



# Parent Handbook

Adventist Education, An Essential

Revised June 2021



Address:

2191 Benjamin Avenue

Ottawa, Ontario

K2A 1P5

Email:

School Principal: [Principal@OttawaAdventistSchool.Org](mailto:Principal@OttawaAdventistSchool.Org)

Registration Submissions & Inquiries: [Admissions@OttawaAdventistSchool.Org](mailto:Admissions@OttawaAdventistSchool.Org)

Paying Tuition/Registration, Balance Owing: [Treasurer@OttawaAdventistSchool.Org](mailto:Treasurer@OttawaAdventistSchool.Org)



**Table of Contents**

Welcome.....page 5

Mission Statement.....page 5

Philosophy.....page 5

Coronavirus Pandemic.....page 5-6

Health, Medication & Nutritional Information.....page 6-7

Before/After School Care.....page 7

School Hours.....page 7-8

Attendance.....page 8

Immunization for School Attendance.....page 8-9

Dress Code.....page 10-11

Student Conduct.....page 11-14

Grievance Policy.....page 15

Appeals of Suspensions and Expulsions.....page 16

Child Abuse.....page 16

Insurance.....page 16

Field Trips/Church Visits/Outings.....page 16-17

Safety.....page 17

School Closure.....page 18-19

Electronics.....page 20

Computer Security and Use Rules.....page 20-21

Homework.....page 21-22

Curriculum.....page 23

Parent-Teacher Conferences.....page 23

School Newsletter/E-mail Blasts.....page 23

Wait List Policy.....page 24

Toileting Requirements.....page 24

Your Child’s First Day of School.....page 24



Admissions.....	page 25
Visa Students.....	page 26
Visiting Students.....	page 26
Late Enrollment.....	page 26
Early Withdrawal.....	page 26
Withdrawal of Services.....	page 26
Financial Overview.....	page 26
Payment Date Information.....	page 27
Financial Statements.....	page 27
Refunds.....	page 27
Additional Charges.....	page 27
Delinquent Accounts.....	page 28
Custody and Single Family.....	page 28
Emergency Contact Information.....	page 28
Student Agendas.....	page 28
Honour Roll & Principal’s List.....	page 28
Graduation.....	page 28
Assessment.....	page 29-30
Suggestions to Help Your Child Succeed.....	page 31
Volunteers.....	page 31
Parking Lot Safety and Etiquette.....	page 32
Home and School Association.....	page 32



## **Welcome**

The Ottawa Adventist School (OAS) was established in Ottawa in 1971 on Spencer Street. In 1973, it was relocated to the Ottawa Seventh-day Adventist Church basement on Benjamin Street. In 1974, OAS moved to the facility beside the Ottawa Seventh-day Adventist Church. In the year 2017, the Ottawa Adventist School relocated to its current home at 2191 Benjamin Avenue.

The Ottawa Adventist School is owned and operated by the Seventh-day Adventist Church of Ontario and is part of a world-wide Seventh-day Adventist Educational System which includes 92 Colleges and Universities, plus more than 5, 000 elementary and secondary schools. In Ontario there are nine elementary conference schools and two high schools.

## **Mission Statement**

To provide a well-balanced education in a safe, caring environment, where students are encouraged to reach their highest potential; to teach Christian values and reflect them by serving the community; to encourage students to be independent thinkers and effective problem solvers.

## **Philosophy**

The Ottawa Adventist School is operated by the Seventh-day Adventist Church to provide spiritually oriented education for children. A belief in the existence of the Creator God is fundamental in the philosophy of all Seventh-day Adventist schools. We respect His divine authority and recognize His intervention in human affairs. We believe that true education develops the spiritual, mental, and physical powers of each student; preparing them for the joy of service in this life and for the higher joy of service in the life to come. To achieve this goal, we encourage each student to:

- Develop a personal relationship with God and his fellow men as stated in Matthew 2:37-39;
- Master the basic academic skills;
- Value labor, physical and mental, as the blessing God intended;
- Cultivate physical fitness, mental ability, and moral purity as the blessing God intended.

The Ottawa Adventist School is operated in harmony with the guidance and direction of the Office of Education, North American Division of the Seventh-day Adventist Church.

## **Coronavirus Pandemic (COVID-19)**

During the time of the COVID-19 Pandemic until stated otherwise by the school principal, all parents must remain outside of the school building to limit the spread of the virus and to respect the comfort levels of other parents. Parents are to bring their child to the front doors of the school with everything the child needs, ring the door bell and send the child into the school once the door opens. Under no circumstances, unless otherwise stated, should the parent accompany the child into the school building. Parents, at the beginning of the year, are required to fill out the COVID19 Agreement form. Parents are required to complete a daily survey for each child that attends OAS before entering the school.



## Illness

If your child is showing symptoms of COVID19, they must stay home. OAS staff will be sending children home who exhibit the signs of COVID19 while at school. They will need to be immediately picked up.

## Cleaning & Disinfecting Policies

Increased monitoring of hand cleaning supplies is also recommended to ensure all sinks in washrooms, kitchens and classrooms are well stocked with hand washing supplies at all times (i.e., soap and paper towels). High-touch surfaces in the classroom are cleaned throughout the day by the teacher, and again after school by the janitor on a daily basis.

## Hand Hygiene

Washing hands with plain soap and water is recommended in schools as the mechanical action is effective at removing visible soil as well as microbes. In instances where hand washing sinks are not available, supervised use of alcohol-based hand sanitizers (ABHS) containing at least 60% alcohol may be considered. If hands are visibly soiled, alcohol-based hand sanitizers may not be effective at eliminating respiratory viruses.

## Respiratory Etiquette

Respiratory etiquette in school settings includes covering the mouth and nose during coughing or sneezing with a tissue or a flexed elbow, and disposing of used tissues in a plastic-lined waste container, followed by hand hygiene.

## Use of Masks

Students in grade 1-8 are required to wear a mask that properly fits their face. Frequent breaks will be given in which students can take their masks off at their desks while working.

## **Health, Medication, & Nutritional Information**

Parents need to be aware of their child's health and to decide when it is necessary to keep him/her at home. The following symptoms suggest the child should remain at home:

- pale or flushed face
- rash or infection of the skin
- headache
- red or pink eyes
- temperatures over 38° C
- loss of energy or decrease in activity
- nausea, vomiting
- stomach ache and/or diarrhea
- ear ache
- sore throat
- coughing, sneezing and/or runny nose because of a cold.



