Plagiarism equally applies to work other than text, ie. art and music. It is important that students understand how to appropriately use another author's work in their assignments to avoid both deliberate and unintentional instances of plagiarism.

Examples:

- Any representation of others' work as their own
- Non-original work that is not cited and appropriately referenced in submissions
- Copying information from a book or a Web site
- Misuse of quotation marks, paraphrasing and in-text citations makes authorship unclear
- Failure to identify source of elements of nonverbal work, i.e. painting, dance, photo, proof, musical composition that they derived your work from
- Using online language translators unless explicitly allowed

Collusion

Supporting malpractice by another student, including allowing one's work to be accessed or copied or submitted for assessment by another student.

Examples:

- Helping someone else cheat both deliberately and through support
- Allowing their work to be copied and/or submitted by another student
- Divide and conquer approach where they are not the author of the entire assignment given by the instructor, if not part of assignment
- Representing significantly unequal work as an equal collaboration
- Writing a paper or doing homework for another student, both at the time as well as sharing completed work with students who take a course in the future
- Sharing information about assessment content and questions with other students



Town Centre Private Schools

Elementary Handbook

Page 15

Collusion is to be contrasted with **collaboration**, which we define as multiple students actively engaged during the course as well as in the creation of a product per the assignment guidelines. It is important to note that teachers must be clear with assignment guidelines to specify what collaboration versus collusion is on any given task.

Duplication of Work

Duplication of work is the submission of the same work, for different assessment components or curriculum components. All assignments should be created newly for the course or assessment unless discussed with the instructor in advance.

Unfair Practice

This is defined as any action that gains a student an unfair academic advantage.

Examples:

- Falsifying records
- Falsifying data
- Sharing passwords, using unauthorized material
- Disclosing information about assessments
- Altering grades
- Phony citation
- Impersonating person on line
- Misconduct during testing times

It is the understanding of all school personnel that when a student puts his or her name on any assignment, they are submitting it as their own and acknowledging original ownership.

Roles and Responsibility in Supporting Academic Honesty

Teachers:

- Communicate appropriate collaboration versus collusion message with each assignment
- Teach a recognized citation convention for written and non-written works
- Demonstrate and model academic honesty in presentations, etc.
- Report and record academic dishonesty
- Assure students understand that when they submit a task as their own, they are representing that they have not received nor given aid on assignments or assessments. Teachers can opt to ask students to use their signature to explicitly assure this point if needed.
- Minimize temptation for malpractice in assignments and assessment situations
- Communicate with students, parents, counsellors, administrators, with concerns and malpractice offenses
- Teachers, administrators, and counsellors, create and follow malpractice incident procedure that involve students in reflection and discussion of the incident

Students:

- Confirm understanding with signature on a yearly basis
- Report malpractice violations to a trusted school employee
- Work to produce authentic work
- Understand that putting name on assignment certifies it as your own work, cited appropriately
- Minimize malpractice temptation by balancing time appropriately
- If an incident of malpractice occurs, either intentional or unintentional, complete the reflection process with your instructor and administrator
- Understand proper citation expectations for assignments, i.e. Chicago, MLA or APA where appropriate
- Ask for guidance when you are unsure
- Understand consequences



Town Centre Private Schools

Elementary Handbook

Page 16

Administration:

- Support academic honesty policy and teacher referrals and investigate all reported claims
- Ensure that all staff, students, and parents understand definitions, responsibilities, and repercussions
- Ensure the academic honesty policy is applied consistently throughout the school
- Provide staff development and guidance on academic writing and referencing systems that are available
- Provide teachers with material to guide students in maintaining academic honesty
- Make parent and student contact to reflect on incidents

Parents and Guardians:

- Encourage your child to complete homework independently
- Encourage your child to cultivate culture of academic honesty in school
- Address concerns of academic misconduct with your student and school personnel if necessary

Repercussions

Incidents will be discussed with the student and then reported to parents, counsellors, and administration. Age-appropriate consequences will be administered within the School's discipline protocol based on frequency and recurrence of the violation. Teachers are encouraged to have an in-class procedure incident report detailing the incident and recording a student reflection on the offense.

