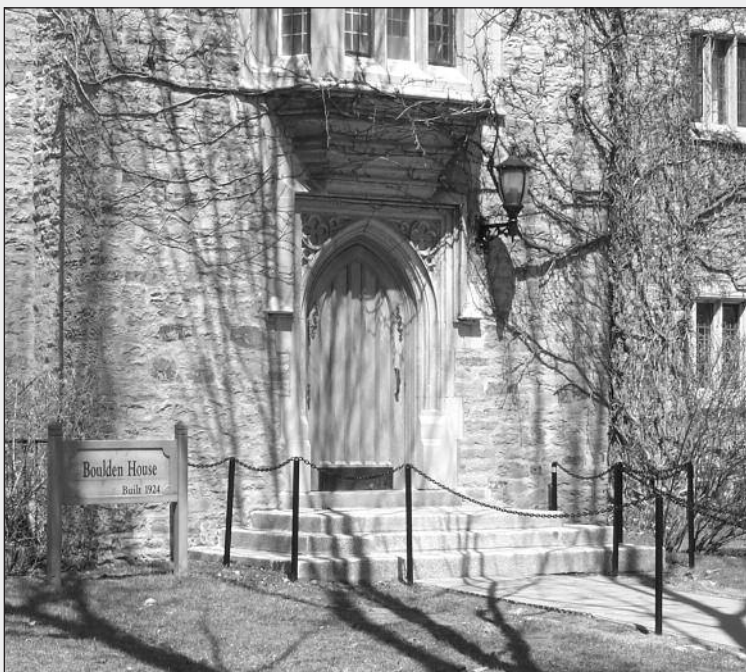




# TRINITY

## COLLEGE SCHOOL



# Junior School Family Handbook 2017-2018

# Junior School FAMILY HANDBOOK

Trinity College School - Junior School  
55 Deblaquire Street North  
Port Hope, Ontario  
L1A 4K7

Tel: 905-885-3217 – Fax: 905-885-0654  
TCS website: [www.tcs.on.ca](http://www.tcs.on.ca)

## Trinity College School's Mission Statement

*Developing habits of the heart and mind for a life of purpose and service*

The five key habits of the heart and mind are:  
**Perseverance, Integrity, Courage, Creativity, and Compassion.**

### We will provide:

- A personal environment that will both challenge and support each student
- Motivation and direction for students to explore their strengths and develop self-advocacy skills
- Chances to experience success individually and as part of a team
- Diverse opportunities for students to become globally minded and environmentally and digitally responsible citizens
- A learning environment that will develop the requisite skills to meet the challenges of high school

---

This booklet has been produced to inform our families about “life” in the Junior School at Trinity College School. Please take the time to read it together as a family and keep it in a convenient place for easy reference. While an attempt has been made to be as comprehensive as possible, there may be some questions left unanswered. Please do not hesitate to call the School at any time with questions which may arise.

# TABLE OF CONTENTS

DAILY SCHEDULE .....	1
SCHOOL SCHEDULE AND PROCEDURES .....	1
Before School	
Lateness	
Assemblies	
Chapel	
Recess	
Lunch	
Important Safety Notice Regarding Nut Allergies	
Pickup from School	
Traffic Reminders	
Absences & Illnesses	
Extended Vacation	
Environmental Sustainability	
SCHOOL ACTIVITIES .....	4
Field Trips	
Co-curricular Activities	
Service Learning	
Special Days	
Important Junior School Events	
Grade Dinners/Grade 8 Graduation Dinners/Closing Ceremony	
Awards	
CODE OF BEHAVIOUR/DISCIPLINE .....	6
Discipline in the School	
Digital Citizenship Guidelines	
ACADEMIC POLICIES .....	8
Homework/Extra Help/Exams	
TCS PARENTS' GUILD .....	9
THE PARENTS FUND .....	9
IMPORTANT MISCELLANEOUS INFORMATION .....	10
Birthdays	
Dress Code	
Uniforms	
Physical Education and Co-curricular Attire	
Cosmetics/Jewelry	
Special Non-Uniform Days	
Locker Combination Locks	
Lost and Found	
Home-School Communication	
Report Cards	
Parent-Teacher Meetings/Communication	
Newsletter/Letters Home	
School Website/Student Technology Use	
Parent Phone Numbers and Email	
Winter Storms/Bus Cancellations	
STAFF CONTACT LIST .....	14
SUPPLIES LIST .....	15
FREQUENTLY ASKED QUESTIONS .....	16

# DAILY SCHEDULE

Monday	Full School Chapel: 8:15-8:45 a.m.
Tuesday	Junior School Assembly: 8:20-8:45 a.m.
Wednesday	Junior School Chapel: 8:20-8:45 a.m.
Thursday	Homeform: 8:20-8:50 a.m.
Friday	Homeform: 8:20-8:50 a.m.