Please inform the school of **contagious illnesses** such as pink eye, chicken pox, or cases of head lice, so that other parents can be alerted to watch for symptoms.

When children return to school after being sick, please make certain that they are dressed appropriately for existing weather conditions. Children who are able to attend school will be expected to play outside during recess.

If your child is prescribed medication for a health problem, the school requests that, if possible, it be given at home. However, if it is necessary for the child to receive medication at school, students must bring the medication in its original, identified container, and give it to the school principal for safe keeping. The child's teacher should be aware of the medication the child is taking should they need to administer it to the child.

Please ensure that your child eats a solid breakfast.

Ottawa Adventist School advocates the healthful benefits of a vegetarian diet, and we ask that lunches do not include any "unclean meat" as stated in Leviticus, Chapter 11 of the Bible. This includes ham, pork, bacon, and shellfish of any kind. It is requested that students do not bring carbonated beverages or drinks containing caffeine.

Preventive strategies for the potential of food allergies shall include the following:

- Students should not trade or share food
- Children with food allergies should eat only lunches and snacks that have been prepared at home
- ***NUTS in any form, including nut oil, are NOT to be included in foods brought in for special occasions, and food contents should be labelled.***

### **Before/After School Care**

Before and After School Care at Ottawa Adventist School may or may not be offered the term or school year you are registering for. The running of this program depends on the number of students signed up for the program. Should this program not be in service, please be considerate of the staff and their commitments and make alternative arrangements to have your child picked up at the school **by 4:00pm the latest.**

### **School Hours**

#### **Arrival and Departure of Students**

- The school day starts at 8:30AM and ends at 3:30PM, on Friday's school ends at 12PM
- The school doors open at 8:00AM
- Students should be picked-up at 3:30PM Monday-Thursday. On Friday's, students should be picked up by 12:30PM. If you are running late, the school must be advised either by phone call or an e-mail to your child's teacher.
- A student leaving class during school hours for appointments or other reasons, must be picked-up by their parent or guardian. Parents must first report to the child's teacher and the principal, via e-mail, ahead of time that the child will be leaving early, and the parent



must state who the child will be leaving with, the time they are leaving, and if they will be returning to school or not. In the event that the child is not returning to school, they should collect their homework for the day from their teacher;

- If the student is being picked up by any person other than their designated parent, guardian, or caregiver, the school principal and the child's teacher must be informed via e-mail from the parent, guardian, or caregiver;
- Students are not permitted to leave the school grounds at any time during school hours unless they are accompanied by their parent, guardian, or caregiver.

### **Attendance**

- Students arriving after 8:45AM are considered late;
- Students arriving after 9:15AM are considered absent for the morning;
- Students who are late to school for any reason other than inclement weather, an unavoidable medical or dental appointment, or a school outing, will be marked unexcused;
- If a student is frequently late (seven times per term) or absent from class, the student's teacher will contact the parent(s), guardian, or caregiver to find out the reason and to reach a solution. In extreme cases, the student may be required to withdraw from the school;
- Students must be punctual, attend all classes and regular school activities, and attend special events as announced. Parents have an important obligation to support the school's regulations fully and are asked not to give permission for absences to enable a student to complete school assignments or catch up on late work. Students are held accountable for regular attendance, promptness, and handing in work on time. Parents are asked to send an e-mail in advance of an absence and to indicate the reason to the principal and the child's teacher. Students who have day time appointments are required to present a note to the teacher explaining the reason for their leaving or a parent or guardian can phone or email the teacher and principal. For a medical absence of four days or longer, a note from a doctor is required.
- Parents, guardians, and caregivers are expected to adjust their transportation schedule to weather conditions so that they arrive at school on time. In winter, reasonable allowance is made by our staff for inclement weather or road conditions.

### **Immunization for School Attendance**

Ontario legislation states that any child attending an education facility must be vaccinated. Parents are required to provide the school with immunization updates as required by the Ministry. Please visit [Ontario.ca](http://Ontario.ca) and view the Immunization School Checklist to keep track of your child's vaccines, and the Ontario Immunization Schedule to know the frequency.

Children and adolescents attending primary or secondary school in Ontario **must** have proof of immunization against the following diseases:

- Diphtheria





- Tetanus
- Polio
- Measles
- Mumps
- Rubella
- Meningococcal Disease
- Pertussis (whooping cough)
- Varicella (chickenpox)

**Exemptions:**

Under the *Immunization of School Pupils Act*, your child can be exempted from immunization for medical reasons or due to conscience or religious belief.

For medical reasons:

You must fill out a Statement of Medical Exemption form that has been signed by a physician or nurse practitioner and submit it to your local public health unit. It will indicate the reason for the exemption, such as:

- Your child has a medical condition that prevents them from receiving the vaccine
- There is evidence of your child’s immunity to the disease, making further immunization unnecessary

For conscience or religious reasons:

You’ll need to:

1. Go to your local public health unit to complete an education session that covers:
  - Basic information about immunization
  - Vaccine safety
  - Immunization and community health
  - Immunization law in Ontario
  - At the end of the session, you’ll receive a Vaccine Education Certificate signed and dated by your public health unit.
2. Complete a Statement of Conscience or Religious Belief form and get it signed by a commissioner for taking affidavits in Ontario.
3. Make copies of your certificate and your signed Statement of Conscience or Religious Belief form and submit the originals to your local public health unit (they will tell you how). It is important that you keep your copy because the ministry and local public health units do not keep records of your exemption documents.



## Dress Code

The school has standards that it believes to be appropriate uniform apparel for students who attend Ottawa Adventist School, and reserves the right to maintain the standards outlined in its dress code:

- Students should be well-groomed at all times, avoiding extremes in clothing and hairstyles.
- Fashion extremes such as ripped or torn, frayed, unhemmed, sheer, short, and tight-fitting clothing, etc. are not appropriate.
- Appearance should be modest, clean, and neat.
- The wearing of jewellery to school is not permissible. Bracelets or necklaces that are worn because of a medical condition (MedicAlert) are the only exception.
- Make-up, including nail polish, should be a natural colour and not distracting.
- Hair should look neat, clean, be non-distracting, and only be a student's natural hair colour.
- Hats and bandannas are not acceptable inside attire.
- Students need three pairs of footwear: outside shoes, black uniform shoes, and gym shoes are necessary. Inside shoes are to be used exclusively for use inside the school only.
- All students are expected to be outside during all recess periods, except in very inclement weather, and should be dressed accordingly. Children must be dressed warmly in winter; boots, gloves, and hats must be worn.  
\*Inclement weather: When temperature and/or windchill factor indicates anywhere between -20C and -28C, children will remain indoors due to risk of frostnip or frostbite.