INTERNET USAGE AND PERSONAL COMPUTING POLICY

Policy Statement:

We are pleased to offer the students of Town Centre Private Schools ("the School") access to computer networks for the Internet.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. The School believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information resources.

It is the policy of Town Centre Private Schools that all students will be strongly encouraged to use various technological devices as designated by the grade for educational use while at school. Regardless if students are using school provided electronic devices, lab computer, personal devices, school internet or personal data plan, students must meet expectations of responsible, respectful online behaviour. Furthermore, as electronic communication extends outside of the school setting, students will be held accountable for any actions that affect the school climate.

Parameters:

- Students using information technology, whether at school or remotely shall adhere to strict ethical conduct in compliance with the School's acceptable use policies, procedures and guidelines.
- Students downloading, uploading or sharing information using the School's information technology, whether in school or remotely, shall observe and respect any material that is protected by copyright, patent, trademark, service mark and other applicable laws.
- Students accessing Information Technology resources are prohibited from engaging in inappropriate or unlawful activities.
- All on-line internet and email interactions between students and staff must be directly related to ongoing course work or school sanctioned activities.



Town Centre Private Schools

Elementary Handbook

Page 17

Responsibilities

All School Staff and Classroom Teachers

- Prior to permitting students to use the Internet as part of an ongoing lesson, the teacher should ensure that there is clear instruction outlining the goal for such use and that the students understand the parameters.
- To review and evaluate the suitability of Internet learning resources and Web sites prior to permitting students to have access on line.
- To monitor on-line Internet use within interactions and social media activities of all students under supervision to the best of their ability.
- To provide students with instruction at the beginning of each school year on the safe and appropriate use of information technology and the Internet.
- To communicate clearly to students the consequences of inappropriate or illegal use of information technology that may include discipline by the School and police services.
- To report to the school principal any breach of policy, and inappropriate use of information technology.

Students

- To report to staff any unauthorized video recording and/or photo taking without prior consent or permission.
- To ensure that during exams and tests, devices owned by the student be left in their locker or Office.
- To ensure authorized personal devices be fully charged prior to the school day.
- To ensure that any devices are NEVER used to cyberbully, harass, or to invade Staff or Students' privacy.
- To respect the transition time between classes and not use devices in the hallways or during class changes or passing time.
- To report to staff in the school when images, material or information on the Internet make them uncomfortable.
- To report to staff in the school when inappropriate sites are accidentally accessed.
- To respect the Internet Usage and Personal Computing Policy at all times when in school and/or when using school computers and Internet.
- To report to staff in the school when they become aware that another student is illegally/inappropriately using technology resources.

School Internet Rules

Students are responsible for good behaviour on the School's computer networks just as they are in a classroom or a hallway. Communications on the network are often public in nature. General school rules for behaviour and communications apply. All policies apply regardless of which device a student is using and whether it is a school device or personal device.

The network is provided for educational purposes or to perform other activities as approved by the School. Access to network services is given to students who agree to act in a considerate and responsible manner. Parental permission is required. Access is a privilege, not a right. Access demands responsibility, and access privileges can be revoked.



Town Centre Private Schools

Elementary Handbook

Page 18

Network storage areas may be treated like school property. Network administrators may review files to maintain system integrity and ensure that users are using the system in compliance with rules. Users should not expect that files stored on the servers will be private.

Within reason, freedom to access information will be honoured. During school hours, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other potentially offensive media.

The following behaviours must be agreed upon:

- That the aim of Internet connection is for educational purposes.
- That printing is only for school related materials.
- Students will accept full responsibility and liability for their actions when using the Internet.
- The School's computers will not be used for commercial or political purposes.
- Students will respect the rights, privacy and property of others.
- The School administrators or teachers may review files to maintain system integrity and students will ensure that they are using the system responsibly.

