



# **Wildwood Academy**

**Family Handbook  
2019 - 2020**

## ***History***

Wildwood Academy was founded in 2002 by long-time residents of Oakville, Bud Johnson and Laurie Simpson. Their vision was to create a school environment to address the need for specialized private education in the Halton region where all students could learn despite their level of functioning. With the help of architect, Gren Weis, Bud and Laurie designed a warm and inviting building that now functions as a hub of positive social and learning experiences for students in grades two to eight. Wildwood Academy prides itself in offering small class sizes and intensive support instruction when necessary. Direct Instruction programs are relied upon to teach students who may be functioning above or below grade level with various learning abilities, including but not limited to: Attention Deficit-Hyperactivity Disorder, Dyslexia and Autism Spectrum Disorder. Learning is a positive experience and students achieve significant academic gains and increased self-confidence. Wildwood Academy is a federally incorporated, non-profit, charitable organization that relies heavily on tuition fees and generous community-based donations.

## ***Philosophy***

Wildwood Academy is devoted to accelerating the academic achievement of all students. Programs are individualized to allow each child to work to his or her potential. Structured lessons emphasize the basic skills of speaking, reading, writing, mathematics, spelling, reasoning and comprehension. Academic pursuits are balanced with instruction in science, health and fitness, computer studies, music and drama, social studies and art. Practical self-management skills and effective study habits are taught to ensure success in all subject areas. The importance of positive social interactions and ethical integrity are also taught within the classroom setting and during extra-curricular activities. Clubs are carried out during school hours to ensure that all students have the opportunity to participate in a variety of extra-curricular activities throughout the year. It is our goal to help our students thrive academically and become well-respected citizens.

In order to allow students to quickly and effectively upgrade their academic skills, Wildwood Academy has adopted specialized programs and learning schedules. The methods and materials used in our core subjects have been chosen for their measurable superiority as demonstrated in extensive research and field study. As well, we optimize student learning opportunities by extending daily in-school hours and decreasing between-task transition time. Field trips are also scheduled in a manner that is the least disruptive to classroom programs. We also ensure that our students are receiving on-going instruction according to skill level. In core subjects, students are taught in groups comprised of no more than 14 students. This allows teachers to maintain a high level of student mastery while keeping an accurate record of each child's progress. Scheduling our students to work closely with similarly skilled peers and well-trained staff enables all of our children to maximize their academic achievement. At Wildwood Academy, we strive to make education a positive experience, and we provide each student with the tools needed to engage in a lifetime of learning.

## ***Effective Teaching Practices***

At Wildwood, we believe that all children can learn when they are taught appropriately. As a means of upholding this belief, all of our teachers are trained in effective teaching practices and positive behaviour management techniques. As well, each staff member receives on-going professional development, monitoring and coaching to ensure that they regularly upgrade their skills.

Following the placement of students in appropriate skill-based groups, teachers adeptly lead children through the learning process. Instructors first model skills, and then students are guided through repeated practice. Once learned and mastered, skills and knowledge are built upon systematically. Ongoing cumulative review allows students to complete and understand increasingly complex tasks. Active teaching and learning methods enable students to remain engaged in their lessons. As a result of these practices, students achieve success and feel good about themselves.

## ***Methods & Materials***

The academic goals of Wildwood Academy are achieved using teaching methods and materials that are proven to be successful with students of all ages and abilities. Direct Instruction programs are a large component of our core curriculum. These well-designed programs are part of a large, on-going research and development project conducted by Siegfried Engelmann and his associates at the University of Oregon. Extensive studies have shown that Direct Instruction programs are highly effective for teaching language and math skills, and developing self-esteem. Successful results are achieved within each program through the presentation of material that systematically builds new skills and knowledge. All selected programs focus on skill development through modeling, repetition, mastery, ongoing review and application. Children are able to begin working at their own level and achieve excellent results.

## ***Program Outline***

Wildwood Academy successfully educates children with a wide variety of learning abilities by providing the most current and effective, scientifically-validated programming. Through the use of precise pedagogy, Wildwood strives to provide all students with the academic and social skills needed to become active members of both the school environment and outside community.

All students are placed in core academic programs that appropriately match their skill level. This allows students to begin working at their academic level and work towards building mastery of new skills. Direct Instruction programs and teaching methodologies are used for students working up to a grade six level in core academic subjects.

## ***School Policies***

This section of Wildwood Academy's Family Handbook focuses on aspects of each child's growth and schooling that are dependent upon family support.

Achievement in both academic and social development is the number one priority at Wildwood Academy. Therefore, it is important that both staff members and parents create the most positive, effective environment for learning. Children learn best in a school environment when their parents demonstrate support for the school, its staff, its curriculum, and its teaching methods. Students also achieve greater progress when parents and teachers set high expectations for learning and behaviour. Furthermore, higher levels of achievement are made possible when teachers and family members take a positive interest in a child's development. It is important for families and teachers to take time to notice and praise academic and social gains. We look forward to working with you to accelerate the achievement of your child.

