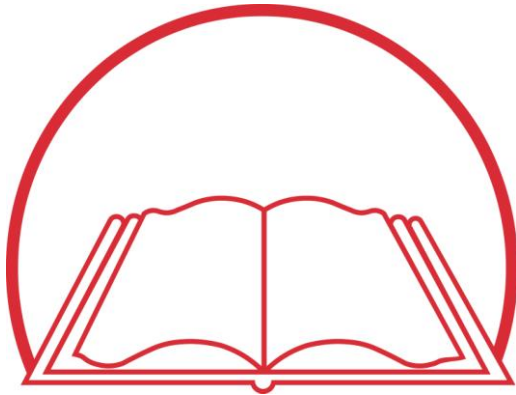


Handbook

**OLIVET**  
**NEW CHURCH SCHOOL**



*“Be Strong and of Good Courage”*

*Last updated*  
Wednesday, August 04, 2010

## ***Ten Religious Goals of New Church Education***

### **1. The Lord Jesus Christ**

To assist students in building an ongoing and developmentally appropriate affection and understanding of who the Lord Jesus Christ is in their own lives.

### **2. The Lord's Word**

To foster in students an affection for, a knowledge of, and a belief in, the Lord's Word and an ability to read it with understanding and delight.

### **3. Heaven and Hell**

To foster in students a delight in and a knowledge of the reality of the spiritual world.

### **4. Marriage**

To foster in students an affection for and a knowledge of true marriage.

### **5. Charity**

To foster in students a developing knowledge of how to live a life of charity and morality and to give them opportunities to practice it.

### **6. Worship**

To foster in students an affection for and a knowledge of the importance of public and private worship in their lives.

### **7. Prayer**

To foster in students an understanding and delight in the forms and uses of prayer.

### **8. The Church**

To foster in students a knowledge of the New Church and its role in their lives, and an understanding and appreciation for those of the universal church.

### **9. Spreading the Good News**

To foster in students a desire and an ability to spread the Lord's Word.

### **10. Trust in Providence**

To foster in students a sense of their place in the stream of Providence and an awareness of the Lord's continual provision of their needs.

## **WELCOME**

On behalf of the staff and all the members and friends of the Olivet New Church School I would like to welcome you to the new school year. We hope it will be productive, challenging and rewarding for all of the students in our care. If you have questions, please do not hesitate to call me.


*Jim Cooper, Principal*

## **MISSION STATEMENT**

Our purpose is to learn and live the teachings of the Lord's New Christianity and to share them with the people of the Toronto area through worship, education and outreach.

## **MEMBERSHIP IN O.F.I.S.**

Olivet New Church School is a long standing member of the Ontario Federation of Independent Schools (OFIS). Olivet has successfully completed the OFIS school management review.



*“The education of little children in heaven . . . is leading them  
by means of an understanding of the truth  
and the wisdom of good into the angelic life”*

(Heaven & Hell 344)



# Olivet New Church School

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## STAFF

Pastor/Principal ..... *Rev. Jim Cooper*  
Head Teacher & Teacher, Kindergarten ..... *Sara Gatti*  
Teacher & Director, Preschool ..... *Judy Todd*  
Teacher, Preschool, PM Kindergarten ..... *Deborah Williams*  
Teacher, Grades 1 & 2 ..... *Laura Braam*  
Teacher, Grades 3 & 4 ..... *Gabriele Pulpan*  
Teacher, Grade 5 & French..... *Karen Cooper*  
Teacher, Music..... *Rachel Hasen*  
Teacher, Scripture Studies Grade 3&4 ..... *Rev. Coleman Glenn*  
Teacher, Scripture Studies Grade 5 ..... *Rev. Brian Smith*  
Teacher's Aide ..... *Lindsay Whisen*  
Office Manager ..... *Sandy Bradfield*

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# EDUCATIONAL PHILOSOPHY

Olivet New Church School offers a comprehensive academic education. We also seek to develop the spiritual life of our students through daily worship services and the integration of religious principles into all areas of the curriculum. The most unique feature of Olivet New Church School is the environment—one of charity and safety, which we work hard to maintain throughout the school.

We strive to provide this distinctive environment for our students in order to give them a school that is safe and orderly; a place that stimulates learning; a place where they are respected and are encouraged to respect others; and a school in which children can grow and be nurtured by a group of adults who serve as positive role models for them.

This environment is of utmost importance to us as we work to protect the innocence which is the Lord’s own with each human being. The Lord and His teachings are the core of our educational philosophy at Olivet. We strive daily to provide children with a greater understanding of their Creator and His relationship with the world and with them. Our intention in doing this is to cultivate within each child an affection for the Lord and confidence in Him and the teachings contained in His Word.

One of the ways we express our love for the Lord is by living lives of useful participation in society. At Olivet we work closely with parents to give the children the skills, knowledge, and attitudes they need in order to become caring and capable members of our society, and thereby true servants of the Lord.