It is against School Policy:

- a. to take in or consume food, drinks, snacks, or gum in the Computer Labs and LRC;
- b. to use any form of chat or messenger services, or any bulletin boards or guest books, or make any sort of postings from school computers;
- c. to create, send or forward any email or other form of electronic communication deemed obscene, bullying, harassing or abusive ***either at school or away from school***;
- d. to visit sites with unacceptable content;
- e. to use or download any programs, games, music services or files;
- f. to access materials which do not correspond with the expectations of school behaviour;
- g. to download or install any commercial software, shareware, or freeware onto any school computer;
- h. to access illegal materials, or materials which could be deemed questionable;
- i. to send, create, store, or display inappropriate mail, messages, documents, graphs, files, or photos;
- j. to copy programs on the computer network;
- k. to disrespect the resources and equipment of the School;
- l. to move any computer or its components from its original location.

If Town Centre Private Schools' staff suspect that a student is using **any electronic device** inappropriately in any way, computer privileges will be suspended. A reasonable suspicion is all that is needed to suspend privileges since computer violations can ultimately affect the privileges of the whole school.

Cyberbullying

Cyberbullying is the use of the social media, and related technologies such as electronic communication devices, i.e., cellphones, to hurt other people and is unwelcome, or should be known to be unwelcome, intentional and may be persistent. It can be derogatory, defamatory, degrading, abusive, and or illegal.

Cyberbullying is a violation of School rules and policies. Cyberbullying is an offence for which a student can be suspended or expelled regardless if the offence is committed on or off school property and regardless of the technology used.



Town Centre Private Schools

Elementary Handbook

Page 19

Accessibility

Grades 1 to 5: Students in grades 1 to 5 will have access to the Internet via Computer Labs, the Library Resource Centre and classroom laptops. Students are not to bring personally owned electronic devices from home.

Grades 6 to 8: Students in grades 6 to 8 must bring their own laptops to school for educational purposes.

The above personally owned electronic devices may be able to connect to the School's wireless network. When in use, all the School Internet rules will apply along with the following:

Personal Mobile Device Rules

Town Centre Private Schools is dedicated to keeping students focused on learning and promoting mental health by removing distractions such as personal mobile devices. Mobile devices are defined as:

Any personal electronic device that can be used to communicate or access the internet, such as a cellphone, or smart watch.

As such, students in Grades 1 through Grade 8 are not permitted to bring cellphones or other personal mobile devices to school unless a device is required for health, medical, or special education needs. If an educator sees an unauthorized personal mobile device, the student will be asked to hand it in to the principal. The unauthorized device will be kept in a storage area designated by the principal and returned to the student at the end of the day. Parents may need to be notified if the student continues to bring the unauthorized personal mobile device to school.

Personally Owned Electronic Devices Rules

The School, nor its agents assume responsibility for the loss, recovery, damage, repair or replacement of any personally owned electronic device brought onto School premises or to School sponsored activities.

The School is in no way responsible for:

- Personally owned electronic devices that are broken while at school or during school sponsored activities;
- Personally owned electronic devices that are lost or stolen at school or during school sponsored events;
- Maintenance or upkeep of any personally owned electronic device, i.e. keeping it charged, installed updates or upgrades, fixing any software or hardware problem.

Prohibited use of personally owned electronic devices that may result in disciplinary action include, but are not limited to:

- Academic integrity being compromised;
- Disruption to the instructional day or teaching learning environment;
- The uses of peer-to-peer (music/video/file-sharing) software or web-hosting services while connected to the School's network;
- Compromising personal and/or school safety e.g. misappropriation of login information, inauthentic passwords or cyberbullying;
- Violation of a person's reasonable expectation of privacy including, but not limited to:
 - Use in washrooms and change rooms;
 - Posting of a person(s) image(s) on the internet or in hard copy;
 - Taking pictures of individuals without consent;
 - Emailing pictures of individuals without consent;
 - Sending inappropriate text messages;
- Any other situation deemed by School administration where student or school safety and security are at risk.



