

# Olive Grove Academy

## Policies and Expectations



*crescens in scientia et virtute*

# Olive Grove Academy

## Policies Handbook

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# Welcome to Olive Grove Academy

The policies and procedures outlined in this document are an aid to the school, students, and parents in everyday decision-making responsibilities. It is intended to serve as a guide to the families of Olive Grove Academy in order to come to a common understanding of the programs and opportunities, as well as to set forth basic expectations and agreements. Please take the time to familiarize yourself with the contents. We are hopeful that the handbook will answer many questions you may have about academics, security, discipline, school rules, and other topics.

Please understand that no set of guidelines can cover every conceivable situation that might arise at a school. The rules, policies and procedures set forth in this handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or non-standard responses. This handbook does not limit the authority of Olive Grove Academy to deviate from the normal rules and procedures and to deal with individual circumstances as they arise in the manner deemed most appropriate by the school, taking into consideration the best interests of the Academy, its faculty, employees, students or overall school community. The policies may also be revised or updated periodically, even during the school year. You will be advised of any changes as they are made, either electronically (email) or by post. Any student or parent with a question about any policy or statement should feel free to speak with the Head of School, Renée Phillips.

All students and legal guardians are asked to print, sign, and return a copy of the "Acknowledgment of Policies Handbook" form on or before the first day of school.

## School History

Olive Grove Academy started as a homeschooling pod during the 2020 Covid Pandemic. A small nucleus of families joined together to create a safe, consistent environment in which our children could learn. However, the academic, and social success of the school was so good that we decided to continue with this model of learning and open it up to a few more families.

## School Philosophy

Every child has a natural interest in learning. We provide the tools, guidance, and environment for that learning to occur at a pace that is right for each child. We create a school community steeped in respect and responsibility by giving the children agency and accountability for their own learning.

## Education Facilitators

**Head of School-** Renée Phillips

**Facilitators**

Renée Phillips  
Jessica Bardardi  
Storer Boone

In our small learning community, there may be a need or desire for some parents to step up to assist with facilitating learning and play. This may include but is not limited to assisting with school outings, and participating as a substitute teacher or playground supervisor. Any parents assigned to these roles will need to complete and submit a criminal records check for vulnerable persons or sign an offence declaration form.

# Community Standards

## Conduct Expectations

All members of our school community are expected to treat each other, the environment, and the equipment of our community with respect.

## Off-Campus Behaviour

Students should be aware that certain activities, even outside of school hours or off school property, may result in loss of school privileges and other disciplinary action, up to and including expulsion. Behaviours that would result in discipline include conduct that impinges on the rights of other students, employees or members of the school community, or has a direct or immediate effect on the welfare of the school even if such conduct takes place off campus, during non-school hours, or on breaks from school. Such conduct will be evaluated at the sole discretion of the school.

Some examples of such outside conduct that may have disciplinary ramifications at school include but are not limited to,

- violations of the law;
- underage use of alcohol or controlled substances; or
- use or misuse of computers or websites which do or could impact the welfare of any member of the school community or the reputation or functioning of the school.

Students are expected to cooperate with investigations into accusations of such behaviour. Students are expected to be honest, but honesty is not necessarily a mitigating factor and the students' own statements may be used against them. Failure to cooperate with an investigation may be the cause of disciplinary action including suspension or expulsion.

## Parent Behaviour

Parents and guardians agree to abide by the rules and regulations of the school as set forth in this document. Olive Grove Academy believes that a positive and constructive working relationship between the school and the guardian(s) is/are essential to the fulfillment of the school's mission. Olive Grove Academy strives to provide a safe work environment for staff, and service providers. There will be no tolerance for harassing or disrespectful behaviour toward any member of the Olive Grove Academy team. The school reserves the right to terminate enrolment of a child if the school concludes, in its sole discretion, that the actions of a parent or guardian seriously interfere with the school's accomplishment of its educational purpose or creates a toxic or unsafe work environment for staff and service providers.

## Disciplinary Policies

At Olive Grove Academy, students are encouraged to work through inter-personal difficulties with minimal interference from facilitators. In some cases, facilitator involvement will be needed to guide the students.

Olive Grove Academy reserves the right to raise examples of disciplinary issues at school meetings for the purpose of furthering the education and learning of students and the school community overall.

### **Discipline Philosophy**

Clear and reasonable expectations, accompanied by appropriate rewards and consequences create an effective, and respectful environment. Children do not seek to be bad but they do seek attention, activity and opportunities. Teachers should communicate on-going behavioural challenges with other teachers and/or parents.