### Uniform Description

Students **MUST** wear their complete school uniform during school hours.

Summer Uniform: Boys and Girls

- OAS white or green polo shirt, navy Bermuda style shorts. The shirts must display the school emblem. Black shoes and navy socks.

Winter Uniform: Boys

- OAS forest green cardigan or forest green hoodie displaying the OAS emblem, a white shirt and navy pants. Black shoes and navy socks.

Winter Uniform: Girls

- OAS forest green cardigan displaying the OAS emblem. Navy tunic, or white blouse and navy skirt or navy pants. Black shoes and navy socks.

Special Occasion Uniform: Boys

- OAS forest green cardigan displaying the OAS emblem, a white shirt, forest green tie and navy pants, black shoes and navy socks.



### Special Occasion Uniform: Girls

- OAS forest green cardigan displaying the OAS emblem, a white blouse with navy bow at the collar, navy tunic or navy skirt, black shoes and navy socks

### Gym Uniform: Boys and Girls

- OAS Forest Green gym shirt
- Navy blue track pants, or navy blue sports shorts that are knee length
- Running shoes (non-marking/non-skid soles)

Uniforms can be purchased from Growing Kids, they will also stitch the school emblem onto the shirts/vests/sweaters/cardigans.

## **Student Conduct**

### Expectations/Rules

Each student enrolled at Ottawa Adventist School is a representative of the school. For this reason, students are expected to practice and uphold the established standards of conduct. Any student who disregards the basic principles of the school is subject to disciplinary action which may include expulsion. Each teacher is given the responsibility of classroom management. The principal will assist the teachers in this endeavour and assume overall responsibility for the execution of school policies and rules. Parents and students are expected to cooperate with the school in these matters. The school seeks to cooperate with the home in developing the following character traits in students:

- Respect for and obedience to authority;
- Courtesy and respect for others;
- Responsibility in performing assigned tasks;
- Cooperation with others in and outside the classroom;
- Truthfulness in work and life;
- Cleanliness in person and property;
- Respect for school property and the property of others;
- Promptness in attendance and the completion of assignments;
- Proper conduct in speech, social relationships, and recreation.

The school will employ appropriate means of correction when a student's behaviour is unsatisfactory. Minor offenses will be resolved by the classroom teacher. Major infractions that require the principal's assistance may include: persistent opposition to authority, theft, vandalism, fighting, bullying, disrespectful abusive language or gestures, undermining of the spiritual values of the school through sacrilegious attitudes or conduct, inappropriate display of affection, sexual harassment in any form, and continued minor problems.

Please also note the following:

- Damage or loss to school property and school books is unacceptable. Any student responsible for damage to school property will be required to pay for the damage;



- Fireworks, guns, knives, laser pointers, all forms of weaponry capable of bodily harm, playing cards; radios and electronic devices are not allowed;
- Abstinence from tobacco, alcoholic beverages, illegal drugs, and other controlled substances is required;
- Books selected for book reports or independent reading at school must be quality literature that strengthens Christian values and ethics. If in doubt, the student should consult the teacher;
- Horror, occult, or violent comic books, figures, clothing, and other associated materials should not be brought or worn to school;
- Rollerblading and skateboarding are not permitted on school premises at any time as stipulated by insurance policies;
- Gum chewing is not allowed on school property due to the potential damage to carpets, school fixtures, and furniture;
- Students are to be in the classroom or other designated places as required by the schedule.
- Please see page 20 for our rules on technology.

### Student Responsibilities

- Arriving at school on time and being ready to learn
- Showing respect for self and others
- Keeping the school environment safe
- Following the rules and taking responsibility for their actions
- Completing homework and class tasks

### Bullying Defined

The Ontario Government Safe Schools Act includes bullying in the list of infractions for which suspensions must be considered. The term “Bullying” has been widely used by both schools and parents. The legal definition, as defined by the Ministry in PPM 114, is what will be used to identify bullying at Ottawa Adventist School, and is as follows; “Bullying is typically a form of repeated, and aggressive behaviour directed to an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person’s body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.” Bullying at Ottawa Adventist School will not be tolerated.

Bullying can take many forms. It can be:

- Physical- hitting, shoving, stealing, or damaging property
- Verbal- name calling, mocking, or making sexist, racist, or homophobic comments
- Social- excluding others from a group or spreading gossip or rumours about them
- Written- writing notes or signs that are hurtful or insulting
- Electronic (commonly known as cyber-bullying)- spreading rumours and hurtful comments through the use of e-mail, cell phones (e.g., text messaging) and on social media sites.



What is electronic bullying or cyber-bullying?

It is electronic communication that:

- is used to upset, threaten or embarrass another person
- uses email, cell phones, text messages and social media sites to threaten, harass, embarrass, socially exclude or damage reputations and friendships
- includes put downs, insults and can also involve spreading rumours, sharing private information, photos or videos or threatening to harm someone
- is always aggressive and hurtful.



## Disciplinary Report

Discipline at Ottawa Adventist School aims to provide a redemptive Christian environment that prevents and defuses issues before they evolve into serious conflict. However, continued unfavourable and inappropriate behaviours require consequences. Ottawa Adventist School's Disciplinary Report is used by the principal and teachers to document offences carried out by students from grades K-8. These reports are signed by both the principal and the teacher who is making the report. The report is then brought to the student's parents for signature upon having a meeting with their child's teacher regarding the infraction. Below you will see what the infractions are and the recommended action for each.