*\* All students are to be at school at least 10 minutes before these activities begin.*

Classroom Hours: 8:20 a.m.-3:45 p.m.

Recess: 9:55-10:15 a.m.

Co-curricular Activities: 1:20-2:20 p.m.

Lunch: 11:15 a.m.-12:05 p.m.

After School Extra Help: 4:00-5:00 p.m. on arranged days

## SCHOOL SCHEDULE AND PROCEDURES

### BEFORE SCHOOL

Students may enter the School when they arrive in the morning (**not before 8:00 a.m.**) and begin to organize themselves for the school day. Teachers will also be in the building, and may offer extra help sessions during this time. While this time provides a chance to chat with friends, the students' first priority must be to get their materials ready for their classes so that they can be in classes punctually and begin the school day effectively.

### LATENESS

Punctuality is important at Trinity College School. Students are expected to be on time for all chapels, assemblies and classes, and teachers will reinforce this expectation consistently. The best way to assure punctuality is to emphasize its importance at home and school.

1. Homeform teachers will keep accurate records of lateness.
2. Each occasion of lateness will be addressed by the teacher.
3. Should lateness persist and become a chronic problem, the head of the Junior School will be informed and will address the situation.

### ASSEMBLIES

The Junior School meets for its weekly assembly on Tuesday mornings. We come together as a community to promote school values, communicate upcoming events and activities to all students, and celebrate students' achievements in community service, athletics, the arts or academics. Assemblies provide a forum for student performances and special assemblies may also be held to recognize occasions such as Remembrance Day.

### CHAPEL

Chapel services are an important part of life at TCS. They are held with the entire school

on Monday morning and for Junior School students on Wednesdays. Chapel is led by our Chaplain, Father Don Aitchison, and is designed to encourage the spiritual and moral development of each student. It also reinforces the community feeling that is such an important part of our daily life at TCS.

### RECESS

Recess is viewed as an important part of the school day and all students are expected to participate outdoors. Students must have appropriate footwear and outerwear for the day's conditions. Only under unusual circumstances will students be permitted to remain indoors. A tuck shop is run by students on Mondays and Wednesdays, selling healthy snacks.

### LUNCH

Students remain at school and eat lunch in Osler Hall from 11:15 a.m.-12:05 p.m. under staff supervision. A wide range of nutritious foods are available, and we encourage the children to make healthy choices. Grade 5/6 students are not permitted to eat fried foods from the grill without permission. Once students have finished their lunch, they can enjoy outdoor recess time under staff supervision before returning to their classes at 12:05 p.m.

### Important Safety Notice Regarding Nut Allergies

There are students and adults on our campus with severe allergies to peanuts, almonds, walnuts, hazelnuts and various oils associated with these products; for some, simply being in the vicinity of such items can be life-threatening. While we cannot guarantee that these products will remain off campus completely, collectively we can do our utmost to make the environment safe for our peers and staff. **Therefore, students are not permitted to bring snacks to school that contain peanut or nut products.**

Within the Junior School culture, this rule is respected by students and monitored by teachers. The TCS kitchen does not cook with nut products or byproducts and the school store does not sell items containing nuts. Students in the Junior School are not permitted to use the vending machines in the Senior School, nor are they permitted to buy candy at the guild store (Bear Boutique).

### PICK UP FROM SCHOOL

Please make arrangements to pick up your child at school by 4:00 p.m. If your children take the bus, they are responsible for gathering all belongings and being on the bus when it departs. The buses leave from Boulden House at 4:05 p.m. Should a co-curricular event require that students stay late after school, the supervising teacher will notify parents of alternative busing arrangements, or parents may have to pick up their children from school.

If you are unable to pick up your child by 4:00 p.m., you must notify the homeform teacher to ask if your child can remain in the Boulden House library under teacher supervision. The Junior School library is open until 5:00 p.m. Please note that the library does not offer these extended hours on school days leading into long weekends and students must be picked up at 2:30 p.m. on those days.

## TRAFFIC REMINDERS

The drive-through is a one way road. Do not park cars on the drive-through. If you are coming into the School, please park your vehicle in the parking lot. Do not drop off or pick up in the space designated for buses. Please remind the children when you are dropping off, to look carefully when leaving your car or when crossing the drive-through. **Cars must not be left idling due to the excess pollution that results. Our students thank you!**

## ABSENCES & ILLNESSES

The reporting of absences is necessary to protect all students.