Town Centre Private Schools

Elementary Handbook

Page 20

System Security

Reasonable efforts must be made by all users to preserve the overall security of the system. This includes maintaining an updated, proper and secure password. Passwords should never be shared. A forgotten password or unauthorized use of a password should be reported to a System Administrator at once. Attempts to access information, files or system areas that are beyond the level of security that a user has been granted will be considered a forfeit of system privileges. If students encounter or observe a gap in the system or network security, they must report the gap to a System Administrator. They must refrain from exploiting any such gaps in security.

Viruses

Viruses are unauthorized computer programs that may destroy or damage computer files on an infected computer. Users should be aware of the possibility that a virus may be located in any file, USB, email, Cloud Drives or key obtained from a third party. For this reason, users must obtain the permission of a supervisor before loading any software onto a school computer. If there is any doubts or concerns about the source of any file that a student plans to load onto a school computer, they must obtain the permission of a System Administrator before loading the file.

PHOTOGRAPHS AND VIDEO RECORDING

Photographs or video recordings of students are not allowed to be taken with parents' or guardians' cameras. An exception will be made for concerts, recitals, observations and sporting events. The School does not publish students' photos on social media without parental consent and parents who record events should refrain from doing so.

STUDENT LIFE AND SAFETY

Access to School Premises During Instructional Hours

In the interest of safety and to prevent interruptions to classes, all visitors, including parents and guardians, must report to the Main Office first when entering school during instructional hours. All visitors are to sign in at the Main Office and may be asked to wear visitors passes. If a parent is dropping something off for their child or a teacher, it must be left at the Main Office and a staff member will deliver the item to the classroom. Following these procedures contributes to the safety and security of the school. When picking up or dropping off students, please be mindful that only the Main Entrance doors will be open from 7:00 a.m. to 6:30 p.m. All other doors are open at 7:20 to 9:00 a.m. and from 3:30 to 6:00 p.m.

Dropping Off and Picking Up Students

There are designated classrooms for student drop off in the morning and student pick up in the evening. In the mornings, parents and guardians must park and escort their children directly into school to their designated classrooms. Only older elementary students may be dropped off at a doorway to make their own way into school. We ask parents to refrain from parking in any area designated as a fire zone, such as the front of the school or by the High School entrance.

In the afternoon, parents and guardians must also park in the proper parking spaces and pick up their children directly from their designated classrooms. The School does not allow students to wait in the hallways, or outside of the school for pick up, nor can parents and guardians "call ahead" to prepare students for pick up. Parents and guardians must enter the school and pick up their children directly from the designated classrooms during regular pick-up times otherwise they must report to the Office. Parents and guardians who are picking up their children must wait outside of the classroom until the teacher has finished the lesson and has dismissed the students.

Students aged 12 and over may leave the school unescorted at 3:30 p.m. only with prior written permission of their parents or guardians. Also, students may not be released to the parents or guardians of their classmates without the prior written permission of their own parent or guardian.

The Before School Care program starts at 7:00 a.m. The After School Care program operates from 3:30 to 6:30 p.m. sharp. There is a late pick up charge which is applied at the rate of \$1.00 per minute after 6:30 p.m. or at any time that a staff member has to remain beyond established hours to care for a student due to a late pick up.



Town Centre Private Schools

Elementary Handbook

Page 21

Release of Students

When anyone other than the parent or guardian, or other authorized adult who normally takes the student home is asked to pick up a student from school, parents are to inform the School in writing by indicating the person's full name as it appears on their photo identification.