<b>Ottawa Adventist School Student Disciplinary Report</b>	
Infraction	Recommended Action
<b>Level 1 Offences</b> <ul style="list-style-type: none"> <li>○ Boisterous behaviour</li> <li>○ Disrupting class</li> <li>○ Non-compliance of disciplinary assignment</li> <li>○ Inappropriate language</li> <li>○ Not wearing required uniform</li> </ul>	<b>Level 1 Action</b> <ul style="list-style-type: none"> <li>○ OAS Action Plan will be completed and sent home</li> <li>○ Parent/Student conference with Principal</li> <li>○ Loss of privilege as determined by teacher</li> </ul> <p>Note: Three (3) documented infractions result in a Level 2 Action</p>
<b>Level 2 Offence</b> <ul style="list-style-type: none"> <li>○ Leaving school grounds</li> <li>○ Inappropriate use of electronic devices</li> <li>○ Defiance and disrespect</li> <li>○ Lying</li> <li>○ Minor vandalism</li> <li>○ Tussling</li> <li>○ Unauthorized printed materials</li> <li>○ Cheating</li> </ul>	<b>Level 2 Action</b> <ul style="list-style-type: none"> <li>○ Parent/Student Conference</li> <li>○ Loss of participation in next school activity/privilege as determined by Principal and teacher</li> </ul> <p>Note: Four (4) documented infractions, including the three (3) infractions from the Level 1 Offence, results in a one (1) day suspension from school.</p>
<b>Level 3 Offence</b> <ul style="list-style-type: none"> <li>○ Aiding and abetting</li> <li>○ Bullying and provoking others</li> <li>○ Fighting or assault</li> <li>○ Forging signatures</li> <li>○ Insubordination of authority</li> <li>○ Dangerous objects</li> <li>○ Theft</li> <li>○ Vandalism</li> <li>○ Inappropriate use of Social Media               <ul style="list-style-type: none"> <li>➤ Signing into social media at school without permission;</li> <li>➤ Posting confidential information about a fellow OAS student/staff on social media in or outside of school;</li> <li>➤ Using bullying or threatening language towards another OAS student/staff.</li> </ul> </li> </ul>	<b>Level 3 Action</b> <ul style="list-style-type: none"> <li>○ Student/ Parent Conference</li> <li>○ Suspension</li> <li>○ Student is placed on probation</li> <li>○ Parent is asked to withdraw student</li> <li>○ Referral to Public Sector Authorities</li> </ul> <p>Note: Five (5) documented infractions, including those from Levels 1 and 2, will result in two days of suspension from school.</p>



## Grievance Policy

Ottawa Adventist School seeks to maintain a spirit of cooperation, mutual understanding, and harmony. When communication disintegrates and misunderstandings surface, follow the procedure below to resolve conflicts; based on the wise counsel found in Matthew 18.

Follow these steps in sequence:

1. Speak to the person **most directly** involved to identify the problem and ascertain the facts; whether it is a teacher, or administrator and first try to resolve the issue with them. At no time should adults confront students who are not their own children.
2. If not resolved, the parent will **put the issue in writing** (one page maximum) and submit it to the principal along with a request for a conference with the teacher and the principal.
3. Following the conference, the principal shall respond in writing to the teacher and the parent about what was decided at the meeting.
4. If not resolved, the parent will **ask the principal to schedule another conference**, which shall include the principal, teacher, parent, and one or more of the following: OAS board chair, Ontario Conference Superintendent of Schools or his/her designee. The principal shall follow up in writing to all parties.
5. If not resolved, **parent contacts the board chair**, in writing, who will seek resolution through the appropriate subcommittee of the board.
6. If the school and the family are unable to reach a satisfactory resolution, the family may choose to **seek an alternative educational option** (e.g., home schooling or another school).

### Tips for a Good Meeting with a Teacher:

1. Make an appointment to meet with the teacher outside of regular school hours. The teacher has a responsibility to be teaching or supervising students, and it is in your best interest to have the teacher's full attention and there will be fewer restrictions on the amount of time the teacher will be able to meet with you.
2. If you are angry or upset about the issue, wait until you have calmed down. "Striking while the iron is hot" may make you feel better at the time to get it off your chest, but could also cause more damage and make the situation worse.
3. Come with a positive attitude to help make our school a better place by working with the teacher.
4. Try to treat the other person the way you would like to be treated under similar circumstances. Don't accuse.
5. Be reasonable in your approach and expectations.
6. Try to see the other person's point of view. Listen to them and try to understand. Taking time to walk in the other person's shoes can give us a new perspective on the issue, and present new solutions.
7. Avoid the use of over generalizations like "always" or "never," since they are seldom true.



## Appeals of Suspensions and Expulsions

Ottawa Adventist School operates in harmony with the Safe Schools Act of Ontario. When a suspension (in-school or out-of-school) is to be affected, students will be notified by the principal. The principal will notify staff and parents orally and in writing. If the suspension exceeds one day, a conference with the parents will be held prior to the suspension.

1. Parents may appeal a suspension of more than five days in writing to the principal no later than one day after notification
2. Appeals of suspensions will be heard by the principal
3. The suspended student may **not** be on campus until his/her appeal has been heard and a decision rendered. The suspension may have been served, but if the suspension is overturned on appeal, all reference to the suspension will be removed from the student's record.
4. Recommendations for expulsion are acted upon by the Superintendent, Principal, and School Board
5. Expulsions may be appealed to the Superintendent, Principal, and School Board in writing. If the expulsion is overturned, all reference to the expulsion will be removed from the student's record. *All appeals decisions are final.*

## Child Abuse

In cases of suspected child abuse, Ottawa Adventist School follows the protocol of the Province of Ontario legislation which requires that school staff report concerns immediately to the local Children's Aid Society.

## Insurance

Each child will be insured through the school's group policy. This coverage is required to provide for accidental injuries during school-related activities. Parents are asked to have their own private coverage for further coverage of their children.

## Field Trips/Church Visits/Outings

Permission forms from parents authorizing student participation in school outings and activities will be forwarded to parents prior to outings, and must be signed and submitted to the child's teacher before the decided deadline for that outing. Oral expression of permission will not be accepted. It must be written consent.

The permission form that is signed upon registration is an overall consent for outings, however, as outings get added throughout the year, another form will be sent out for signing to parents of student's partaking in the outing.

### Briefing Students Prior To Field Trips/Church Visits/Outings

Prior to any excursion, students should be briefed on:

- The purpose of the excursion and its curricular connections
- The school's expectations of their behavior





- Their right to be safe and protected, about protective strategies and of avenues for support should concerns arise
- Students should also be given strategies for seeking help and regaining safety

The parents of individual students with particular health care needs ought to let the teacher and principal know how their child's health care needs will be met during the excursion, especially where the arrangements differ from standard practice at school. All students should/will be briefed on the importance of advising staff if they are unwell or if they believe one of their fellow students is unwell.