- **Students cannot report their own absences.** Parents should email the school office at [delder@tcs.on.ca](mailto:delder@tcs.on.ca) or call the School at 905-885-3217 ext. 1300 by 8:15 a.m. to report the reason for a student's absence or lateness.
- **Do not call the Senior School to report absences.**
- In the case of planned absence or lateness, please notify the homeform teacher and Mrs. Elder by email prior to the day. If the School has not received notification of a child's absence, then a call will be made to the home/workplace of the parent to confirm the absence and the reason.
- Students should not be sent to school with any contagious illnesses such as pink eye or influenza.
- A student who becomes ill will be attended to at school until a parent or authorized person arranges for him/her to get home.
- No student will leave the School unattended.
- **A student who leaves the School early for any reason or arrives late must first report to the office.**
- Parents must notify the School if they are going to be away, and must provide the name and contact information of the adult(s) who will be caring for their child in their absence.

## EXTENDED VACATION

Trinity College School does not approve of extended family vacations during the school year. School is a top priority for our students, and the holidays as they stand are more than generous. Naturally, we expect parents to arrange family vacations within the existing school vacation periods. Any request to miss classes should be directed to the Head of the Junior School, Mrs. Barbara Winsor Piccini, at 905-885-3217 ext. 1259 or by email [bpiccini@tcs.on.ca](mailto:bpiccini@tcs.on.ca). In the case of an absence, teachers are not automatically expected to prepare lessons in advance. Contact with the teacher to discuss missed work, should be initiated by the student or family before the student leaves, or upon their return. Our teachers will make every effort to help a child catch up, but the loss of a full week or two of teacher instruction can never be fully compensated. A student's progress in the class will likely be compromised.

## ENVIRONMENTAL SUSTAINABILITY

As part of Trinity College School's strategic plan, our environmental sustainability mission is to *Reduce our Footprint. Live in a healthy, sustainable community.* We support our students in becoming thoughtful, globally-minded, environmentally-responsible

individuals. The Junior School is a leader in reducing Trinity College School's impact on the environment. We ask you to assist us in being "green" by:

- Sending your child to school with a re-useable drinking bottle
- Packing your child's snacks in re-useable containers
- Seeking out products with little or no disposable packaging
- Supporting Port Hope's idle-free zone bylaw by shutting off your vehicle when parked in the School's driveway or parking lots

## **SCHOOL ACTIVITIES**

### **FIELD TRIPS**

We organize many field trips throughout the school year to supplement and enrich the curriculum covered in each grade. Resource people are also brought into the School to extend our curriculum in the form of workshops, presentations or lectures. Notification of impending activities will be sent home by the teacher in charge together with permission forms. At times, chaperones are required and any assistance would be greatly appreciated.

### **CO-CURRICULAR ACTIVITIES**

Each student's day is enriched by having full use of the magnificent facilities at TCS. The co-curricular program comprises athletics, music, art, technology, drama and other social initiatives that are all in place for student enjoyment and participation. From 1:20 p.m. to 2:20 p.m. we take full advantage of our athletics facilities by offering a diverse range of sports. Students in Grades 5 through 8 also have the opportunity of becoming involved in the terrific music program here at Trinity College School by joining the band, or other small ensembles. Our co-curricular time period is a time to enlist in a wide variety of club experiences with students from all grades in the Junior School. These activities range from drama and board game clubs, to adventure and outdoor clubs, to Ultimate Frisbee or debating. In addition to the opportunity to enjoy the many sporting opportunities at a recreational level, some students compete in volleyball, basketball, soccer, rugby, track and field, swimming and cross-country running at a more competitive level. We play against independent schools, and host competitions for local public schools, such as the "Lucky 13" cross-country running meet each October. Nonetheless, we strive to balance athletics and academics. Members of competitive teams are expected to take a proactive approach in catching up on any missed work.

### **SERVICE LEARNING**

A particular area of emphasis is service learning and leadership. Our goal is to develop lifelong leadership skills and shared values for responsible, active and compassionate citizenship. As students move through the Junior School, we provide frequent and meaningful leadership and service opportunities. These help our students to develop critical skills such as communication, teamwork, organization and an understanding of different leadership styles. Our Grade 8 students undergo more formal leadership training and are expected and encouraged to lead a variety of activities, which include the Terry Fox Run, seasonal charity drives like the Coats for Kids program, and other local and international service opportunities.