Parents and guardians are to inform the person picking up the student that they must have some form of photo identification, i.e. driver's license, with them as they will be required to show it to a staff member. Please explain this procedure to anyone picking up so that they do not feel embarrassed when asked for their identification and realize that it is for safety and security reasons only.

The identification produced will be compared with the name given by the parent or guardian and only if they are the same, will the student be released. In case of any doubt, it is our policy NOT to release the student. We urge parents and guardians to be very particular about giving us adequate and proper instructions as we want to be absolutely sure that each student goes home with the person designated to pick up the student.

Marking of Possessions

All items brought to school must be clearly labelled. **The student's name, in full, should go on all clothes, boots, shoes, lunch boxes, stationery, etc.** The School is not responsible for any lost articles.

Lunch Time

Students must bring their own lunches to school. Students are supervised during lunch hour. **Parents or guardians should send lunches with students in the morning. Parents and guardians should not deliver lunches to school at noon.** For health reasons, students must not exchange food and or drinks with other students. The School also provides an option for parents to order hot lunches from Kid's Kitchen. Please see www.kidskitchen.ca for further details.

Student Health

All students must be immunized according to the Ontario Ministry of Health regulations. All immunization records must be kept up to date and proof of full immunization must be supplied to the School at application time. Students may not be admitted until this information is supplied. Students will require a doctor's written consent to resume physical education or sports after being absent due to a physical injury.

Allergies and Asthma

Allergies

Within our school community there are a number of students who have a potentially life-threatening allergy, i.e. anaphylaxis to foods, predominately to peanuts and nuts. The risk to human life presented by anaphylaxis is severe and we feel the best way to reduce the risk of accidental exposure to these students is to respectfully ask for the cooperation of the parents and guardians within this school community to avoid sending peanut butter or products with peanuts or nuts listed in the ingredients.

The School is not a "nut free" or "allergen free" environment; however, we do ask for your voluntary support in reducing the risk for these students who have anaphylactic allergies. Also, a list of ingredients must be provided for all food brought to the classroom for all special occasions.

Asthma

Asthma is a chronic lung disease that can make it hard to breath. People with asthma have sensitive airways that react to triggers of many kinds. As stated above, the School is not an allergen free environment; however, the School will work with those students to provide a safe environment as is possible.

Allergies or Asthma

If a student has or develops allergies or asthma, parents or guardians must provide a doctor's note detailing the allergy or triggers, symptoms, and any required medication. All allergies or asthma diagnosis must be listed in the student's enrolment form.



Town Centre Private Schools

Elementary Handbook

Page 22

If a student requires an epi-pen or puffer, the medication must not have passed its expiry date and must be left at school at all times. **Please note that the school requires 2 up to date epi-pens or puffers for students who have anaphylactic allergies or asthma.** It is the parents' or guardians' responsibility to ensure that the medication has not passed its expiry date. An "Individual Action Plan for a Student with Medical Needs" form, which will be provided by the Main Office, must be completed each year.

Administering Medication

As a general practice, school staff will not administer prescription or non-prescription medication to students. When it is absolutely essential that medication be taken during the school day, the parent or guardian must submit a completed and signed Administration of Prescription Medication form and submit to the Main Office.

- Complete the Administration of Prescription Medication form and submit it, along with the medication, to the Main Office.
- Release medication only to the Main Office.
- The medication **MUST** be in the original bottle, not expired and labelled with the student's name.

The School will not administer medication if this procedure is not followed.

Communicable Illnesses

If a student has had a reportable communicable illness, such as chicken pox or head lice, they must bring a doctor's certificate upon returning to school, stating that they are now free of the communicable illness and able to attend school again. Students who are brought to school and are still ill, or do not have the required doctor's note, will be sent home. Students with a fever, cold or flu should not be brought to school. Students who are at school are expected to be well enough to fully participate in all school activities, including recess.

Students who become ill at school are to be promptly picked up by parents or guardians. Students who are ill cannot stay at school.