Please read the following sections of this manual carefully. Your support will assist us in providing a rewarding educational experience for your child.

## ***Student Health and Wellness***

***Sleep:*** Wildwood Academy's students are taught that the brain and body require rest for proper functioning. Parents can help students of all ages do well in school by ensuring that their child gets a good night's sleep each evening. The following guidelines are recommended:

- for children 5 years to 13 years old, 9 to 11 hours of sleep per night
- for children 14 years to 17 years old, 8 to 9 hours of sleep per night

For more information about healthy sleep for children, please consult the Canadian Sleep Society: <https://css-scs.ca/resources/brochures/children>

***Healthy Eating:*** Maintaining a healthy body is important to help students achieve peak performance. Wildwood Academy reinforces healthy eating habits and teaches facts about basic nutrition. Parents are encouraged to help their child(ren) choose snacks and lunches which foster dietary diversity and nutritional balance.

Students will require a reusable, washable lunch bag or box for their daily lunch, snacks and drinks. All students are asked to have a refillable water bottle and may use the fountains and water coolers at the school to ensure they have water throughout the day. There are two nutrition breaks built into our schedule in addition to the lunch period. At other times during the day teachers will permit students to eat if they indicate they are hungry. It is a good idea to make sure your child has items from different food groups to ensure a balanced diet. Please consult the Canada Food Guide for ideas and to understand the research behind healthy eating and overall health. <https://food-guide.canada.ca/en/>

**NEW for 2019-2020 - Litterless Lunch Program:** Wildwood cares about our environment and is pleased to launch a litterless lunch program to help reduce food and packaging waste. We ask our Wildwood families to pack their child a litterless lunch. This means using reusable containers (thermos, stainless steel, beeswax food wrap) for food items. For safety reasons, glass bottles and containers cannot be permitted at school. All containers should be clearly labelled with your child's name. Students will be asked to put all uneaten food back into their lunch bag along with any wrappers and the containers that the food came in. Not only will this reduce waste at school, it will also allow parents to see what their children are consuming.

Students eat lunch in their Homeroom class and have access to a microwave in each room. **Due to allergies and food sensitivities, students are asked not to share their lunches or snacks with other students.** Children get hungry at different rates throughout the day so please be sure to pack extra snack items along with your child's lunch. Please limit the consumption of candy, chocolate bars, chips and pop.

### **Snack Ideas**

Raw veggies (cucumber, celery, carrots, snap peas, cherry tomatoes) with ranch dressing

Breakfast or granola bars

Fruits (apple, orange, nectarines, grapes, fresh berries, banana)

Crackers or pretzels or rick cakes

Cheese or cottage cheese or yogurt

Hummus or guacamole  
Hard boiled egg or deli meat

### **Lunch Ideas**

Soup in a thermos with crackers  
Sandwiches: cheese, deli meats, jams, tuna, egg  
Bagel and cream cheese  
Tortilla wraps with guacamole and salsa  
Pasta with tomato sauce and meatballs  
Salad or pasta salad  
Kabobs of deli meat, cheese, veggies  
Chicken, rice, steamed veggies  
Pita with hummus and veggies or sandwich fillings

**Drinks** (Students must have a reusable water bottle clearly labelled with their name.)

Milk  
Fruit juice  
Vegetable juice  
Fruit smoothie

***PLEASE NOTE: WILDWOOD ACADEMY IS A NUT FREE SCHOOL! All products sent with your child must be nut free. If purchasing pre-packaged items, look for the School Safe logo.***

***Class Treats:*** As students often have food sensitivities or allergies, we ask that parents not send any class treats that are food items. If there is a birthday or celebration that you and your child wish to share with their class, please speak to the Homeroom Teacher and/or the Principal about a non-food alternative.

***Fitness:*** Students at Wildwood Academy learn facts about fitness and have daily opportunities to participate in exercise activities. Students benefit from 2 or 3 physical education periods, as well as the opportunity to participate in an active club activity twice weekly. Our schedule also contains Daily Physical Activity for 20 minutes each morning and the option of intramural activities at lunch break. Students practise isolated skills prior to participating in team sports. Emphasis is also placed on personal health and fitness. On occasion, students will have opportunity to participate in activities such as hiking, basketball, aerobics, volleyball, and cooperative games. (Should medical reasons require that a student's level of physical activity be limited, special arrangements can be made through the office.) Families can also plan to include fitness in their regular routine. Organized sports, horseback riding, swimming or skating lessons, cycling, and hiking are excellent ways for children to maintain an interest in their physical well-being.