*“Let the little children come unto me.”*

(Matthew 19:14)

# ADMISSION

Olivet New Church School is open to all families who support our mission and who desire the type of education we offer. Membership in the Olivet New Church is not required and we welcome enquiries at any time. It is essential for the success of our educational program that parents be affirmative to the educational philosophy of the school. Specifically, they need to be in agreement with the value of a New Church spiritual education.

## Enrolment:

Enrolment in Preschool programs and afternoon Kindergarten (when offered) is open and on a first-come first-serve basis. Families currently registered in Tots' Time and Playschool will be offered first opportunity for admission to the following year, after which open registration to the community is available. New families will be placed on a waitlist until open registration begins.


The enrolment process for Kindergarten through Grade 5 falls into three categories:

1. Families who wish to enrol a child in Kindergarten and already have children attending the school in Kindergarten through Grade 5 need to complete a Kindergarten application form.
2. Families who are members of the New Church and want to enrol a child for the first time, and any families who already have a child attending the school and want to transfer a child from another school need to:
  - Meet with the principal.
  - Have the child meet with classroom teacher for evaluation.
  - Complete an application form.
  - Provide all records and documentation from any previous school(s).
3. Families who are not members of the New Church need to:
  - Meet with the principal and tour the school.
  - Meet with the pastor of Olivet New Church.
  - Have the child meet with the classroom teacher for evaluation
  - Complete an application form.
  - Provide all records and documentation from any previous school(s)

**Playschool:** Children are eligible to enrol in Playschool if they are between 2.5 and 5 years old.

**Kindergarten:** Children are eligible to enrol in Junior Kindergarten if they have their fourth birthday before December 31. However, the school strongly recommends that a child whose birthday takes place after September 1 not enrol until the following year. For those children born after Sept. 1, a necessary probationary period will occur. The teacher, principal and parents will participate in observing and determining if the child is ready for Junior Kindergarten.

**Learning disabilities and behavioural problems:** Olivet New Church School is not equipped to deal with significant learning disabilities or behavioural problems. If we find that a child needs additional support in one or both of these areas, we will review his or her enrolment.



*“No one is ever instructed by means of truths, but by means of  
the affections of truth: for truths apart from affection  
do indeed come to the ear as sound,  
but do not enter into the memory.  
What causes them to enter the memory,  
and to remain therein, is affection”*

(Arcana Caelestia 3066)



## **TUITION**

Olivet New Church School has been operated for more than one hundred years by the Olivet New Church, as part of our commitment to educate children according to the teachings of the New Church. This commitment to education is not only philosophical but financial as well. Annual school expenses represent more than fifty percent of the total Olivet New Church budget. The annual cost to the institution to educate each child at Olivet New Church School is in excess of \$8,000 and the fees charged below represent a fee structure that is heavily subsidized by the Olivet New Church.

We often rely on volunteer assistance, and expect that parents will contribute their time—as they are able—to aid in the success of our program. Additionally, we encourage families that are able to contribute financially—as they see fit—to the church or school. For many generations, parents and community members have contributed to the organization so that we can offer to you our heavily subsidized cost structure. In an effort to continue this blessing, we ask you to seriously consider what you are able and willing to contribute beyond the published fees.

### **Olivet New Church School fees are comprised of several parts:**

- *Non Refundable Registration Fee*: This is the minimum any family pays per student after all official school-funded financial aid has been considered.
- *Tuition*: This is the cost of tuition for the entire school year.
- *Total Fees*: The sum of the Non Refundable Registration Fee and Tuition.

All fees are based on a full academic year. Partial-year attendance will receive prorated fees.

### **Illness and Termination Notice for Playschool**

Missed days due to closure, illness or vacation are not refundable. Four weeks' notice is required for withdrawal from the program or a payment/refund for the balance to equal the four weeks' notice.

## 2010-2011 Fees

<b>Tots Time Total Fees:</b>	<b>\$225</b>
Registration Fee: \$ 0	Tuition: \$ 225
<b>Playschool (Morning or Afternoon) Total Fees:</b>	<b>\$1750</b>
Registration Fee: \$100	Tuition: \$1650
<b>Blended Afternoon Total Fees:</b>	<b>\$1750</b>
Registration Fee: \$100	Tuition: \$1650
<b>Morning Kindergarten Total Fees:</b>	<b>\$2100</b>
Registration Fee: \$100	Tuition: \$2000
<b>Full Day Kindergarten Total Fees:</b>	<b>\$3500</b>
Registration Fee: \$100	Tuition: \$3400
<b>Core Grades 1-5 Total Fees:</b>	<b>\$3675</b>
Registration Fee: \$100	Tuition: \$3575

## Financial Aid

*Need-based financial aid is available. Contact the principal to discuss this option.*