Concussion Guidelines

Should a student sustain an injury that could result in a concussion, parents must be aware of school procedures and requirements. If the student develops any symptoms of a concussion, the school follows specific protocols immediately. If necessary, emergency services will be contacted. If not an emergency, the student's parents or guardians will be contacted to pick up the student. ***The school requires that parents or guardians of any student who has sustained a head injury and is exhibiting concussion symptoms be taken to their physician or the emergency department as soon as possible.***

The symptoms of a concussion can vary and can be difficult to detect. Students must be assessed and reassessed to ensure they don't become symptomatic. Symptoms of a concussion may include one, or a combination of symptoms from the list below; however, if doubtful, seek medical attention.

Physical Signs Observed by Teacher/Coach/Administrative Staff/Parent/Peer etc.

- a loss of consciousness/lack of responsiveness/seizure (911 immediately).
- poor coordination or balance
- decreased playing ability
- vomiting
- slowed reaction time
- slurred speech
- blank stare/glassy-eyed/dazed or vacant look
- lying motionless on ground or slow to get up
- grabbing or clutching head
- falling asleep at inappropriate times or trouble sleeping



Town Centre Private Schools

Elementary Handbook

Page 23

Physical Signs Reported by Student

- headache or headache on opposite site of where head was hit
- pressure in head
- neck pain
- dizziness/ringing in ears/balance problems
- tingling in limbs
- feeling off/not right/dazed or stunned
- seeing double, blurry/loss of vision/seeing stars or flashing lights
- nausea/stomach pain
- fatigue or feeling tired
- sensitivity to light or noise

Cognitive

- difficulty concentrating/easily distracted
- general confusion or dazed
- does not know time, date, place, class, type of activity in which they were participating
- delayed reactions to answering questions or following direction
- answers easy questions incorrectly

Emotional/Behavioral

- strange or inappropriate emotions (e.g. laughing, crying, getting angry easily), more emotional than usual
- not playing as well / depressed / anxious

School policy is that any student who has sustained a head injury and exhibits any symptoms of a possible concussion may not participate in any physical activity of any kind, until authorized from a physician.

Specifically, students should not participate in recess, gym class, team sports, after school courses, lunch time sports or any other physical activity until the school has received a doctor's certificate stating that he or she may resume normal physical activities. **If the student who is symptomatic of a concussion, is not diagnosed with a concussion, the parents/guardian must notify the school.**

Should a student be diagnosed with a concussion, the school will be advised as soon as possible. A "Return to Learn/Return to Play" protocol will be initiated. This protocol reintegrates a student slowly and safely back into activities through a 6-step process. A student must be symptom free to progress to the next step. Should a student exhibit reoccurring concussion symptoms, they will be withdrawn from all physical activity and parent will be required to take their child back to a physician to re-evaluate the student.

If a student suffers a concussion outside of school it is the parents' responsibility to notify the school and must provide the school with the information as well as provide a physician's note when the student can return to school. The school's "Return to Learn/Return to Play" protocol will apply.

The signs and symptoms of a concussion often last for 7 to 10 days but may last much longer. In some cases, students may take many weeks or months to heal. During this time, they are more vulnerable to a second concussion. Therefore, teachers and parents must continue to observe students for symptoms when returning from a concussion, even after they have been cleared by a physician to resume physical activity.

The Uniform

Students must observe all regulations pertaining to the dress code. All items must be official TCPS uniform items purchased from the School's uniform supplier. Students are required to wear the full school uniform properly while at school.



Town Centre Private Schools

Elementary Handbook

Page 24

The School uniform and uniform shoes are **mandatory** for all students enrolled from grade 1 onwards. The official uniform supplier and shoe suppliers are listed in the enrolment package. All uniform items must be purchased from the official school suppliers. **Substitutions are not permitted.** The School uniform should at all times be clean and must be neatly worn with the shirt tucked in. Failure to have the proper uniform could result in sanctions against the student. Wearing a uniform helps students to develop presentation skills, a sense of self-discipline and an ability to command respect. We ask all students to wear the uniform with pride.