## SPECIAL DAYS

To begin the school year in September, we hold a Parent Information Reception for parents. The head of the Junior School introduces the school year and the teachers outline their academic programs and field any questions. Parent-Teacher Meetings are scheduled each year in October and February. There are also other important events during the school year which give us the chance to gather and celebrate our TCS community. These include the Oxford Cup race, Bear Fair, the Junior School Christmas Concert and our Grade 5/6 and Grade 7/8 curriculum evenings. These events are obviously critical in bringing us together as partners to create a successful educational experience for your child, and we would hope to see you there. Please watch our weekly newsletters for further details on these and other events, and we look forward to seeing you in attendance!

## IMPORTANT JUNIOR SCHOOL EVENTS

### Grade Dinners

Each year, our students and families gather for our Grade Dinners. These are important community building events for our students, and they also offer a chance for Junior School parents to get to know each other a little better. For Grades 5-7, the evenings begin in Boulden House, where the students showcase some of their curricular work. We then head to historic Osler Hall to enjoy a formal dinner and some good company. In Grade 8, sandwiches and hot snacks are served in Boulden House as families tour the curriculum exhibits. We look forward to seeing you for these events, and specific dates are listed in the calendar. Please note that they are formal events, so students are asked to wear their uniforms.

### Grade 8 Graduation Dinner

At the end of each school year, teachers gather with our Grade 8 graduates and their parents for a formal dinner and some presentations to reflect upon our shared experiences in the Junior School. Students typically wear formal attire for the evening, such as suits and dresses.

### Closing Ceremony

We close the Junior School academic year with a formal closing ceremony under the “Big Top” tent on campus where we celebrate the successes of the School and the achievements of all of our students. The Junior School Closing Ceremony occurs annually on the final day of school at 4:00 p.m. All students are presented with certificates as they move to the next grade, and various academic and character awards are presented. Our Grade 8 graduates receive their certificates as well, and a Valedictory address is made by a member of the graduating class. All family members, including grandparents, are invited to this event.

## AWARDS

### *The Guild Award for Citizenship*

Awarded to a student in each Grade 5-7 class who has set an example for us all by being an outstanding TCS citizen.



*Millennium Award*

Awarded to a student in each Grade 5-8 class who has demonstrated outstanding commitment to his or her academics.

*Heber Rogers Trophy: Male and Female*

Awarded to two Grade 8 students who displayed excellent athletic ability in addition to leadership qualities, teamwork and sportsmanship.

*The Fred Martin Memorial Arts Award*

Awarded to two Grade 8 students; one who excelled in the field of music, and the other in visual arts.

*The Stanford Cup*

Awarded to a Grade 8 student who has demonstrated significant growth in academic work and class involvement.

*The Rodger & Louise Wright Award*

Awarded to a Grade 8 student who demonstrates a commitment to and love of TCS.

*The Philip Ketchum Cup*

Awarded to a Grade 8 student who has shown leadership in the School and has pursued excellence in all areas of school life.

*The Boulden Award*

Awarded to a Grade 8 student who consistently demonstrates personal integrity in all areas of school life.

*The Tottenham Cup*

Awarded to the student with the highest grade average in the graduating Grade 8 class.

## TCS JUNIOR SCHOOL CODE OF BEHAVIOUR

In the Junior School, we expect all students to follow the “three R’s”:

- 1) **Respect yourself**
- 2) **Respect others and your environment**
- 3) **Take Responsibility for yourself and your actions**

We are a small and close-knit community and it is vital that each member of the community follows these rules. All staff members are required to enforce and take disciplinary action as required and it is expected that all parents will support these rules. Commitment to these principles ensures that the school staff can focus their energy on providing interesting and exciting educational activities.

In addition, the following attributes are expected of all students:

- |                    |              |               |
|--------------------|--------------|---------------|
| 1) Perseverance    | 3) Courage   | 5) Compassion |
| 2) Open-mindedness | 4) Integrity | 6) Optimism   |

## DISCIPLINE IN THE SCHOOL

There is no single system which provides good order and discipline within a school, but two requirements are necessary for effective routines: consistency and fairness. Consistency requires that expectations be maintained in all circumstances and fairness implies that any reaction be appropriate to the action. Teachers consider these factors in developing routines for the classroom.

The School makes a conscious effort to focus on the positive side of reinforcement, that is, rewarding appropriate behaviour. Expectations are set out as guidelines that students “can” follow, rather than lists of “can’t.” These guidelines are meant to encourage students to think and act responsibly, rather than encouraging avoidance techniques.