### ***Student Assignments***

***Homework:*** At Wildwood Academy, skills are reviewed and reinforced until mastery is achieved. Misunderstandings are given immediate corrective feedback, and students are provided with ample opportunity to practise effective and efficient problem-solving strategies. Therefore, wherever possible, students are not permitted to practise errors or poor problem-solving strategies. Part of this skill mastery process involves students completing certain tasks or assignments on their own.

Homework is an important part of student development. It allows students to practise effective self-

motivation strategies. Homework also allows students an opportunity to practise mastered skills and “show-off” their knowledge and mastery to their family. As students complete their homework assignments, parents will notice that new, unmastered, or untaught skills and concepts are never presented as homework. Since homework at Wildwood is well chosen, students often view it as easy to complete, and parents usually have no need to teach or help their child in solving homework problems. However, parental assistance is welcomed to ensure children have a regular time and a quiet place to complete homework. Additionally, parents can help by praising their child for effective and efficient completion of homework. Parents who note that their child is having difficulty with homework, or with the process of completing homework, should seek assistance from the classroom teacher and/or school Principal). Parents who wish to enroll their child in our after school Study Hall may speak with our office manager. This supervised homework time is available for an additional charge and operates Monday through Thursday. Please note that space is limited!

At Wildwood Academy, we strongly believe that home time should primarily be family and friend time. To honour that belief, homework is not given over week-ends or holidays. During the week, homework should be completed within the following time guidelines for each grade level. Teachers have been well instructed on appropriate amounts of homework. If your child has difficulty keeping to his/her time guideline, please advise the classroom teacher.

\*Note – Long-term projects may be given in Grades Six, Seven and Eight.

#### **Homework Guidelines:**

Grades Two to Four– approximately 30 - 45 minutes

Grades Five and Six – approximately 60 minutes

Grades Seven and Eight – approximately 60 - 80 minutes

**Missed Assignments:** Work missed during student absences of two days or less can be easily made up in class time or during morning recess. Students who are absent for several days or have not regularly completed their homework will be pulled from clubs and other activities to work on assignments until they have caught up to their group. Extended absences may require moving the child from one academic group to another group. At times, make-up assignments cannot be sent home since our programs require a trained Direct Instruction teacher. Therefore, it is important that students not be temporarily removed from school for reasons other than illness. Please speak with the Principal about concerns in this regard.

### ***Illness and Injury Prevention Policies***

**Flu and Colds:** Flu and colds spread rapidly through school populations. Families can help prevent the spread of flu and colds by keeping their child(ren) at home if any of the following symptoms are present: vomiting, diarrhea, green or yellow mucus, or fever. Wildwood Academy does not have a nurse on staff. Therefore, a child who arrives at school ill, or who becomes ill during the school day, will be sent home. A parent or guardian will be notified should a child need to be taken home. The student will be kept as comfortable as possible until someone arrives to take him/her home. If a parent cannot be reached, the emergency contact person will be called.

**Contagious Illnesses:** Under the Halton Regional Health Guidelines, children may not attend school if they have any of the following contagious illnesses: chicken pox, diarrhea, Fifth’s disease, impetigo, measles, mumps, pink eye, ringworm, rubella, scabies, scarlet fever, strep throat,

whooping cough or head lice. Children who have had a contagious illness may re-attend school only after they are no longer contagious. Please see the Halton Region Health Department link for guidelines on periods of exclusion from school: <http://www.halton.ca/For-Residents/Immunizations-Preventable-Disease/Immunization/Periods-of-Exclusion>

**Medical Forms and Records:** In the interest of the health and wellness of all Wildwood Academy students, no child will be considered enrolled at the school until all medical and immunization forms have been completed and returned to the office. These forms are part of your registration package and must be updated as changes in your child's health status occur.

**Medications:** We understand that there may be times when children need to take medication at school. However, for the safety and well-being of all students, medication of all kinds will only be administered when accompanied by a note of parental consent or if parents have signed off on the Registration forms allowing the administration of medications. **Prescription medications must be contained in the original prescription bottle and must not be outdated. Prescription bottles must be clearly labeled with the child's name, dosage, time to administer, and storage procedure along with prescribing doctor and expiry date if applicable.** Under no circumstance should any medications be administered by the child or in his/her classroom. All medications, including "over the counter" varieties, are to be kept in the office and administered by office personnel. Additionally, Wildwood Academy will not administer any medication that is not clearly labeled, in a container for a different medication, or with parental instructions that differ from the written physician's instructions.

From time to time, students may have mild ailments, such as headaches, which can be handled at school. "Over the counter" medications such as Acetaminophen (Tylenol) or Ibuprofen (Advil) will be administered only if the school has written parental permission or if parents have signed off on the Registration forms allowing the administration of these medications. Acetaminophen and Ibuprofen are available in the school office.