The New Church Grant is a tuition discount for students who are baptized into or who have a parent who is a member of one of the three recognized New Church organizations. The New Church Grant is applied as follows:

<u>Program</u>	<u>NC Grant</u>	<u>Final Total Fees</u>
Tots Time	\$100	\$125
Playschool	\$750	\$1000
Blended Afternoon	\$750	\$1000
Morning Kindergarten	\$1000	\$1100
Full Day Kindergarten	\$1500	\$2000
Grades 1-5	\$1500	\$2175

## CURRICULUM

Olivet New Church School is part of a system of New Church schools belonging to the General Church of the New Jerusalem. Much of our curriculum has been developed in conjunction with the General Church Office of Education. At the same time care has been taken to adapt our program to the needs of Canadian students and the objectives of the Ontario Ministry of Education. Our students are typically very well prepared and adjusted for education and life beyond Olivet.

The core of our curriculum is to teach our students about the Lord. In Kindergarten through Grade 5 this is done through direct instructional activities such as worship services, Scripture Study classes, and weekly recitations from the Old and New Testaments as well as the Theological Writings of Emanuel Swedenborg.

In Playschool our goals of worship are:

1. The Lord came to earth because He loves us.
2. The Lord teaches us about Himself.
3. He shows us how to live a good life.
4. He came to teach us how to be good.

This looking to the Lord extends into all academic areas. While we cover the normal academic disciplines and incorporate the Ontario curriculum, we do so from the perspective of learning about the Lord and serving other people. Students are prepared for a useful life through a challenging program in a supportive environment.

In Playschool our four half-day classes in the morning and afternoon are structured weekly to highlight language, math, science and cooking, French, music and religious instruction. Weekly themes provide interest and knowledge in learning areas.

*“All education should be an opening of the way to the Lord”*

(Arcana Caelestia 1495)

# HOME WORK

Generally speaking, Grades 1 through 5 are assigned homework on a regular basis.

Four practical reasons for giving the student homework are:

- 1) homework acts as a check on what the student learns in class;
- 2) independent work done at home gives the student some training and incentive to take responsibility and “figure things out for him/herself;”
- 3) homework can give students the opportunity to be creative and imaginative; and
- 4) there is a necessity for drill to reinforce basic skills in courses such as mathematics and language arts.

At Olivet, in addition to any homework given out by the classroom teachers, **daily oral reading and weekly memorization of recitations from the Word are required homework.** On an average night, students will receive ten minutes of homework times their grade level.

Parents can help children develop good study habits by encouraging them to do their homework at a regular time and in a special place that is quiet and free from distractions. If you have questions or concerns, please contact your child’s teacher.

*“Unless knowledges are learned for the sake of life,  
they are of no use.”*

(Arcana Caelestia 2049:3)

## **SPECIAL PROGRAMS**

### **Christmas Concert (Playschool-Grade 5)**

Before the school breaks for the Christmas holidays, the students perform a variety of Christmas-oriented musical selections. This is a very popular annual event.

### **Spring Concert (Playschool-Grade 5)**

Each year our music program culminates in a final performance event. The students entertain the audience with selected examples of their instrumental and vocal accomplishments.

### **Broader Horizons (Age-range varies)**

The Broader Horizons program offers the students voluntary after school activities and classes on a short term basis. The program is run by parents and friends of our school community, and has offered such options as: beginner's piano clinic, introduction to storytelling, embroidery, introduction to computers and the Internet, indoor soccer, cooking, pottery, cartooning, crafts, woodworking and horseback riding.



# **STUDENT ASSESSMENT**

## **Report Cards**

Reports for the Kindergarten are sent home twice a year, once at Christmas and once in June. They contain a simple rating scale for various skills and behaviours as well as personal observations from the teacher.

Report cards for grades above Kindergarten are sent home three times a year, at the end of each term. Students are marked on achievement and effort in all subject areas. Their behavioural development, social growth and study habits are also assessed. Reports are written for the parents, although parents are encouraged to discuss them with their child(ren). A mid-term comment form is sent home halfway through the first term to give parents an early indication of their child(ren)'s adjustment to the new school year.

## **Standardized Tests**

Canadian Achievement Tests are administered to Grades 2 and higher in the spring of each year. These tests help the teachers determine how well each child is learning and at what rate the child is progressing in each area. The tests are filed in the student's Ontario Student Record (see below).

## **Special Student Needs**

Students who demonstrate exceptional needs are identified through various means. Reports by teachers, conferences with parents, and routine achievement tests may indicate that further testing is necessary. If warranted, referrals to psychological services will be provided. The school has limited resources for working with students who have serious learning or behavioural difficulties.