Consistent completion of homework assignments, appropriate behaviour (both in school and online) and preparation for tests, exams and projects are expectations at Trinity College School. In cases where a student consciously and constantly rejects the guidelines set out by the School, the parents will be contacted and strategies developed to encourage a positive contribution by the student to the School.

Specific rules are discussed with all students and these are communicated to parents throughout the year. The student and the student’s family agree to comply with and be subject to the School’s regulations, rules, and various standards of academic and social behaviour. The School believes that a positive and constructive working relationship between the School and the student’s parents is essential to the fulfillment of the School’s mission and for the success of the child.

The head of the Junior School will become involved when major disciplinary action is required. In these cases, there may be consultation with staff, parents or other students as deemed necessary. In all cases procedural fairness will be ensured.

The School reserves the right to remove a student where the continued attendance of that student would not be in the best interest of the individual or the School. In such a circumstance, the School will make every reasonable effort to assist the family in securing a suitable alternative. Parents are responsible for the full year’s tuition.

## DIGITAL CITIZENSHIP GUIDELINES

Computers are an integral part of our society and are important tools for conducting research, completing assignments, practising skills and communicating with others. Learning to use computers and social media appropriately and skillfully are important goals for us. However, access to our tablet and laptop computers is a privilege, not a right, and that access requires responsibility. Students in the Junior School at TCS must adhere to the following guidelines when using computers both at home and in school.

1. At all times, our standards of good digital citizenship must be followed when communicating electronically whether using email, text messaging or social networking.

Follow the acronym T.H.I.N.K:

T = is it true?

H = is it helpful?

I = is it inspiring?

N = is it necessary?

K = is it kind?

2. At all times, respect the rights of other network users. Each student is assigned a password, **which is not to be shared.**
3. No student is allowed to access another user's files, and no student is to use social networking tools including, but not limited to, Facebook, Twitter or Instagram when using school computers.
4. All computers and systems are to be treated with care, and used only with a teacher's permission.
5. Copyright laws must be respected.
6. Email, Google Drive and personal USB flash drives should be used to transfer work from home to school, but most technology projects are contained within school. No other email is permitted.
7. Never give out personal information such as your home address or telephone number on the internet.
8. Computer storage areas will be treated like school lockers. Faculty may review files and communications to ensure that users are using the system responsibly.

Students who do not follow these guidelines will lose access to computers during the day and parents are asked to model these guidelines at home.

## ACADEMIC POLICIES

### HOMework POLICY

Homework is assigned to students to establish good independent work habits and to review and reinforce skills taught at school. Each student receives a TCS homework agenda. It is the student's responsibility to enter all work in this agenda and keep it neat and organized. Teachers will monitor and support their efforts. This homework agenda also provides a means of communication between the School and the parents. Homeform teachers may sign it on a daily basis or a subject teacher may write in comments for a parent's information. Homeform teachers will write a brief comment in the planner at the end of each week, which must be signed by a parent and returned to school the following Monday.

Listed below are approximate homework times per night. Naturally, these times may vary when larger projects are due or when students are preparing for exams. However, if you notice that the amount of time your child spends on homework deviates considerably from these guidelines, please contact the homeform teacher.

Grade 5 - 30-45 minutes

Grade 6 - 45 minutes

### **EXTRA HELP**

Each teacher will provide specific times during the week when students requiring extra help may meet with the teacher. Students, particularly at the Grade 7/8 level, are expected to take some responsibility in arranging their time to seek extra help. In some cases, however, Grade 7 and 8 students may be mandated to attend extra help sessions.

### **EXAMS**

In order to teach our students the skills needed to prepare for and write exams in high school, all Junior School students will write examinations in June. Students will be given study guides to help them prepare and we will work closely together in class to ensure that students develop effective study skills. The value of each June exam as part of each student's Term 3 mark will be as follows:

Grade 5, 6 & 7 - 10%

Grade 8 - 15%

## **TRINITY COLLEGE SCHOOL PARENTS' GUILD**

The Trinity College School Parents' Guild, a voluntary assembly of parents, was founded in 1902. Since that time, the guild has continued to provide service and support to the students of TCS. Through various programs, the guild raises money to enrich students' lives at TCS and also provides financial assistance in the form of bursaries. The guild works to promote a congenial atmosphere among parents and friends of the School, helping to enhance the TCS experience for all of our children. Guild volunteers organize Bear Fair, decorate the chapel, run the Bear Boutique and organize many other fun activities. They are very active in the Junior School, including decorating Boulden House at Christmas and organizing the annual Christmas Bazaar. If you are interested in learning more about the guild, please go to [www.tcs.on.ca](http://www.tcs.on.ca) where you will find the guild page under the *Who We Are* tab.