**Allergies:** Allergies are common among children. Nonetheless, allergies must be treated with the appropriate precautions to protect your child's health. If your child has a specific food, medication, or environmental allergy, be sure to make note of the allergy on the medical form included in your registration package. Should a new allergy arise mid-year, inform the child's teacher and the office immediately. Any allergy medication must meet the above mentioned medication requirements and must be kept under lock and key in the office. So that we may best serve the needs of your child, all staff will be informed of any allergy and special medical concerns.

*Sabrina's Law*, a provincial legislation, requires all schools and institutions to provide a policy for its attending students and staff which will "reduce the risk of exposure to anaphylactic causative agents in classrooms and common school areas". The precautions that an allergic/anaphylactic individual must take to avoid a life threatening anaphylactic reaction go far beyond the avoidance of ingesting the substance that causes the reaction. In a school setting, (classrooms, computer rooms, library, gym, etc.), the greatest risk is cross contamination. An anaphylactic individual can suffer an allergic reaction by touching a pencil, desk, keyboard, doorknob, etc., or any surface that contains traces of peanut/tree nut oil or residue, or by inhaling air/breath that has been exposed to peanut/nut products.

We wish to thank all Wildwood Academy families for their support in our goal to provide the safest environment for all of our students. We ask all parents, students, and staff members to carefully adhere to the following:

- 1) Read all labels of food products that are sent to school in lunch kits or snack packages to ensure that peanuts, traces of peanuts, and/or nut products are not listed as an ingredient.
- 2) Ensure that all parents, guardians, and caregivers who prepare food for a Wildwood student are fully aware of our peanut/nut free expectations and what this entails.
- 3) Ensure that individuals who consume peanut butter or any nut or seed product before coming to school thoroughly brush their teeth and carefully wash their face and hands to remove all traces of oils and residue.
- 4) Anaphylactic children and their parents must follow a strict protocol. Children are taught by their parents not to trade foods with friends, or eat anything without knowing the ingredients. Epi-pens are to be carried, or close at hand, at all times in case of emergency.

For further information about life threatening anaphylactic shock related to allergic reactions, visit [www.anaphylaxis.ca](http://www.anaphylaxis.ca).

\* Peanuts and tree nuts include walnuts, almonds, hazelnuts, pine nuts, chestnuts, pecans, acorns, macadamia nuts, filberts, cashews, hickory, pinon, pignolias, pistachios, Shea nuts/butter, mandalonas, peabutter, marzipan (almond based), nut-products used to mimic peanut butter and chestnuts, as well as soaps and lotions containing nut oils (e.g., almond oil).

**Asthma:** According to the Ontario Lung Association, asthma is a very common chronic (long-term) lung disease that can make it hard to breathe. People with asthma have sensitive airways that react to triggers. There are many different types of triggers for example poor air quality, mold, dust, pollen, viral infections, animals, smoke and cold air. Symptoms of asthma are variable and can include coughing, wheezing, difficulty breathing, shortness of breath and chest tightness. The symptoms can range from mild to severe and sometimes could be life threatening.

In accordance with *Ryan's Law – Ensuring Asthma Friendly Schools – 2015*, Wildwood Academy has established a policy for students diagnosed with asthma. The safety of students with a medical condition such as asthma is a shared responsibility of the school, family, health care provider and community partners. The policy outlines the school's commitment to students with asthma.

**Concussions:** The Ministry of Education is committed to promoting awareness of safety in schools and recognizes that the health and safety of students are essential preconditions for effective learning. Research demonstrates that a concussion can have a significant impact on a student – cognitively, physically, emotionally, and socially.

The definition of concussion given below is adapted from the definition provided in the concussion protocol in the Ontario Physical Education Safety Guidelines.

**A concussion:**

- is a brain injury that causes changes in the way in which the brain functions and that can lead to symptoms that can be physical (e.g., headache, dizziness), cognitive (e.g., difficulty in concentrating or remembering), emotional/behavioural (e.g., depression, irritability), and/or related to sleep (e.g., drowsiness, difficulty in falling asleep);
- may be caused either by a direct blow to the head, face, or neck or by a blow to the body that transmits a force to the head that causes the brain to move rapidly within the skull;
- can occur even if there has been no loss of consciousness (in fact most concussions occur without a loss of consciousness);



- cannot normally be seen by means of medical imaging tests, such as X-rays, standard computed tomography (CT) scans, or magnetic resonance imaging (MRI) scans.

It should also be noted that injuries that result from a concussion may lead to “second impact syndrome,” which is a rare condition that causes rapid and severe brain swelling and often catastrophic results, if an individual suffers a second concussion before he or she is free from symptoms sustained from the first concussion. Since concussions can only be diagnosed by a medical doctor or a nurse practitioner, educators, school staff, or volunteers cannot make the diagnosis of a concussion.

Due to the extensive strategies that are involved in dealing with a concussion, OPHEA (Ontario Physical and Health Education Association) has provided a Concussion Protocol resource. This document contains information about creating *Awareness, Prevention, Identification, Management Procedures for a Diagnosed Concussion, and Training*.