## **Ontario Student Records**

An Ontario Student Record (OSR) folder is maintained for each student in our school beginning in Kindergarten. This folder contains the student's achievement test forms, report cards, a record of accumulated instruction in French as a second language, and any documents, photographs, and written information the principal wishes to include. This folder is established when a child enters school in Ontario, and is passed on (by request) to any Ontario school to which the child transfers. Access to the records of a child is available to the parents through the principal.

## **STUDENT AWARDS**

Awards are provided to encourage and acknowledge the pursuit of excellence. The awards given are summarized below.

### **Academic Achievement Award:**

Each term, this academic award is given to students in Grades 4 and 5 who receive a 75% average or better for that term's work.

### **Classroom Recognitions:**

Informal awards are presented by the teachers on the last day of school. They honour the different positive qualities that each child brings to the life of the school.

### **Kathleen McClure Fountain Memorial Awards:**

This is a family of four awards which are to be given each year as to deserving students in Grades 4 and 5.

#### **Award for Academic Excellence:**

Will be awarded to students who achieve an average of 87% or better in academic areas over the course of the school year.

#### **Award for Leadership and Responsibility:**

Will be awarded to students who demonstrate outstanding leadership and responsibility both inside and outside the classroom.

#### **Award for Contribution to the Life of the School:**

Will be awarded to students who, through learning and living the principles of the New Church, make an outstanding contribution to the life of Olivet New Church School.

#### **Award for Achievement in a Specific Area:**

Will be awarded to students who demonstrate a sincere and dedicated effort in a specific area designated by the faculty.

# **COMMUNICATIONS**

## **School Board**

Because Olivet New Church School is sponsored and run by the Olivet New Church, the Board of Directors of the Church serves as the School Board.

## **Parent/Teacher Communication**

Formal parent/teacher conferences are scheduled following mid-term reports during the first term for Grades 1- 5. After this, conferences can always be arranged when either a parent or teacher feels it would be useful. Because we are a small school, we have the time and energy for excellent communication between our parents and teachers. Parents are encouraged to visit classrooms (advance notice is requested) and experience their child's learning environment. Teachers urge parents to discuss concerns they have relating to their child's education or social development.

## **School Closing & Emergencies**

In the event of an unscheduled school closing or emergency, the school will utilize an automated phone service to contact parents.

## **Weekly Newsletter**

On the first day of every week a newsletter, *The Monday Memo*, is sent home to each family. This newsletter informs parents about upcoming events, lets them know what is going on in the classrooms, and discusses practical and philosophical issues of general educational interest.

## **Website**

Our website at <http://olivetnewchurch.org> has online versions of the handbook, recitation book and the weekly newsletter as well as general information, monthly calendars, links to associated sites of interest, and announcements.

## **Blog**

We try to maintain a regularly updated blog so that you can see what's happening at school. Links to the Monday Memo are available on the blog as well. You can visit the blog at [www.olivetnewchurchschool.blogspot.com](http://www.olivetnewchurchschool.blogspot.com).

# **POLICIES AND PROCEDURES**

## **The School Day**

**Parking:** Please pull into a parking spot to load and unload passengers, and use only designated parking spaces. Do not engage in “drive-by drop-offs.” No cars are permitted in the parking area near the school entrance, as that is part of the children’s play area.

**Outdoor Attire:** Please consider the weather before sending your children to school and ensure that they are dressed appropriately. They will spend recess time playing outside except during rain or *extreme* cold.

## **Schedule for Preschool**

Tots’ Time meets on Monday from 9:00 to 11:00am

Playschool meets Tuesday through Friday from 9:00 to 11:30am (morning session) or Tuesday through Friday from 1:00 to 3:30 (afternoon session).

## **Schedule for Playschool**

Arrival and Departure

Please ensure that your child arrives at 9am/1pm and is picked up at 11:30am/3:30pm. Chronically late parents will be given two late slips after which a late fee will be charged at a rate of \$5.00 per 5 minutes. It is the parent’s responsibility to inform teachers by phone or in person of daily authorized and designated pick up arrangements. Children will not be released unless confirmed by a parent. First time and not designated persons will be required to show proof of identity at the time of pick up.

## **Snack**

Playschool offers a nutritious snack at mid point in program day. Our monthly menus are posted on the parent information board. Please make us aware of allergies and restricted foods. Each child is assigned a Special Person of Week. On their day children provide snack for the class. Parents may also bring in snack for birthdays and holiday celebrations. Discuss with teachers food allergies. Olivet New Church School is not a peanut free school.

## Schedule for Kindergarten

Kindergarten students have five half days. The school day begins at 8:30 a.m. and Kindergarten students come straight into the classroom. Their day ends at 12:15 p.m. Monday through Friday. Afternoon blended Playschool/KG students stay until 3:30 pm.

## Schedule for Grades 1- 5:

**Arrival:** On a regular school day we expect children to arrive by 8:30 a.m. but not before 8:15 a.m. If it is raining when they arrive, children may come directly inside and wait in the stairwell for the first bell.