The gym uniform must be taken home at least once per week to be washed. Parents and guardians must ensure that their children are dressed correctly every school day in the regulation school uniform. Please ensure that all uniform pieces are clearly labelled with the student's name. The table that follows summarizes what is required for the TCPS uniform. Please note that there are 2 sections: "All Students" and a grade and gender specific section. Please review carefully to ensure that all the uniform requirements are met.

TCPS UNIFORM REQUIREMENTS	
<p>All students are required to have the following:</p> <ul style="list-style-type: none"> ○ School Uniform Shoes: Refer to shoe flyer in the "School Uniform and Uniform Shoe Information" package. ○ Navy Aptus Performance Gym T-Shirt ○ Navy Aptus Performance Gym Shorts ○ White Socks for Gym Uniform ○ Non-Marking Running Shoes 	
<p>Girls Grades 1 to 6</p> <ul style="list-style-type: none"> ○ Plaid Kilt and / or Grey Twill Dress Pants ○ Monogrammed White Shirt ○ Navy Blue V-Neck Sweater with School Crest ○ Navy Blue Socks or Tights 	<p>Boys Grades 1 to 6</p> <ul style="list-style-type: none"> ○ Grey Twill Dress Pants ○ Monogrammed White Shirt ○ Navy Blue V-Neck Sweater with School Crest ○ Grey Socks
<p>Girls Grades 7 and 8</p> <ul style="list-style-type: none"> ○ Grey Kilt or Grey Dress Pants ○ Monogrammed White Shirt ○ Navy Blue V-Neck Sweater with School Crest ○ Navy Tie ○ Grey Socks or Tights 	<p>Boys Grades 7 and 8</p> <ul style="list-style-type: none"> ○ Grey Dress Pants ○ Monogrammed White Shirt ○ Navy Blue V-Neck Sweater with School Crest ○ Navy Tie ○ Grey Socks

Appropriate Clothing

During winter, students must have boots, coats, hats, scarves and mittens or gloves. Students should have a pair of outdoor recess shoes to keep their uniform shoes in good condition. All items must be labelled with the student's full name. During Summer Camp, students should wear comfortable clothes, such as T-shirts, shorts, hats as well as sunscreen products.

Notification

If any student information changes such as address, parental or guardian contact numbers, home, work or cell, release authorization and or medical information, the School must be **immediately** notified in writing. Administrative changes such as fee payment options, etc. will take a minimum of 5 business days to process.



Town Centre Private Schools

Elementary Handbook

Page 25

School Trips and Visitors

Field trips and visitors to the school are planned throughout the year. With the exception of overnight trips, day trips are part of the Activity Fee that is due upon registration. Parents and guardians will receive prior notification of such events; however, parents and guardians do not attend these events. Students must follow all school rules during any special event. Failure to do so will result in the student being sent home at the expense of the parents or guardians. All special events are considered part of the curriculum, and as such, attendance is mandatory. Students who do not participate, for any reason whatsoever, must make alternative arrangements for the day(s) of the trip.

Loss of School Articles

All articles which are the property of the School, e.g. textbooks, must be properly maintained by the student. Parents and guardians are responsible for the loss of, or damage to, those articles and must replace the article at the appropriate value as set by the School.

After School Courses

After School Courses are available to students as a means to complement the student's day program. The School strives to offer a variety of types of courses and are subject to change at any time. These courses are offered over 3 terms per year. Information and registration packages concerning these courses are distributed in September, November and February. Registrations are accepted on a first come, first served basis. Refunds and fee transfers are not allowed after a student has started a course; however, students may start a course after the term has begun, depending on the course and availability of spaces.