With the safety and best interest of our students, Wildwood will adhere to the protocols outlined in the following OPHEA document:

[http://safety.ophea.net/sites/safety.ophea.net/files/docs/appendices/E\\_IS/sq\\_e-isconcussionpkg\\_28au14.pdf](http://safety.ophea.net/sites/safety.ophea.net/files/docs/appendices/E_IS/sq_e-isconcussionpkg_28au14.pdf)

**Arrival and Dismissal Procedure:** Parents are asked to drop their child off at the school during designated times. Adult supervision is important for child safety. Except on special occasions, there is no supervision available prior to **8:15 A.M.** and after **4:05 P.M.** Should an occasion occur when parents are running late, **please** notify the office. **If a child remains at school after 4:05 P.M., they will be sent to Study Hall for supervision and parents will be billed accordingly.** Between the scheduled school operating hours, students are not allowed to leave school property unaccompanied by staff, parents, or appointed guardians. If your child is going home with another student, written permission is requested.

**Visiting Wildwood:** Parents and visitors must report to the school office. Parents are requested not to go directly to the classrooms without checking in with the office.

**Recess Procedures:** Students are to remain on school property, within the specified playground boundaries. All students are expected to participate in outdoor recess and students are not to remain in the school during recess unless they have been directed by a teacher to attend the morning Homework Support class. No student shall enter the school building during recess without first speaking to a teacher on duty and obtaining permission. This rule applies under all circumstances whether a student needs to retrieve forgotten mittens, use the washroom, or receive medical attention. In addition, no child shall be left unsupervised in a classroom during recess.

When weather is deemed to be too wet, too cold (below -20 degrees), or otherwise inclement, teachers will supervise an indoor recess in either the gym or the library.

**Minor Injuries:** Minor injuries may occur during the school day. These often consist of bumps, bruises, and scrapes. In the event of a minor injury, a staff member will tend to the student, complete an accident form in the office, and notify the student’s parent(s) as soon as possible. In the case of a more serious injury, parents will be notified by phone. In the event of a minor injury that may require professional medical care, parents or emergency designates will be called and

asked to immediately pick-up the child.

Occasionally, more serious accidents, which require immediate medical attention, may occur. In such cases, where it is deemed necessary by the Principal, a child may be transported to the hospital prior to parent notification. An emergency vehicle will be called, and parent notification will be attempted immediately thereafter.

**Fire and other Emergencies:** Students at Wildwood Academy are explicitly taught safe practices and behaviours for use in dire emergencies. Additionally, evacuation and lock down drills are held regularly, at unexpected times, so that safe and orderly exit from the building is well rehearsed and/or lock down protocols are understood.

**School Closure:** In the event of severe snow conditions or other inclement weather, Wildwood Academy will be closed. A decision to close the school will be made prior to 7:00 A.M. This information will be noted on our **website** and on our **social media platforms**.

**PLEASE NOTE:** the protocol for making a school closure decision is presently under review with consultations occurring between OIS schools, the Wildwood Board and members of our parent and faculty communities. An updated protocol will be shared in September 2019.

**Release of Students by the School:** Out of concern for student safety, Wildwood Academy will release students only to their parent(s)/guardian(s) or other adults who have prior written permission from a child's parent(s). On occasions when an alternate person shall be picking a child up from school, parent(s) or guardians must provide advance written permission to the school office. Additionally, the alternate person must report to the office upon arrival to the school and show valid identification before the child will be released.

Where court ordered custody or visitation are concerned, Wildwood Academy is required to respect the order of the court; however, legal documents must be provided, as proof of the court order. Any changes in legal custody or visitation must promptly be reported and proven with a revised written copy of the court order.

### ***Behavioural Responsibilities***

It is the goal of Wildwood Academy to provide an environment where students achieve academic success, make social gains and love to learn. Both the school and parents play an important role in creating a positive learning environment and in inspiring and maintaining student enthusiasm. An enthusiastic attitude helps maximize student progress. Wildwood Academy seeks to provide a positive learning environment through highly participatory activities, the provision of lessons that create high levels of student success, explicit behavioural expectations and frequent praise for both effort and achievement.

At Wildwood Academy, we teach and model appropriate behavioural expectations. Specifically, values such as honesty, kindness, consideration, good manners and respect are taught. All students, regardless of age, sex, race, or cultural background, are expected to demonstrate these values when interacting with staff members, parents, visitors and other students.