Children must stay on the “play lot” until the bell rings at 8:30 a.m. They may not use play or PE equipment before school, even if they brought the equipment from home.

Once inside students put their outdoor clothing in their lockers. All students should be in their classrooms by 8:40 a.m. A student that arrives in the classroom after 8:40 a.m. is marked “late.” If a student is not in the classroom by 8:45 a.m. and has not been seen on the property, the school will contact the parents to determine the child’s location. *If you know that your child will not be going to school please contact the school prior to 8:30 to inform us of his her/absence.*

**Recess and Lunch:** At 10:25 a.m. students have morning recess/snack and at 12:15 p.m. we have lunch/recess.

**Dismissal:** Classes end at 3:00. Please retrieve your child at his/her classroom as close to 3:00 as possible. After 3:10 p.m., a child who has not been picked up will wait outside the classroom door. Your child must be picked up no later than 3:20 p.m..

**After School Care (Tentative):** For children in grades 1 through 4 an After School Care program is offered from 3:00 p.m. to 6:00 p.m. Monday through Friday. The daily program will include a healthy snack, supervised play time, and supervised homework time. A full week will cost \$50.00 per child, but talk to us if you need to regularly schedule less than a full week. To sign up for the program, stop by the school office, fill out a form, and pay the fee.

Here are some policies and rules:

- Children in the program need to be picked up no later than 6:00 p.m.
- This is a formal program including prepared snacks and other elements, so we have to know how many children are going to attend

at least a day in advance.

- Children who are not signed up in advance for the program may not participate, and need to be picked up no later than 3:20 p.m.

### **Attendance**

Parents are requested to avoid removing students from classes. Whenever a child misses school, the pace and sequence of his or her learning is disrupted. If it is necessary to take a child out of school, the parents are requested to give advance notification in writing to the principal.

If a child will not be present due to illness, the parent is requested to call the school before 8:30 a.m. and let the teacher know. Please call each day the child is ill. This avoids unnecessary concern over the child's safety and assists the teacher in planning the daily program.

### **Phone Use**

Students are discouraged from using the phone while at school. If they have an important reason, they can ask permission to use the phone from their home room teacher or the teacher on duty. They may not use cell phones without asking permission in the same way. Cell phones must be turned off during school hours. If parents need to contact their children during school, please call and leave a message with the secretary. Unless it is an emergency, we would prefer students not leave class to talk on the phone.

### **Lunch**

All students in Grades 1-5 must eat lunch at the school. We can accommodate exceptions for special occasions. We encourage parents to send a nutritious lunch and encourage students to eat a reasonable amount. Please realize that this whole process is very subjective. If you have concerns about how it is handled, please speak to your child's teacher. The refrigerator, microwave, and stove are not for students' use, and we ask that parents do not use these appliances for their children. Also, please provide eating utensils from home.

Students are requested to take all packaging, leftovers and other lunch waste home.

*Students should not share food with other students! If a student does not have lunch, he/she should speak to his/her classroom teacher or the Principal, and the school will provide something in return for the completion of some minor task.*

Students will not be excused from lunch before 12:30 p.m. They must go to recess by 12:40 p.m.

## Health Issues

For health and hygiene issues, we follow the advice of the Toronto Health Department. In regards to the H1N1 flu our policy statement is as follows:

Modern Canadian culture promotes the idea that people who are sick should “tough it out” and go to work or school as if nothing was wrong. There are over the counter medications specifically designed to mask your symptoms so you can go to work. Unfortunately that’s exactly the kind of thinking that will allow the H1N1 flu to become epidemic and dangerous.

Basing our response on the recommendations of the WHO\*, it is our policy that:

1. Students and staff who appear to have an influenza-like illness at arrival, or who become ill during the day, will be promptly sent home.
2. Individuals with an influenza illness are to remain away from the school until at least 24 hours after they are free of fever (100F or 37.8 C or greater), signs of a fever, without the use of fever-reducing medications.

Symptoms suggestive of influenza are such things as fever, cough, runny nose, and sore throat during the previous 24 hours. Some persons with laboratory-confirmed influenza do not have a fever (between 10% and 40%). Therefore, absence of fever does not indicate absence of infection.

*“Fever-reducing medications, that is, medications containing acetaminophen or ibuprofen, are appropriate for use in individuals with influenza-like illness. Aspirin (acetylsalicylic acid) should not be given to children or teenagers who have influenza; this can cause a rare but serious illness called Reye’s Syndrome. The determination of readiness to return to school should be made when at least 24 hours have passed since the ill person’s temperature first remained normal without the use of these medications.”*

\*WHO—World Health Organization

Unwell children are often unable to function within the expectations of the classroom. Parents are requested to keep children home for 24 hours after a fever, if the child has a persistent cough or runny nose or is lethargic. Teachers will observe children at arrival for illness and will call for a child to be returned home if felt to be unwell to continue in the program.