### Student Behaviour

- Students must behave appropriately at all times on excursions
- Students on excursions interact with the public and are representatives of their school and community. Prior to excursions, they should be reminded by their parents and teachers of expected standards of behaviour
- The school has the right to ask a student to be sent home from any excursion if the student has compromised the school's expectation or any aspects of the law. If any student is required to return home, it will be at the expense of the student's family.

### Safety

Ottawa Adventist School complies with local Building and Fire Codes. Fire Drills are held throughout the school year. The Ottawa Health Unit provides immunization checks, dental checks, and regulates OAS in matters of public health concerns. For the safety of the students, all staff and volunteers are required to have a clear and current Police Reference Check before working or volunteering at the school.

### Accidents

Although we try to avoid it, accidents sometimes occur. In most cases, minor first aid at the school is all that is required. When serious injuries occur, the parent or designated person is contacted and informed of the need of emergency medical attention. Incident Reports are completed, and a signature from a parent is required for each accident. In cases of emergency, if we are unable to make immediate telephone contact with parents or guardians, we will call for ambulance service and accompany the injured child to the hospital.

### Head Injuries

If a staff member on recess duty sees or suspects that a child has had an injury to the head, then the parent(s) will be called. We highly encourage that the parent(s) seek medical advice to determine if a concussion occurred. If a concussion is diagnosed, it is imperative that the family informs the school so that we can create a learning plan moving forward for the child as they heal from home. ***Please see our Concussion Policy.***



## School Closure

### Winter Storm Closure

In extreme weather conditions, the school will follow the procedures outlined by the Ottawa-Carleton District School Board.

Procedure for early morning cancellation of school:

1. Staff will be notified of cancellation by administration as early as possible;
2. Parents are advised first to check our school website [www.ottawaadventistschool.org](http://www.ottawaadventistschool.org), listen to the radio, and/or watch the news for information regarding school closure or visit the [ocdsb.ca](http://ocdsb.ca) “school closure alert” section;
3. At the principal’s earliest convenience, parents will be alerted via e-mail.

### School Cancellation

Procedure for emergency closure during the school day:

1. Parents will be notified by e-mail;
2. Students will remain at school with staff unless released to their own parent/guardian/emergency contact person;
3. If evacuation of the building/grounds is necessary, students will be temporarily relocated to the old school building.



## Emergency Closure

- In case of emergency or unexpected school closing, parents are asked to prepare their children for such a situation and to ensure that the child knows where he/she should go;
- Updates will be sent to parents via e-mail.

<b>Evacuation, Lockdowns, &amp; Shelter-In-Place Procedures</b>
<b>EVACUATION PROCEDURES</b>
Evacuation requires all students and staff to leave the building. See the fire emergency evacuation procedures. Reverse evacuation occurs when students are outside and need to return to the building quickly.
<b>LOCKDOWN PROCEDURES- (CODE RED)</b>
Lockdowns are called for when a crisis occurs outside of the school and an evacuation would be dangerous. A lockdown may also be called for when there is a crisis within the school that would put students in jeopardy.  All exterior doors are locked and students and staff stay in their classrooms.  Teachers must keep all students in their classrooms. Doors are to be locked or securely shut. Staff/students are to position themselves in the corner of the classroom that is the least visible from the classroom door and exterior windows. Create a barrier between the students and the assailant. Use tables and shelving units if possible.
<b>SHELTER-IN-PLACE PROCEDURES- (CODE BLUE)</b>
Shelter-in-place is used when there is no time to evacuate or when it may be harmful to leave the building. Shelter-in-place is commonly used during hazardous material spills. Students and staff are held in the building and windows and doors are sealed.
<b>NOTIFICATION-</b> The administration, as well as all staff members must be notified immediately if a stranger is present on school property.



## Electronics

In order to maintain the privilege of connecting to the school network, students must agree to and abide by the terms below:

- Ottawa Adventist School will not be responsible for any physical damage, loss or theft of a personal electronic device;
- Ottawa Adventist School reserves the right to inspect, at any time, any personal electronic device;
- Computers and tablets may only be used during class time at the discretion of the teacher. These devices are to be used as educational tools only. Only one device per student can be linked to the school network;
- Cell phones are not permitted in the classroom;
- Ottawa Adventist School understands that some upper elementary students may have been given cell phones from their parents for communication. However, they are only to be used after school. During school hours, students can use the school phone to communicate with their parents in cases of emergencies;
- Student cell phones can **not** be linked to the school network;
- Students who misuse their devices and/or use their cell phones outside of the permissible rules, may lose the privilege of having it;
- Illegal, destructive, harmful or inappropriate activities, including, but not limited to: computer hacking, cyber bullying (outside of school included), and/or accessing obscene or improper material, are strictly prohibited. These activities will result in immediate confiscation of the device and a meeting with the principal to decide on an appropriate course of action;
- It is forbidden to videotape or record any students, or faculty at school;
- Only students that have a written recommendation in their Educational Accommodation Plan (EAP) for the use of music while in an exam or tests will be permitted. Listening to music in class, while a teacher is instructing or conducting a lesson is not permitted. Students permitted to listen to music must have a pre-downloaded playlist and are not permitted to stream music or videos.

## Computer Security and Use Rules

Students and parents are expected to sign the **Acceptable Use Policy** at the beginning of each school year.

Some of our students' projects include the use of the Internet, which connects them to millions of online sources and other internet users. With that connection also comes access to material that is not consistent with our education goals. As we are not able to actively monitor every student's internet use, we must rely on teaching student awareness and good online judgment, parental support of that teaching, and what limited supervision we can provide.

Students are expected to use the school's internet access for the sole purpose of completing their school assignments. They are to conduct themselves with the same courtesy online as they do in



person, in accordance with the school's expectations. School computers are expensive and valuable components of the equipment we rely on to provide educational opportunities, and any damage to them will be the financial responsibility of the student who caused the damage.

Unacceptable use of school computers includes, but is not limited to:

- Activities which may damage equipment
- Downloading, copying or transmitting any materials which is in violation of any Federal or Provincial regulations such as copyrighted materials, threatening or obscene materials, hateful, racist or discriminatory materials
- Unauthorized access to personal e-mail
- Unauthorized access or entry to the school's network system
- Unauthorized entry or attempt to gain access to view, alter, copy, share or destroy files
- The creation and or wilful transmission of computer viruses or virus hoaxes
- Visitation to any Internet sites deemed **NOT** of educational value.