**Attendance and Punctuality:** At Wildwood Academy, programming and curriculum is purposefully designed to maximize time and effort spent engaged in learning. The timetable has been carefully planned to effectively use class time. Curriculum is coordinated, wherever possible, so that study is cohesive and relevant from subject to subject. Even field trips are carefully planned to co-ordinate

with what is being taught in the classroom. Parents can contribute to their child's optimum educational development by ensuring regular and prompt attendance at school. Students arriving late will disrupt the flow of lessons and make learning more difficult for others. Therefore, punctuality is highly valued at Wildwood Academy. Wherever possible, professional appointments, such as dental check-ups, should be scheduled outside of school hours. Should it be necessary to schedule appointments during school hours, we would like parents to make every effort to coordinate arrival or pick-up time with recess or lunch breaks. This will help to minimize classroom disruptions.

For safety, Wildwood Academy requires knowledge of student whereabouts during school hours. Students arriving late or leaving early must report to the office to check-in or check-out.

**Student Absence:** Student absences should be reported to the school office before 8:00 A.M. on the day of absence. We ask that all absences be reported directly to the Office Manager who will let teachers know. Please leave a phone message at the school using voicemail or send an email to [admin@wildwoodacademy.com](mailto:admin@wildwoodacademy.com). Homeroom teachers may be cc'd in an absence report. In the event of a prolonged absence, we request that you continue to keep the office informed. Our program's success is highly dependent on regular attendance. For reasons other than illness, parents are encouraged not to remove children from regularly scheduled programming for longer than two days. Longer periods of absence will require that students miss clubs and attend catch-up sessions to complete any missed lessons in core academic subjects.

If a student is absent after Homeroom and we have not heard from a parent, the Office Manager will call home before 9A.M. to inquire about attendance for that day.

**Positive Behaviour:** At Wildwood Academy, staff members teach, model, and encourage appropriate behaviour. Our expectations are explicitly stated and posted in all classrooms as reminders. Positive peer and authority interactions are continually rehearsed and promoted. Students who exhibit improved and/or appropriate behaviour will be praised. All Wildwood employees take time to highlight commendable student behaviours that have been observed by staff or students.

Parents can support our behaviour policy by discussing expectations with their children. When a staff member notes a particularly noteworthy behavioural accomplishment, it will be reported to parents through a phone call or note in the homework book. Parents are encouraged to show extra praise for these positive achievements. It is important that students feel good about their accomplishments.

**Behaviour Management:** Even with a positive behavioural approach, some students may occasionally misbehave. Most often, misbehaviour can be adequately addressed by simply redirecting the student to more appropriate behaviour. However, behaviour that is highly inappropriate or persistent beyond redirection will warrant the use of a mild punishment, as noted below, to stop the behaviour and prevent its reoccurrence.

Determining when to use mild punishments is not always easy. The staff at Wildwood Academy makes every effort to use mild punishments only when necessary. Whenever a child has required our consistent use of mild punishment, parents will be notified so that home and school may both have opportunity to influence more appropriate choices. Parents are encouraged to talk with their child(ren) about the misbehaviour and discuss positive alternatives.

Parental permission to use the following mild punishments, where deemed necessary by staff members, is assumed as a condition of enrollment at Wildwood Academy.

**Time Outs** - Time outs are our first course of action when redirection has not stopped a behaviour or when the behaviour is severe. Wildwood Academy uses a system of two redirects before a time out is issued. Time outs last for two minutes (enough time to allow the student to calm down and think clearly). For example, when a misbehaviour occurs, a staff member will redirect the student by saying, "That's one." If the behaviour continues, the staff member will again redirect and say, "That's two." If the behaviour still persists, the staff member will say, "That's three, take two," directing the child to go to a designated time out place for two minutes. Students who are required to take a time out will have an opportunity to meet with their teacher or a director to discuss their behaviour and more appropriate choices. Time outs may also be accompanied by a consequence.

**Penalties** - Penalties include the loss of minutes in choice or preferred activities (e.g., clubs, recess), the loss of field trip privileges, or the loss of one's opportunity to use special equipment and materials. Penalties will always have a logical connection to the misbehaviour (e.g., loss of club privileges when the misbehaviour was chronically inappropriate use of learning time, or temporary banning from paint activities when the misbehaviour was throwing and splattering paint on peers or furniture).

***Zero Tolerance Behaviours*** - Wildwood Academy complies with the Ministry of Education's ***Safe and Accepting Schools Act*** and thus, has a zero tolerance policy for the following behaviours:

1. any unlawful act
2. possession of a weapon or threatening to use an object as a weapon (pocket-knives are considered weapons by Wildwood Academy)
3. using controlled substances without a prescription
4. possession of alcohol or illegal drugs
5. physical assault
6. vandalism
7. flagrant disrespect for authority
8. sexual or racial harassment
9. bullying

Students displaying zero tolerance behaviours will receive one of the following penalties:

**Suspension** - Except in situations of extreme danger, first time offences will be given a two day out of school suspension. Students who commit a zero tolerance behaviour a second time will be kept home for a period of 5 full school days. Conditions for the student's return may be imposed at the sole discretion of the director(s). At times, the directors may feel that a one-day out of school suspension or an in-school suspension is warranted. In these instances, the directors will assign the duration of the suspension according to the nature of the misbehaviour.