## **Immunization**

Parents are to provide up to date immunization records at the time of admittance from Playschool to Grade 5. Parents are to update records as required.

### Toilet Training (Playschool)

Children are accepted provided parents will begin the process of toilet training and agree to communication on progress. Parents will supply pull-up diapers, and wipes with the child's name indicated.

## **Guidelines for Student Behaviour**

The primary objective of these guidelines is to create a respectful environment which is in harmony with the Lord's teachings and encourages student learning. The guidelines are intended to promote consistent standards and consequences for student behaviour.

### **Before School**

- students must remain on play lot only
- students must have permission to enter the building before 8:30 a.m.

### **Hallway**

- walking only
- no excessive noise
- no physical interaction with other students

### **Lunchtime**

- use washrooms at the west end of the hall if necessary
- do not share any food at any time
- students must ask permission to use the bathrooms or get a drink
- no rowdiness
- no loitering in the building between lunch and recess

### **Inside Recess**

- no scooter boards or other special equipment without teacher permission
- students must have permission to leave the hall for any reason.

## **Outside Recess**

- boundaries:

Boundaries are determined and enforced by the teacher on duty, taking into consideration personnel and environmental factors. As a general rule, all students must remain visible to the teacher on duty. The typical play boundaries include the playground, playfield, and playlot (east parking lot area). Students may ask permission to utilize the hydro field and permission may be granted if the teacher on duty determines the circumstances are appropriate.

- students must respect the flower beds
- students must not throw snow without special permission
- students must have permission to re-enter the building
- students must not pick live plants/leaves/branches

## **Line-up**

- students must line up promptly at the bell
- students must hold play equipment
- students must keep hands to themselves
- all play equipment must be properly stored

## **After School**

- students picked up by parents must remain on the play lot and playground

## **Washrooms**

- no eating in the washrooms
- no loitering
- no rough housing
- no playing in the showers
- students must clean up after themselves and make sure their belongings are placed in their lockers

*“He will reward each according to his works”*

(Matthew 16:27)

## **Face and Fix It**

The “Face and Fix It” system is designed to deal with serious and/or ongoing behavioural infractions. It is designed to provide for consistency among both teachers and students, and to offer a meaningful deterrent force through its cumulative effect. At the same time, it looks to student growth and allows for a clean slate each new term. All teachers will follow the same system and a record of student infractions will be kept in the principal’s office.

### **Procedure**

If an infraction occurs, the teacher who observes the behaviour will immediately complete a Face and Fix It form for the student. The student will “Face” the principal at the end of the school day, and record an account of his/her actions. The student will discuss his/her behaviour with his/her parents, completing and signing the appropriate sections of the Face and Fix It form. Finally, the Face and Fix It form will be returned to the principal the next school day before 8:40 a.m.

### **Face and Fix It Form**

The form has several sections:

- To be completed by Issuing Teacher:
  - Student Name, Date, Classroom Teacher, Issuing Teacher
  - Description of infraction
- To be completed by student *and* parent:
  - Rule I *chose* to break
  - Reason for rule in school
  - Option for better choice
- A section for additional comments is provided. Parental comments are welcome and appreciated on the form.
- The student, issuing teacher, parent, and principal will all sign the form.

## Students can receive a Face and Fix It for:

<b>Rules and Regulations</b> <i>Contraventions can include:</i> <ul style="list-style-type: none"><li>• Late arrival to classroom</li><li>• Non-adherence to dress code</li><li>• Leaving class without permission</li><li>• Leaving school without permission</li><li>• Running in hallways</li><li>• Talking in hallways other than to address faculty and visitors</li><li>• Littering school grounds</li></ul>	<b>Social Breaches</b> <i>Negative social behaviour, which can include:</i> <ul style="list-style-type: none"><li>• Taking the Lord's name in vain</li><li>• Swearing/inappropriate/hurtful/rude language</li><li>• Lying or deceitful behaviour</li><li>• Rude behaviour</li><li>• Bullying and/or deliberate exclusion</li><li>• Play fighting</li><li>• Throwing snow at buildings or another person</li></ul>
<b>Academic Transgressions</b> <i>Can include:</i> <ul style="list-style-type: none"><li>• Cheating</li><li>• Incomplete or “missing” homework</li><li>• Interrupting formal lessons</li><li>• Distracting behaviour</li><li>• Refusal to participate in educational activities</li><li>• Disregard for teacher instructions</li></ul>	<b>Civil Violations</b> <i>Civil violations, such as assault, vandalism, or the use of illegal substances, will be referred to the appropriate civil authority.</i>

## Consequences

The consequences for the Face and Fix It system are progressively more serious. It is at the principal's discretion to involve the parents at any point during a disciplinary matter. Repeated offences will require a meeting between the parents and the principal. In-school suspension, full suspension and expulsion are to be used at the principal's discretion.