Inappropriate use by your child could result in denial of computer privileges, suspension, expulsion, financial reimbursement, prohibited from engaging in school related activities, and/or legal action.

### **Homework**

Homework is defined as learning activities that are assigned to students by teachers and completed during non-classroom hours.

At Ottawa Adventist School, we believe that homework is instrumental in building lifelong learning skills. Videos and helpful links may be posted online (Google Classroom), or sent via email. For extra resources, parents/guardians are encouraged to search online on platforms such as YouTube to better help their child at home.

There are many positive outcomes to completing homework that include but are not limited to the following:

- Promote task commitment and time management, thus building self-esteem and guiding students in taking responsibility and initiative
- Strengthen the partnership between the school and home
- Assist students in the development of self-discipline
- Realize that learning can take place in a variety of settings
- Assist students in the development and practice of problem solving
- Guide students in decision-making processes, and in learning to accept the consequences of not completing work
- Establish a rapport between parents and children
- Help parents gain a better understanding of their children's areas of strengths and difficulties
- Increase the student's academic achievement



### Role of Administrators/Teachers with Homework:

- Teach the necessary skills required to complete homework assignments
- Give clear, explicit instructions and feedback
- Provide homework assignments which are integrated into the instructional plan for the class and appropriate for the varying abilities and circumstances of the students
- Stress the importance of homework to students
- Record data regarding homework completion to assist in completing the learning skills section of the Ontario Provincial Report Card
- Communicate to both the students and parents the role of homework in the evaluation of the student

### Role of Parents with Homework:

- Create an encouraging and supportive climate for the child in the home
- Establish a regular time and place for work to be done at home
- Help the child plan his/her time to both complete assignments and allow time for recreation and family events
- Avoid excessive commitments of student outside of school which impede homework completion

### Role of Students with Homework:

- Understand expectations and ask questions for clarification
- Complete homework tasks to the best of his/her ability
- Seek assistance from parents as necessary
- Submit homework assignments on time
- Arrange for the completion of homework due to absence
- Use the student planner to assist in remembering and organizing tasks for optimal use of time

### Time Commitments with Homework:

The amount of time a student spends on homework depends on the student's abilities, needs, interests, out-of-class involvements, and family priorities. These factors make it extremely difficult to set a guideline for maximum time to be spent on completion of homework and home study.



## **Curriculum**

Ottawa Adventist School offers a standard curriculum integrated with a Biblical viewpoint. It recognizes and adopts within the framework of its philosophies, the curriculum guidelines provided by the Ontario Ministry of Education and the Seventh-day Adventist North American Division Office of Education. All teachers in the employ of this school hold university degrees in Education. Teachers are denominationally certificated and some have membership with the Ontario College of Teachers through provincial certification. The school also holds membership with the Ontario Federation of Independent Schools. Ottawa Adventist School requires criminal reference checks from all individuals that come in regular contact with students.

The school covers the following curriculum areas:

- Bible
- French Social Studies
- French
- Language Arts
- Mathematics
- Science and Technology
- Art
- Music
- Physical Education/Health
- History
- Geography

## **Parent-Teacher Conferences**

Parent/teacher conferences are an important part of your child's education. Parents are encouraged to schedule a conference with teachers at the end of each grading period.

### **Conferences with the Principal**

At times, it is necessary for parents to meet with the principal. This may be done at the principal's request or at the request of the parent. To arrange a conference, please e-mail the principal to schedule an appointment outlining the reason(s) for your desire to meet.

## **School Newsletter/E-mail Blasts**

The O.A.S.I.S is prepared to keep parents, students, and staff informed of upcoming events, reminders, announcements, etc. It is sent via e-mail as frequently as once a week or less. E-mail blasts are also sent out to parents to keep them informed; this method is used more frequently than the O.A.S.I.S.



### **Wait List Policy**

Parents considering Ottawa Adventist School for their child must complete an application form for enrolment to the school and submit it directly to the principal. As applications are received, students are placed on a waiting list. There is no charge to parents/guardians for being on the waiting list. As space becomes available, the principal of the school will contact the families on the waiting list. The families are to express their continued interest in the available space. Families who have accepted to enroll are required to pay the non-refundable deposit within a specified time frame to secure the space. The deposit fee should be paid directly to the school by cheque given to the principal, or by e-transfer to [Treasurer@ottawaadventistschool.org](mailto:Treasurer@ottawaadventistschool.org).

### **Toileting Requirements**

Boys may be using a urinal in the school depending on availability of the stall. They should be shown how to use one prior to the commencement of school. Children need to know how to wash their hands after using the toilet. Students coming into Junior Kindergarten must be toilet/potty trained.

### **Your Child's First Day of School**

To help your child make the initial separation, remember the following hints:

#### **Before School Opens:**

- Share in the excitement of school i.e. tell him/her some of the things they might expect to see and do
- Visit the school to help the child get familiarized -Attend orientation so your child can see the school and meet some classmates before they begin
- Always remain positive, avoid negative things or negotiations like "It's only one more day until the weekend" as this gives them the idea that they shouldn't like school. If they are upset it is usually because transition times are hard, often they don't want to leave either and this is for the same reason. Stay positive and firm and explain that this is what they are doing, let them know what you will be doing that day to ease any anxiety and indicate you will get them at pick up time.
- Talk to them about their favourite things about schools

#### **On the Actual Day:**

- Say a short goodbye at the door, even if there is anxiety
- Give a word of reassurance to him / her
- Be positive
- Have confidence and trust in your child that they will have a great day-- they will pick up on this confidence.
- Be on time for pick-up





## Admissions

Ottawa Adventist School admits students throughout the school year if class space is available for in-person learning. Students enrolled in online learning are also accepted throughout the school year. Ottawa Adventist School does not discriminate on basis of race, colour, religion, national or ethnic origin in the admission of students—tuition is open to all who desire a private, Christian education centered around Seventh-day Adventist beliefs. Because Ottawa Adventist School is a private church school, it is religiously oriented and has regulations that direct conduct. Students are expected to support these regulations while in school or participating in school-related activities. **Parents seeking admission for their children into the school thereby place themselves on record as being in harmony with the policies of the school and pledge themselves to assist in every way possible to uphold the school, the teachers, and the education program.**

### Age Requirements for Admittance:

- *Junior Kindergarten:* child must be four (4) years of age by December 31 of the current school year.
- *Senior Kindergarten:* child must be five years (5) of age by December 31 of the current school year.
- *First Grade:* child must be six (6) years of age by December 31 of the current school year.
- Students entering school for the first time must have proof of age and status in Canada

All admission forms must be completed, with signature, by the parent/guardian with the appropriate photocopies of documents. These must be submitted to the principal.