**Expulsion** - Students committing a repeat offence for the third time, or a behaviour which places others in extreme danger, will be expelled immediately. Parents will be asked to pick up their child and his/her possessions. The student will not be welcome to return to Wildwood Academy at any time. It is completely at the Principal's discretion to determine if a behaviour has put others in extreme danger. Parents/Guardians of expelled students are obligated to pay for any property damages and any outstanding fees. Please note that there will not be any refunds.

When witnessed by staff, zero tolerance behaviours require prompt action to terminate the behaviour. Depending on the severity, staff have been instructed to issue a strong voice command and/or call the office for assistance. Parents will be notified as soon as possible, and before the end of the day, when a zero tolerance behaviour has occurred.

**Student Uniform:** Wildwood Academy requires students to wear a uniform to school. Uniforms help create an atmosphere of school unity and allow students to take pride in being members of a unique team. Great care has been taken to find a uniform supplier who makes comfortable, child-friendly clothing. Wildwood Academy is pleased to have selected InSchoolwear Incorporated as our sole uniform provider. We have selected several items as required garments for boys and girls. All students are required to purchase a long or short sleeve polo shirt, navy sweatpants (for gym class only), a gym T-shirt, and gym shorts. Female students are allowed to choose whether they prefer to order pants and/or skorts. Male students must wear the navy twill pants but may choose to wear the navy twill shorts in the warmer weather. Several attractive and comfortable additional items are also offered and may be worn to school. Please note that students are not allowed to wear non-uniform sweaters in the school during the cooler weather. Parents and children are encouraged to visit our supplier's facility or website to examine Wildwood's selection of garments.

**InSchoolwear Incorporated**  
886 Sinclair Rd.  
Oakville, ON L6K 2H3

**Phone: (905) 338-3030**  
[www.inschoolwear.com](http://www.inschoolwear.com)

Please be sure that all clothing is well labeled with your child's first and last name. Students should wear appropriate outdoor footwear to and from school. **Students must wear an athletic style shoe with non-marking soles for physical education. Athletic shoes, which may double as indoor shoes, may be left at school.** To protect the carpets in the school, all students are required to change into outdoor footwear for outdoor recess and when going home.

**Dress Code Violations:** Students violating the dress code will either be asked to: a) change into their fitness uniform, b) return home to change, or where applicable c) alter their appearance before returning the next school day. The following items may not be worn at Wildwood Academy:

- **dirty or torn clothing**
- **excessively large or baggy clothing**
- **excessive make-up, tattoos or unusually dyed hair**
- **excessive jewelry**

Violation of any of the above is at the discretion of the Principal. School decisions are final.

**Personal Property:** All items belonging to a student, including clothing, should be clearly and permanently labeled with the student's first and last name (written in permanent marker or sewn on an inside tag). When a label can be located, lost and found items will be returned to their rightful owner. Unlabeled items will be kept in the main office. Items left unclaimed will be donated to a local charity at the end of each term.

The following items are to be used at the discretion of school and home:

- **iPod's, MP3 players, or cell phones**
- **hand-held video games or game cartridges**
- **skateboards and scooters**

- **personal sports equipment such as hard baseballs, bats, hockey sticks and pucks (Frisbees, skipping ropes, toboggans and tennis balls are permitted.)**
- **toy weapons or toys which resemble and could be used as weapons**
- **money**

**Please note:**

- If you have given written consent for your child to have a cell phone at school as a home/school communication tool, your child will be required to hand their phone in to their homeroom teacher at the beginning of the day, and it will be returned at the end of the day or after Study Hall. Student requests to use a phone to contact parents during the day will be directed to the office.
- If you have given permission for your child to have an audio device at school, this device must not have a camera or wi-fi capabilities. Students must hand in their device to the teacher at the beginning of the day, and it will be returned at the end of the day. The use of the audio device is at the discretion of the teacher, to be used at the appropriate times.
- Any abuse of the above noted will result in the loss of the opportunity to use these items; regardless of written permission.

**Care of School Texts & Materials:** Students are taught which school materials will be theirs to keep and which are simply on loan. They will be taught how to properly take care of materials and texts on loan. Any damage to school property or materials will be treated as a violation of Wildwood Academy's behavioural expectations. Applicable punishments will be enforced and parents will be expected to pay for damages.

**Wildwood Academy Student Internet Acceptable Use Policy (AUP)**

**Educational Purpose:**

Students shall use the Internet system for educational purpose. Educational purpose includes Wildwood Academy activities and projects or limited high-quality self-discovery activities.