Students enrolled in any of the After School Courses may not be picked up directly from the After School Course instructor. Instead, parents and guardians must wait until students are returned to their regular classrooms for dismissal. Should the need arise to pick up a student early, please come to the Main Office and someone from the Office will escort the student back to their regular classroom.

Academic Competitions

Students may participate in academic competitions at the discretion of the School. Supplementary fees may be incurred.

Varsity Sports

Participation in varsity sports is open to grades 4 to 8 students. Participation for all teams is by tryout only. Final team selection is at the discretion of the school and participation in practices are mandatory to maintain a position on the team. Participation fees for varsity sports may be incurred.

Musical Instruments

Students in grades 1 through 3 study the recorder as part of their Music program. For sanitary reasons, students are required to purchase their own recorder. Recorders may be purchased from the School or directly from the School's instrument supplier. Recorders purchased elsewhere or brought from home must first be approved for use by the Music teacher.

Beginning in grade 4, students study band instruments. Band classes and instrumental rentals are mandatory for all students in grades 4 to 8. Students rent or purchase band instruments directly from the School's instrument supplier. Information on band instrument rentals will be distributed to students each September. All students must have their instruments at school on the day(s) of their Music class(es). Replacement recorders and band instrument accessories can be purchased either from the School or directly from the School's official instrument supplier.

RE-REGISTRATION

Re-registration takes place each January for the following school year. Tuition fees are subject to increase and are effective as of that time. Priority placement shall be given to our current students only until the end of January, after which positions are filled on a first come, first served basis. The June prepaid fee is not transferable and non-refundable for any reason.



Town Centre Private Schools

Elementary Handbook

Page 26

When placing students for the next school year, the School considers many factors including the student's academic, social and behavioural needs, the match with the appropriate teacher, and balancing the number of boys and girls in each classroom, as well as the needs of the individual student and the student body as a whole. For this reason, parent requests for a particular teacher cannot be guaranteed, particularly with late enrolments. **While we strive to take requests into consideration, the School will make the final decision about student placement for next year.**

TAX RECEIPTS

An official tax receipt for the previous calendar year will be issued by the School on the last business day of February.

SCHOOL PRIVACY POLICY

At registration or re-registration time, and throughout the course of the school year, the School asks families of students and members of staff to provide personal information. As a result of federal legislation, we have further strengthened our commitment to privacy by informing parents the reason and method we collect, use and disclose personal information. The School may use the personal information it collects to provide services for which parents have registered for, to protect the safety and well-being of students and to assist the School in creating new services that will better serve our families. The School will not disclose personal information to any other organization or individual outside the School unless it is to provide services from the School, or when required by law.

In order to protect the personal information of parents and guardians, students and staff, the School will process and store information in a secure and confidential manner, with strict access controls. In order to process information, the School might ask for consent in writing, on an application form or in person or over the telephone. The School may determine that, by the parents or guardians enrolling their child, or staff joining the School, consent has been implied for the school to deal with personal information of all members of the School community with respect and confidentiality. Please contact a Vice-Principal at your Campus if you have questions or concerns about the School's privacy policies.

SCHOOL EMERGENCY PLANS AND HOLD AND SECURE DRILLS

In addition to providing excellent quality of education to all students at Town Centre Private Schools, the safety and security of our students is of the utmost importance. The School has carefully instituted various levels of security within the school premises and outlying playfields.

Just as we have always had fire drills as part of our Fire Safety Plan so that students will know what to do in the event of a fire at school, we will also practice throughout the year, how to respond to different types of emergencies such as a lockdown or an evacuation.

These additional levels of security will undoubtedly reassure parents and guardians as well as allow individual students to pursue their academic studies with the knowledge that they are safe and secure at all times.

CONCLUSION

We are really looking forward to another successful school year at Town Centre Private Schools. If after reading this handbook you require further clarification on our School guidelines and policies, please do not hesitate to contact your Principal or Vice-Principal. Thank you once again for choosing us as your family's educational partners!