### Re-admission

Currently enrolled students will be re-admitted annually upon timely completion of registration forms and applicable non-refundable registration fee.

### New Admission

New students will be admitted upon:

- Completion of registration forms
- Review of their application by the principal
- Familiarization with Seventh-day Adventist beliefs
- Receipt of scholastic records from previous school
- Placement evaluation/academic testing by prospective teacher
- Financial clearance determined by the school's Treasurer
- Verification of status in Canada
- Classroom space availability

**\*\*ALL** Admissions inquires and forms should be submitted to:

[Admissions@OttawaAdventistSchool.org](mailto:Admissions@OttawaAdventistSchool.org)



### **Visa Students**

In addition to the non-refundable application fee, Visa students are required to submit a testing fee and the full year's cost of tuition at the beginning of the school year.

### **Visiting Students**

Visiting students are required to pay the full tuition cost at the beginning of the school year.

### **Late Enrollment**

Students enrolling anytime during the first month of school will be charged the full year's tuition. Tuition for students enrolling after the first 20 days of school will be pro-rated based on the remaining days of the school year.

### **Early Withdrawal**

Tuition will be fully refunded to a family whose child withdraws during the first week of the school year. A student withdrawing after the first week, but during the first 4 weeks of the school year will be charged one full month's tuition (10% of the annual tuition fee). Any refund or additional fees arising from early withdrawal after the first 4 weeks will be based on the number of days the student has been enrolled in the school.

### **Withdrawal of Services**

Providing an environment conducive to our mission is one of our primary objectives. The safety of the community is a priority; therefore, the provision of our service is conditional on both student behaviour and parent treatment of the school and staff. Ottawa Adventist School reserves the right to suspend, dismiss or withdraw services for the following reasons:

- Outstanding fees – tuition or other
- Inappropriate behaviour by a parent towards staff, other parents or students, such as: being belligerent, abusive, swearing, or harassing
- Inappropriate behaviour by a student towards staff or other students such as: being belligerent, swearing, violent or threatening
- Parent refusal or inability to abide by the policies and procedures as laid out in the parent handbook
- Student demonstrated unsuitability for our program
- If we feel the student is not benefiting from the environment and program we provide, or if the best interests of the school or classroom are being compromised by a student's ongoing enrolment
- If the behaviour of a parent or guardian is not conducive to our school values and mission

### **Financial Overview**

There are two categories of tuition fees when applying to Ottawa Adventist School: Constituent, and non-Constituent. The Constituent fee is for those who are members of the supporting Seventh-day Adventist Churches in Ottawa, and the non-Constituent fees are for those who are not a member of those churches.



## Payment Date Information

Parents have the following payment options for paying school tuition:

1. September-June: 10 equal payments which must be paid by the 15<sup>th</sup> of each month
2. September 25<sup>th</sup> and February 15<sup>th</sup>: Semi-Annually
3. September 1<sup>st</sup>: Full Payment. This option offers a 5% discount which will be reimbursed at the end of the school year

All parents/guardians are required to sign a Financial Agreement and pay registration fees at the time of registration. Please refer to the registration form for the current registration fee. Please note that fees are subject to change. Current rates are available by contacting the school and by checking the website: [www.ottawaadventistschool.org](http://www.ottawaadventistschool.org). Ottawa Adventist School reserves the right to raise tuition for the upcoming school year.

### How To Pay

Parents/guardians can pay via Adventist School Pay which can be accessed on our school's website, or parents can pay via e-transfer to the treasurer at:

[treasurer@ottawaadventistschool.org](mailto:treasurer@ottawaadventistschool.org)

## Financial Statements

Financial Statements are prepared by the school treasurer and are distributed to parents. For questions regarding your child's tuition payment or account balance, email the school treasurer at: [treasurer@ottawaadventistschool.org](mailto:treasurer@ottawaadventistschool.org)

## Refunds

There will be **no refunds** for students who begin school after the school year has begun, they are still required to pay full tuition fees. Students who transfer from another school during the school year, will be billed from the day they started at the Ottawa Adventist School, while those who withdraw will be charged up to the last month's attendance. **No rebates will be granted for vacations/short-term absences**. Students who have registered late or are absent for a certain period but makes up the work and receives grades, will be charged full tuition fees.

## Additional Charges

Items not covered by the tuition fees include, but are not limited to, the following:

- Registration
- Musical instruments
- Year Books
- Field Trips/Outings
- Extracurricular Activities

**\*Please see the principal for any additional charges you are being asked to pay by your child's classroom teacher.**



### **Delinquent Accounts**

Should an account become more than 60 days overdue, the student(s) will be withdrawn from school. Ottawa Adventist School reserves the right to place an interest charge on accounts delinquent for over 30 days. No report cards will be given, the SK or grade 8 student cannot participate in the graduation ceremony, and student will not be re-admitted until his/her previous account is paid in full, or prior financial arrangements have been made to pay off the account.

### **Custody and Single Family**

In cases of separation or divorce where changes are made regarding either parent's access to the child or the child's student records / performance, we will require the following documents:

- A certified court order which provides detail regarding parent access such as when and where a parent might contact or visit the child at school
- A court order or other legal document that prohibits access to education records, or removes the parent's right to have knowledge about his or her child's records
- A letter of agreement signed by both parents in the presence of the principal

In the case of single parent families, legal documentation is necessary for our files.

### **Emergency Contact Information**

It is essential that you provide the school with current contact information. We rely on this information as our primary point of reference in cases of emergency. All contact change requests should be directed to the principal by email. Contact information cannot be updated by telephone.

### **Student Agendas**

Ottawa Adventist School uses a standard published agenda for each student from grades K -8. The agendas are to be used daily by the student for student study skills, teacher/parent communication, homework, and project schedules.