### **TCS PARENTS FUND**

The Trinity College School Parents Fund campaign runs throughout the fiscal year (July 1 to June 30). Since 1865, the tradition of parent giving has bolstered TCS, helping the School to remain as one of Canada's leading educational institutions. Donations provided through the parents fund are used where they are needed most. Funds raised are essential, and they are used to enhance areas such as Junior School curriculum development, professional development for faculty, student resources, technology, campus maintenance and many other improvements. Every gift, regardless of amount, makes a difference. Combined with the contributions of other parents, your gift can have a significant effect in shaping each TCS student's unique experience and provide substantial support for the ongoing program needs of the Junior School. Gifts can be made by student billing, credit card, cheque or gifts of securities, and can be designated to any area of interest.

The philanthropy and alumni office, located in Russel House, is the main liaison with donors and volunteers to the School. They offer support for all your philanthropic wishes

so you can contribute in a meaningful and personal way. Please contact the philanthropy and alumni office at [philanthropy@tcs.on.ca](mailto:philanthropy@tcs.on.ca) or call 905-885-1295 for more information on how you can support TCS. See the following list to best direct your call.

Executive Director of Philanthropy & Alumni	Doug Mann	905-885-3199
Director of Philanthropy & Alumni	Tricia Mandryk	905-885-3197
Manager, Parent Programs	Jennifer Agnew-Pople	905-885-3195

## IMPORTANT MISCELLANEOUS INFORMATION

### BIRTHDAYS

In order to not have students feel excluded, parents are asked to distribute birthday invitations outside of school unless, of course, the entire class or all the boys or all the girls are invited.

### DRESS CODE

#### Uniform

TCS considers it important that students appear neat, clean and well-groomed at all times. A common dress code also simplifies concerns that students can have about their appearance. Wearing the TCS uniform is a privilege and students should wear it with pride. Parents are asked to assist by ensuring that their children leave home properly attired. Students in the Junior School wear Number One dress each day, which consists of the following:

- TCS blazer
- White crested shirt
- V-neck long sleeved crested sweater (optional)
- Crested vest (optional)
- **No long sleeved fleece is permitted**
- Junior School Tottenham tie
- Grey trousers with black belt or the kilt for girls (kilt required for Monday chapel)
- Grey socks and **flat** black shoes (shoes that can be polished) — **no open heels or toes. No ballet style shoes, as these do not properly support growing bones in the feet for a full day of school.**
- Boys may purchase TCS uniform shorts at certain times during the school year dependent on the headmaster's discretion.

The school uniform must be purchased from Top Marks in Montreal and they can be contacted at 1-800-667-7105.

#### Physical Education & Co-curricular Attire

All students participate in physical education and co-curricular activities as part of the curriculum, and they are expected to wear the Trinity College School gym uniform:

- Maroon/white/grey TCS T-shirt
- Maroon/grey TCS shorts
- White sport socks

- Running/court shoes
- **Please label all clothing**

Gym uniform items available for purchase at the school store: 905-885-3217 ext. 1256.

**Grade 5/6 students** - For both U12 teams and classes/co-curriculars, students can **choose** to wear the full blue track suit or a grey TCS hoody of their choosing with blue pants.

**Grade 7/8 students** - All U14 team members must travel in the black TCS track jacket and black pants, which can also be worn as they move into Senior School. For classes and co-curriculars, students can **choose** to wear their black track suit, blue track suit or a grey TCS hoody of their choosing with blue pants. We would suggest that Grade 7&8 students only purchase the black track suit if they are playing on teams, as this will cover all school activities and save money. If they own black wind pants already, these can be worn with the TCS black jacket.

### **Cosmetics/Jewelry**

- Students are not permitted to wear make-up or colognes at school.
- Only stud-like earrings may be worn.
- Unnatural hair dyeing is not permitted, and hair should be neatly groomed.
- Boys' hair should rest above the shirt collar and above the eyebrows.
- No facial piercing is permitted at school.

### **Special Non-Uniform Days**

When a Non-Uniform Day is designated, casual attire may be worn. Students, however, still need to dress appropriately for school. Slogans on t-shirts cannot be demeaning to any individual or group or suggestive of actions inappropriate to school age children. Students need to be covered up and clothes are not to be ripped. **On non-uniform days, spandex leggings are not permitted, unless a long shirt going to the top of the leg is worn.**

### **LOCKER COMBINATION LOCKS**

Students will be provided with a combination lock on the first day of school if they don't have one from last year. These locks are charged to the students' accounts. Students must lock their lockers throughout the year in order to safeguard their belongings.