**Limitations on Non-Educational Activities:**

Students shall not use the Internet system for the following non-educational activities:

- a. Students shall not use the Internet system for commercial purposes, defined as offering or providing products or services.
- b. Students shall not use the Internet system for purchasing products or services.
- c. Students shall not use the Internet system for political lobbying except to analyze legislative measures and communicate their opinion to elected officials via the Internet.

**Technical Services provided Through the Internet:**

Students have access to the following technical services:

1. **E-mail.** E-mail will allow users to communicate with people throughout the world. Users will also be able to subscribe to mail lists to engage in group discussions related to educational subjects. Students in grades 3-8 will obtain a Hotmail account and will use it to complete academic projects.

2. **World Wide Web.** The Web provides access to a wide range of information in the form of text, graphics, photographs, video, and sound, from throughout the world. The Web is a valuable research tool for students.
3. **Newsgroups.** Newsgroups are discussion groups that are similar to mail lists. Students shall have access to selected newsgroups that relate to subjects that are appropriate to the educational purpose.
4. **Internet Relay Chat (IRC).** IRC provides the capability of engaging in "real-time" discussions. Students will have access to IRC only for specifically defined educational activities.

***Student Safety:***

- a. Students shall not reveal personal contact information about themselves (full name, address, phone number) when using the Internet.
- b. Students shall not agree to meet with someone they have met online without their parent's/guardian's approval and participation.

***Student Access to the Internet System:***

- a. Students shall not access material using the Internet system that has been deemed inappropriate for school use. Inappropriate material is defined as:
  - Dangerous information -- information that if acted upon could cause damage or presents a danger of disruption.
  - Criminal information – information that advocates or condones the commission of unlawful acts including instructions on breaking into computer systems, child pornography, drug dealing, gang activities, etc.
  - Inappropriate language -- obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language; harassment; personal attacks, including prejudicial or discriminatory attacks; or false or defamatory material about a person or organization.
  - Information that is inappropriate in an educational setting or violates school rules.
- b. Should students accidentally encounter inappropriate material they shall disengage from it immediately and report it to their teacher.
- c. Students shall not post defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material to the Internet.
- d. Students shall not use inappropriate language in email messages. Inappropriate language is defined as obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language; harassment; personal attacks, including prejudicial or discriminatory attacks; or false or defamatory material about a person or organization.
- e. Students shall promptly disclose to their teacher, any email messages they receive that are inappropriate or make them feel uncomfortable.
- f. Students shall not send "spam". Spam is sending an annoying or unnecessary message to a large number of people, such as chain letters.
- g. Students shall not download or install any commercial software, shareware, or freeware onto network drives or disks.
- h. Students shall not deliberately attempt to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- i. Students shall not read, copy, modify or erase other people's files.

***Student Privacy:***

Students acknowledge that the routine maintenance and monitoring of the system may lead to discovery that they have violated the law or a school rule. *Wildwood Academy* reserves the right to search email messages or Internet cache files if there are reasonable grounds for suspecting that

the search would turn up evidence that the student has violated or is violating either the law or rules of the school.

***Plagiarism and Copyright:***

- a. Students shall not reproduce copyrighted material without explicit permission.
- b. Students shall not plagiarize. Students shall stay within the bounds of the “fair use doctrine” of copyright law and must cite the source of information taken from the Internet.

***The Disciplinary Process:***

Internet access is an educational activity that is considered to be an important component of the educational environment in the preparation of students for life and work in the 21st Century. It is an essential requirement for the completion of assignments. Therefore Internet access is being provided to students for an educational purpose and access should not be denied, restricted, or suspended without due process as follows:

- a. Students shall receive a notification about an alleged violation and will be allowed to tell his or her side of the story to make sure that no injustice is done.
- b. *Wildwood Academy* may suspend access to the Internet system upon any violation of the AUP.
- c. Violation of the disciplinary code of the school when using the Internet system will be handled in accord with the disciplinary code.
- d. Suspicion of illegal activity when using the Internet system or violation of the law will result in the appropriate legal authorities being contacted to handle the situation.

***Liability***

*Wildwood Academy* shall not assume responsibility if a student causes harm to another person or organization as a direct result of using the Internet. *Wildwood Academy* shall not be responsible for losses sustained by users resulting from the Internet system. These losses could involve loss of data, an interruption of services, or reliance on the accuracy of information maintained on the system or accessed through the system. Educators and students should make a personal back up of material contained on the computer system.

***Parent Involvement***

***Volunteering for Special Events and Activities:*** We always appreciate parental help during special school events and fundraising. Invitation to participate will be sent out by email by the Office Manager. *Wildwood* will also, at times, request parental involvement in small committees or feedback sessions to provide a parent perspective on aspects of our school.

***Please note: A current police check is required for all parent volunteers and is valid for two (2) years.***

**If you have any additional questions about school policies or activities, please feel free to contact the office. The staff are looking forward to an exciting and successful school year.**