### **Honour Roll & Principal's List**

Students who achieve a minimum overall average of 80% - 100% qualify for the Honour Roll or Principal's List. Grades 1-3 students in this category will receive a Certificate of Distinction.

### **Graduation**

Graduation services at Ottawa Adventist School include both Senior Kindergarten and Grade 8 students. In order to participate in the graduation service, students must be financially cleared.



## Assessment

The primary purpose of assessment and evaluation is to improve student learning. Information gathered through assessment and evaluation helps teachers identify students' difficulties as well as to detect weaknesses in programs. Assessment and evaluation are thus important tools for adapting curriculum and instructional approaches to student's needs and for determining the overall effectiveness of programs and classroom practices.

### Ontario Provincial Report Card

The Ontario Provincial Report Card provides an assessment of the learning skills and work habits demonstrated by the student. The six categories of Learning Skills and Work Habits are: Responsibility, Organization, Collaboration, Independent Work, Self-Regulation, and Initiative. Homework completion is related to each of these learning skills. When evaluating homework, teachers at Ottawa Adventist School will be using the following expectations as a guide:

- Completes homework on time and with care
- Comes to class prepared for learning
- Puts forth consistent effort
- Follows directions and completes all homework tasks
- Shows attention to detail
- Demonstrates interest and enthusiasm in homework assignments
- Organizes materials and equipment effectively
- Begins work promptly
- Follows directions and completes tasks
- Chooses and uses materials and equipment correctly, safely, and creatively
- Utilizes time effectively
- Perseveres with complex projects that require sustained effort
- Attends to task at hand
- Demonstrates flexibility and adaptability



As per the Growing Success document put forth by the Ontario Ministry of Education, student achievement of the overall curriculum expectations will be evaluated in accordance with the achievement charts. Grades 1-6 will be reported using letter grades, grades 7-12 are reported using percentage marks. Teachers may use the code “R” to represent achievement that falls below level 1, and the code “I” to represent that insufficient evidence is available to determine a letter grade or a percentage mark. The chart below breaks down the grade range:

Achievement Level	Letter Grade	Percentage Mark Range
4+	A+	95-100
4	A	87-94
4-	A-	80-86
3+	B+	77-79
3	B	73-76
3-	B-	70-72
2+	C+	67-69
2	C	63-66
2-	C-	60-62
1+	D+	57-59
1	D	53-56
1-	D-	50-52

### Canadian Achievement Test

Ottawa Adventist School participates in the Canadian Achievement Test (CAT) which measures achievement in the basic skills taught in schools across Canada with results compared to the curriculum expectations. CAT is a series of tests assessing reading, writing, language, and mathematics. Students tested with CAT can have their results compared with those obtained from large, representative samples of students from across Canada.

### Ontario Student Record (OSR)

The Ontario Student Record is a confidential file required by the Ontario Ministry of Education. It consists of photographs, achievement forms, documents and other relevant information about a student. When a student transfers to another school, the OSR will be forwarded upon written request of that school. The folder cannot be transferred to any school outside of Ontario. Only authorized personnel may have access to this record.



## **Suggestions to Help Your Child Succeed in School**

Parents, School, and Students work together to build the Ottawa Adventist School Community. Our common goal is to inspire and empower students to achieve their full potential in their pursuit of excellence. Here are some helpful guidelines to help your child succeed in school:

- Attend parent/teacher interviews
- Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
- Encourage your child to be enthusiastic about his/her school work, and to complete assignments neatly, accurately, and punctually.
- Provide your child with a suitable, quiet, well-lit place of study at home, and help him/her to establish a regular study pattern or schedule and adequate school supplies available.
- Use the student's daily agenda to keep current with assignments and schedules.
- Talk with the child about school activities; show an active interest in his/her report card and progress.
- Work with the school in carrying out recommendations made in the best interest of the child, including discipline.
- Provide your child with a well-balanced breakfast and sufficient lunch.
- Have prayer with your child every day and send him/her from home with a healthy, positive sense of self-esteem.
- Teach the child respect for law, authority, the rights of others, for private and public property, and reverence toward God.
- Be sure your child is in bed each night at a proper hour to ensure adequate rest.

## **Volunteers**

Ottawa Adventist School is committed to supporting the safety and well-being of its students. Students enrolled at OAS must be supervised by an adult at all times in accordance with the Child Care and Early Years Act, 2014 (CCEYA). Only employees of OAS have direct unsupervised access to the children.

The school requires that all volunteers and / or placement students performing their work placement (E.C.E or other), obtain a Vulnerable Sector Police Check (VSPC).

- The VSPC will be reviewed by the principal
- Any documents relating to the VSPC will be stored in a secure location to maintain confidentiality and control access to the information. They will be destroyed where a volunteer ceases to provide services
- The VSPC must be presented to OAS in original form only
- Copies of the original may be made and "certified true"



### **Parking Lot Safety and Etiquette**

As cars pose considerable danger to students, please follow the guidelines below:

- Please park in the parking lot and not in front of the school building
- Parking lot speed limit is 10 km/h.
- Reinforce safety guidelines with your child.
- Students must be accompanied by an adult in the parking area.
- Back out with caution
- Be respectful of handicap and fire route areas
- Do not leave your child unattended in the car
- If you have a minor accident in the parking lot, please inform the office
- Lock your doors and windows and do not leave valuables in your car. The school is not responsible for stolen articles

### **Home and School Association**

The Home and School Association meets monthly. Its purpose is to unite the home, the school, and the church in their endeavors to provide Seventh-day Adventist Christian education for the children. Its objectives are:

1. To promote cooperation between parents and teachers in the educational process
2. To give guidance for establishing in the home an atmosphere of love and discipline in which Seventh-day Adventist Christian values can be instilled in children through Bible study, prayer, family worship, and the example of the parents
3. To provide an opportunity for parents and teachers to develop a positive relationship in their work for the children
4. To support OAS in its effort to more fully harmonize the principles of Christian education in philosophy, content, and methodology
5. To strengthen the relationship between home and school by promoting such activities as:
  - a. Providing suggestions to the administration for curriculum improvement;
  - b. Encouraging frequent communication between home and school;
  - c. Encouraging parents to visit the school;
  - d. Encouraging teachers to visit the homes of students;
  - e. Providing volunteer services as requested by the school;
  - f. Assisting in providing the school with additional equipment and facilities not provided by the church or conference/mission.