The purpose of the Face and Fix It system is to provide a disciplinary record, but more importantly the purpose is to provide an opportunity for communication and growth. Appropriate consequences will be levied as determined by the classroom teacher and the principal.

## Guidelines for Playschool Student Behaviour

Preschoolers are given opportunities to manage their own behaviour; physically, emotionally, and verbally. Teachers model appropriate behaviour, provide positive reinforcement, gentle reminders and redirection as steps leading towards

self control. Children who require adult assistance are removed from conflict situations until the child is able to re-enter into the program or situation. Teachers monitor and support the child's transition back into play. Preschoolers are encouraged to behave in a charitable and helpful manner. Teachers assist children with empathy and issue resolution.

### **Uniform Guidelines:**

Kindergarten through Grade 5:

*All clothing must be in "good repair" meaning not torn, ratty, overly faded or otherwise less than appropriately presentable as determined by faculty.*

### **Purpose**

The purpose of these guidelines is to allow a certain degree of variety and flexibility within a consistent uniform code. Parents are requested to abide by this code in order to maintain a mutual sphere of cooperation between home and school.

### **Benefits**

- Reduces competition or peer pressure regarding dress.
- Encourages student creativity and individuality to be expressed through actions, not through fashion.
- Creates school identity.
- Studies show that an increase in academic achievement and a decrease in misbehaviour have been the counterpart to implementation of uniforms in schools.
- Fosters school pride.
- Establishes differences between play and school clothes.

### **Playschool Uniform**

Playschool children are given a complementary red tee-shirt at admission. Parents are to send children in their tee-shirt for school photo day, field trips, winter and spring concert performances. These are yours to keep and children may wear them to school on any given day.

## **JK-Grade 5 Uniform**

### **Sweaters**

Red cardigan, pullover or sleeveless vest with a v-neck or crew-neck.

There should be no trim or adornment on sweaters. *Each student is required to have one V-neck cardigan sweater purchased from the school to wear for special events that take place during the course of the year.* This sweater can be worn on regular school days as well.

### **Shirts/Blouses**

Plain white shirts with a collar or a turtleneck.

### **Pants/Tunics**

- Navy pants (no sweats, cargo or denim)
- Plain navy dress shorts (Bermuda style) in hot weather for boys and girls. (No athletic wear or “short shorts.”)
- Navy tunics or plain navy dress skirts for the girls, of an appropriate and modest length.
- Navy shorts may be worn under tunics and skirts.

### **Shoes**

- Solid colour (including laces and soles) black or navy shoes or sandals which will not mark the floor.
- Sandals must have strap on the back (no flip flops or slip-ons) and be worn with socks.
- All shoes or sandals must be in good condition.

### **Socks**

- Socks must match and be a solid colour.
- Navy, red or white tights may be worn.
- Navy socks or tights are required for special events.

### **Play clothes**

- Parents may choose to send play clothes and/or shoes for their children to change into at recess.

## **Gym uniform**

- Plain navy gym shorts or athletic (“track”) pants- may have contrasting stripe or small logo.
- Olivet logo gym T-shirt (available from school office)
- *White* socks
- Athletic shoes

\*\* In the interests of suitable hygiene, a change of socks/underwear/ etc. is recommended

## **Jewellery/Make-up/Hair**

- Simple jewellery is permitted.
- No make-up is permitted.
- No nail polish is permitted.
- Children must retain natural hair colour during school year.
- No visible tattoos (temporary or otherwise).

*Please mark the inside of all clothing (especially sweaters) with student’s name.*



## CLOSING COMMENTS

The mission of the Olivet New Church School is to help parents prepare their children for a useful and fulfilling life on earth and in heaven. We strive to help students learn to be led by the Lord so that they may find peace, a sense of security and goodness, and a delight in simple, deep, powerful truths. Do we help our students see the value of a useful life? Do we provide our students with tools that can help them through life's journey? Do we make a difference? Yes. We Do.

We have a motto: Be Strong and of Good Courage. It is taken from the first chapter of the Book of Joshua where it is repeated three times. Each repetition is coupled with a message:

First: Be strong and of good courage because the Lord has promised that we can go to heaven. Life is about much more than temporary, natural things. It is about preparing ourselves for an eternal life in heaven. When we allow ourselves to take a more spiritual, eternal view of life our perspective can change dramatically. We can focus on what really matters. Our students often choose to focus on what really matters.

Second: Be strong and of good courage because it is sometimes hard to follow the Lord's commandments. Doing the right thing is not always easy. It is not easy in the busy world of work and taxes and bills and grown-up responsibilities. And it is not easy in the rapidly-changing and sometimes confusing world of elementary or high school where the *easy* thing is often the *wrong* thing. But I believe that here at Olivet we are able to provide a bit of a haven, a small sphere of safety in which doing the right thing is supported, where charity is encouraged, and where following the Lord's commandments is not only expected, but nurtured.