### **LOST AND FOUND**

Within Boulden House, we will maintain a "Lost and Found" area for items that are discovered or turned in. **It is imperative that all clothing, including outerwear and school books, be labeled with the student's full name to avoid loss.** If a valuable item is lost or found, please bring it to the attention of Mrs. Elder in the office.

### **HOME-SCHOOL COMMUNICATION**

#### **Report Cards**

Progress reports are provided for our families in October. Full reports are written in

December assessing the student's performance throughout the term. All marks are given as letter grades, except for the core academic subjects in Grades 7 and 8, which will use percentage marks. The next reports are completed in March and these are based on the term's work. The final set of reports comes in June, and these assess the student's third term performance, including exams. The December, March and June report cards are all available electronically.

### **Parent-Teacher Meetings/Communication**

Parent-Teacher Meetings are scheduled during the first and second terms (*see Opening Dates and Holiday Dates calendar*). Appointment requests will be available electronically prior to the interview dates. While these evenings are meant to provide an opportunity for discussion of a student's progress, they are by no means the only opportunities. Parents may call and request an interview any time that they feel such a process would be beneficial.

Please remember that teachers often work all day without a break (duties, clubs and teaching) and therefore will return calls and emails as soon as it is possible.

### **Newsletter/Letters Home**

The Junior School newsletter is sent home by email on the last day of each week throughout the school year. It contains very important information for every family in the Junior School. In addition to upcoming events and information, the newsletter also includes a message from the head of the Junior School in the "Week in Review."

Letters will often be sent home by homeroom teachers containing details about field trips or co-curricular activities. Every attempt is made to send these letters home on Fridays. Your children are responsible for giving these to you, but be sure to check in with them on a regular basis.

### **School Website**

Information specific to the Junior School can be accessed from the homepage of the TCS public website – [www.tcs.on.ca](http://www.tcs.on.ca). The site contains information about admissions, ongoing curriculum, teachers and co-curricular programs. You will also find links to other helpful resources on the *Parents* page of the TCS public website: [www.tcs.on.ca/parents](http://www.tcs.on.ca/parents).

### **Student Technology Use**

Students may use the school telephones only with teacher permission. **Using cell phones to call or text is NOT permitted during the school day and cell phones must be locked in lockers during school hours.** If a message is left on a student's cell phone, they are not permitted to check it until the end of the school day. Students will not be interrupted in the middle of classes to speak with parents about changes to after school plans. Ipods or other electronic music devices are permitted only during recess.

### **Parent Phone Numbers and Email**

Because we need to keep in touch with you, please help us keep our records up-to-date and

let us know of any changes in address, including email address, and contact numbers. It is of paramount importance that the School has accurate records of parents' home and work numbers. If there are any changes during the year, please inform us immediately so that we can reach you in the event of an emergency.

### WINTER STORMS/BUS CANCELLATIONS

The weather conditions in winter months could result in the cancellation of the 401 and Peterborough buses. However, the Junior School **will remain open** as most teachers live nearby. If in doubt, call the Junior School office at 905-885-3217 ext. 1300.

**To determine if busses are cancelled:**

**For Hwy 401 bussing families** there are three ways to ascertain information:

1. Check the message on the TCS ground travel coordinator's voicemail: 905-885-3217 ext. 1257. A cancellation notice will be recorded by 6:35 a.m.
2. Check radio announcements in the Whitby/Oshawa bussing area via these stations: 94.9 FM, 95.9 FM, 107.7 FM and 1580 AM; announcements start at approximately 7:00 a.m.
3. Call Century's dispatch office at 905-430-6888 or (289-928-1168 after 6:00 a.m.)

**For Peterborough bussing families** there are three ways to ascertain information:

1. Check the message on the TCS ground travel coordinator's voicemail: 905-885-3217 ext. 1257. A cancellation notice will be recorded by 6:35 a.m.
2. Check radio announcements via these stations: 99.7 FM, 105 FM, 100.5 FM and 101.5 FM; announcements start at approximately 6:30 a.m.
3. Century's dispatch office at 705-748-6301 or (705-927-2878 after 6:00 a.m.)

**Please note that when morning bus runs are cancelled, corresponding evening routes are cancelled as well.** Also, parents do not need to report absences to TCS when buses are cancelled if your child is a bus student.