And finally: Be strong and of good courage because the Lord is with you wherever you go. Build your strength in that. Find courage through His constant presence in your life. The Lord has a plan and He will always be with you. Each of us can make a difference in the world wherever we go. We continue to put right before wrong, to choose justice over inequity, to love mercy over cruelty, and to follow the Lord instead of the world.

And when we do that, surely goodness and mercy shall follow us all the days of our lives, and we will dwell in the house of the Lord forever.

The future of our society depends on the quality of our youth. Our students are the beneficiaries of an educational philosophy that strives to nurture all aspects of

human development—physical, intellectual, emotional and spiritual. Our students are typically very well prepared for whatever their next step in life may be.

Most parents want what is best for their children. For many children, I firmly believe that what we have to offer is simply the best in caring, Christian education.

I encourage families unfamiliar with our theological background to visit our website which has links to our sister schools and our central offices. You can also feel free to visit [www.newchurch.org](http://www.newchurch.org). Some of our fundamental beliefs include:

- There is one loving, personal God and He is the Lord God Jesus Christ.
- There is a life after death which begins immediately after the death of the body.
- Marriage can last forever, after natural death, for eternity.
- The New Church is based on the Word of God, as revealed in the Old and New Testaments and the Writing of Emanuel Swedenborg.
- The Word of God has a deeper level of meaning, teaching about the Lord's essential nature and a person's spiritual development.
- The life of religion is to follow the Ten Commandments and to act honestly and faithfully in our daily occupations.

Thank you for taking the time to read through this handbook. Please feel free to contact my office if you have any questions or comments. I welcome the opportunity to communicate with you.

Jim Cooper  
Principal

For three years running, Olivet New Church School has placed as “Best Private School in Etobicoke” in the Readers’ Choice Awards sponsored by the Etobicoke Guardian.



*“Every smallest moment of a person’s life involves a series of consequences extending to eternity”*

(Arcana Caelestia 3854)

## 2010-11 School Calendar

<b>SEP</b>	1-2 7	Staff Meetings School opening worship at 11:30 a.m.; picnic lunch at noon
<b>OCT</b>	11 14 15 T.B.A.	Thanksgiving holiday Parent/teacher interviews; early dismissal Parent/teacher interviews; early dismissal School photos
<b>NOV</b>	26 29	Fall term ends Marking day; early dismissal
<b>DEC</b>	17	Early dismissal for Christmas holidays
<b>JAN</b>	3 28	Classes resume Swedenborg's birthday celebration
<b>FEB</b>	21	Family Day
<b>MAR</b>	4 7 14 21	Winter term ends Marking day; early dismissal March Break begins Classes resume
<b>APR</b>	22 24	Good Friday Holiday Easter Monday Holiday
<b>MAY</b>	23	Victoria Day Holiday
<b>JUN</b>	16 17 20-22	Marking Day; early dismissal Last day of school; school trip / picnic Staff Meetings

*“Divine influx with a person is into the truth in which the person has been instructed...”*

(Arcana Caelestia 8441)

## Selected Quotes from Education for Use

By Willard D. Pendleton

- It is in childhood and youth that the foundations of conscience are established. The importance of these formative years cannot be overemphasized. The function of a moral conscience in the understanding is basic, and this above all else is a work of instruction.
- As parents and teachers we are called upon to work with our children in the establishment of a social conscience.
- The education of which we speak must have its origin in the home and its extension in an educational system which adheres to the same set of values.
- It is not the belief that there is a God that people have rejected; it is the credibility of His Word.
- What we have here is not three Words, but three revelations which, when taken together, constitute one Word.
- By the Father is meant the good of the Divine love, and by the Holy Spirit the truth that proceeds from the Lord's Divine Human, that is, the Spirit of truth which is the spiritual sense of the Word. What we have here is not three persons, but three aspects of the same Person, namely the Divine Love, the Divine Wisdom, and the Divine Presence.
- The trinity in God is not a trinity of *persons*, but a trinity of *person*, that is, a trinity of soul, body and mind.
- In all created things there is an end, a cause and an effect.
- Only insofar as one submits to what is of Divine order can one come into genuine freedom.
- As New Churchpersons we must learn that it is devotion to use, not personality, which is the true measure of a man. Unless we are capable of rising above personalities, we cannot exercise true charity.

This emblem, variations of which are used by the New Church worldwide, depicts the opening of the Lord's Word. This opening symbolizes the new revelation of a deeper meaning within the teachings of the Old and New Testaments, as revealed to us by the Lord through his servant, Emanuel Swedenborg.

With these new truths, as well as the teachings from the Old and New Testaments, we can go forward with strength and courage, knowing that the Lord is with us and leading us, to meet the challenges that life will present.