Weather conditions could possibly require an early afternoon departure. The Junior School will call parents should an early closing occur. Please be prepared, before the school year begins, to have an emergency plan for your child in case of this event.

## STAFF CONTACT LIST

<u>STAFF NAME</u>	<u>PHONE EXTENSION</u>	<u>EMAIL ADDRESS</u>
	905-885-3217	
Aitchison, Father Don	ext. 1308	daitchison@tcs.on.ca
Campbell, Julie	ext. 1306	jcampbell@tcs.on.ca
Elder, Donna	ext. 1300	delder@tcs.on.ca
Elliott, Alison	ext. 1268	aelliott@tcs.on.ca
Gordon, Alex	ext. 1323	agordon@tcs.on.ca
Grainger, Stuart	ext. 1201	sgrainger@tcs.on.ca



Crawford, Emma	ext. 1337	ecrawford@tcs.on.ca
McClure, Heather	ext. 1280	hmcclure@tcs.on.ca
Murray, Steve	ext. 1304	smurray@tcs.on.ca
Powles, Colin	ext. 1303	cpowles@tcs.on.ca
Poynton, Peggy	ext. 1305	ppoynton@tcs.on.ca
Reid, Jennifer	ext. 1274	jreid@tcs.on.ca
Schmidlin, Steve	ext. 1392	sschmidlin@tcs.on.ca
Torrible, Sarah	ext. 1301	storrible@tcs.on.ca
Wilson, Stefan	ext. 1272	swilson@tcs.on.ca
Winsor-Piccini, Barbara	ext. 1259	bpiccini@tcs.on.ca

## SCHOOL SUPPLIES

Text books are provided by the School, however, consumable books are charged to the students' accounts. Text books are handed out to the students the first week of school.

**Grade 7/8 Students** are expected to have the following materials by the commencement of school:

- Pens (blue and red)
- Eraser
- 30 cm ruler
- Sharpener
- Coloured pencils
- Glue stick
- Pencil case
- Four packages of dividers
- Lined Hilroy exercise books
- Two packages of lined paper
- 4 GB (at least) memory stick
- Calculator with a square root key
- Four 1½" binders (different colours)
- 80 page spiral graphic notebook
- scissors

### Grade 5/6 Students

- Pencils/Eraser/Sharpener
- Pens (blue and red)
- Three different coloured highlighters
- 30 cm ruler
- Coloured pencils/one pencil case **only**
- Glue stick
- Grade 5-eight binder dividers
- Grade 6-twelve binder dividers
- Three lined Hilroy exercise books
- \*no spirals
- One package of lined paper
- Calculator (not scientific)
- Grade 5 requires two 1-1½" binders (different colours) \*no zipper binders
- Grade 6 requires four binders 1-1½" (different colours) \*no zipper binders
- Three duo-tangs (different colours)
- Geometry set
- Black Sharpie (fine tip)

Please do not purchase a combination lock for lockers. Locks will be given out to students on the first day of school and charged to the students' accounts. Should a returning student have a lock from the previous year, they will not be given a new one

Most items can be purchased at the school store, which will reopen the third week in August. To reach the store, call 905-885-3217 ext. 1256.

## FREQUENTLY ASKED QUESTIONS

**Question:** What is a teacher's email address or phone number?

**Answer:** You will find this information in the back of the *Family Handbook* and on the TCS website.

**Question:** Who do I call if my child will be absent from school, late or leaving early for an appointment?

**Answer:** Call Mrs. Elder at extension 1300 or email her at [delder@tcs.on.ca](mailto:delder@tcs.on.ca).

**Question:** Who do I contact if I have questions about TCS bus schedules?

**Answer:** Call Mrs. Renata Banks at extension 1257 or email her at [rbanks@tcs.on.ca](mailto:rbanks@tcs.on.ca).

**Question:** Do we need to call someone if our child is not taking the bus to school in the morning or is staying late due to a game or extra help and is not taking the bus home?

**Answer:** No, you do not need to call if your child is not taking the bus in the morning or staying late due to a game or extra help, but if you are picking your child up from school, you must call or email the Junior School office.

**Question:** Will buses be cancelled in the middle of the afternoon?

**Answer:** Buses will not be cancelled in the middle of the afternoon; however, they may need to leave the School early in the event of a bad snow-storm. Parents will be contacted if this were to occur.

**Question:** Do I have to rent an instrument for music class?

**Answer:** All Grade 6-8 students are encouraged to rent a band instrument. This may be rented at any time of the year.

**Question:** Do we have to buy locks?

**Answer:** Yes, students are encouraged to buy a lock from the School or use their lock from last year.