- ▶ Setting Clear Expectations
  - ▶ Review of behavioural expectations should occur regularly (e.g., “Before we hear the story, can you tell me how we show we’re good listeners?) and be of short duration.
  - ▶ Rules should be given context and reason where possible (e.g., We stay on the pathway so we respect/don’t trample the little plants at the edge of the path).
  - ▶ Along with the clear expectations, teachers will provide and demonstrate appropriate ways of handling negative situations. For example, if a student starts to feel frustrated and needs to take some time away, where can he/she go?
- ▶ Appropriate Rewards.
  - ▶ Motivational rewards for *individuals* include but are not limited to the following:
    - ▶ praising specific qualities and actions that we want to see. (Praises can be administered individually or in front of peers);
    - ▶ giving physical gifts such as stickers, check marks, small candies (occasionally)
    - ▶ giving additional responsibilities or opportunities (e.g., gets to be first to..., gets to decide on..., gets extra time to ...);
    - ▶ physical gestures such as high-fives, fist bumps, pats on the shoulder are appropriate celebrations for being a great kid.
  - ▶ Motivational rewards for the group include, but are not limited to the following:
    - ▶ Students can earn “gems” toward an outing or group reward (eg. movie day) by demonstrating excellence in social, or academic responsibility.
- ▶ Appropriate Consequences.
  - ▶ Consequences for actions should be related and proportional to the behaviours of the child.
  - ▶ Where possible, the consequences should be natural (e.g., if you don’t wear boots, your socks get wet and that’s uncomfortable) rather than being imposed (e.g., if you don’t wear boots, you’re going to have to write lines).
  - ▶ Verbal correction should be specific and respectful. This is a chance to demonstrate appropriate assertiveness to our children. (e.g., You needed to show consideration when you took the ....from....)

# Tuition and Payments

## Billing and Tuition Policies

Tuition is billed per student per month for 11 months. Payments are due on the first day of each month from August 1 to June 1 inclusive. That is, each payment is for the following month, not the month in which it is paid. Payments may be made by cheque, cash, or electronic transfer.

Tuition for 2022-23 is set at \$345/student/month. This price is NOT reduced in months with scheduled holidays. **This price does not currently include HST. By law, Olive Grove Academy is required to start charging HST one month after the business reaches a gross income greater than \$30,000 in a single year. We will strive to notify you as soon as possible when/if this change is to occur.** Guardians understand that tuition costs in one year do not guarantee an equivalent tuition cost for all future years.

**Missed and late payments** need to be discussed with the Head of School as soon as possible. Missed payments may be considered a notice of withdrawal within the next 30 days.

Payers can request that records of receipt of payments be given after each payment, after each calendar year, or after each academic year. A statement of account can be provided with 5 business days notice.

**School Closures.** In the event that the school is required to close for greater than 5 consecutive school days, a refund of \$10.00/day/student will be given to families up to a maximum monthly maximum equalling 80% of the paid tuition. This situation could occur if there is a staff shortage (e.g. teacher illness lasting greater than 5 days). Refunds will be given within 60 days.

For short term closures (e.g., inclement weather), no refund will be given.

## Additional Fees

The tuition covers the instruction time, school resources (textbooks and chrome books), and supplies for each child. There may be times when additional fees are requested for field trips, special celebrations or rewards. School administrators will give reasonable notice of these fees and describe how and why they are requested.

## Financial Aid Arrangements

In some cases, tuition and/or additional fees will pose an unmanageable financial burden on a family. An arrangement is in place to assist these members of our learning community to continue to participate. If you would like to donate towards this goal, please speak to the Head of School. Money given above tuition fees to ensure all members of the school community can participate, and will be receipted along with regular tuition payments. These gifts are not eligible as a tax-deductible donation.



## **Leaving the School Community**

If a family or individual decides that membership in this learning community is no longer necessary, or desirable, the withdrawing family will give at least 30 days notification of their decision where possible. This will allow teachers to adjust their schedules and lessons appropriately. It may open an opportunity for a different family to enter the community in their stead.

Olive Grove Academy reserves the right to immediately terminate the enrolment of any child if the school concludes, in its sole discretion, that the actions of a student and/or guardian, seriously interferes with the school's accomplishment of its educational purpose or presents a serious safety risk to the child, individuals within the school community or to the school community as a whole. In the event that termination of enrolment is initiated by the school, a prorated refund may or may not be made at the discretion of the school.

## **Damage to Property**

In the event that a community member significantly damages property or belongings of the school, reasonable compensation or repair will be paid by the family of the person causing the damage. In the event that the person causing damage is unknown, all families will share proportionally in the replacement/repair costs.

## **Student Health and Safety**

### **Illnesses**

If a student is not well, guardians should not send the child to school. Not only is it uncomfortable for the child to be at school when feeling unwell, but it can also interfere with learning of other students, and spread illness to the rest of the school community. Given the limited number of staff available to supervise children, this situation puts unnecessary strain on the teacher.

Situations where a student should stay home include, but is not limited to, the student displaying the following signs and symptoms: fever, vomiting, diarrhea, contagious rash. In the case of the above symptoms, children should remain at home until they are symptom-free for 24 hours. If any of the above symptoms occur while at the school, the guardian/emergency contact will be notified immediately. The child will be separated from peers as he or she awaits pick up by the guardian.

For symptoms such as runny nose, cough, headache, excessive fatigue, non-contagious rashes, pink-eye, and others, children should remain home until symptoms have been improving for 24-48 hours or when advised by a health professional (e.g. Telehealth, family doctor) that it is safe to return to school. Where a child wishes to return but continues to have a cough, a non-medical face mask may be worn when indoors to prevent spread of germs to others.

If a child is diagnosed with a communicable disease (e.g., Covid, measles) he or she must follow local guidelines when determining when it is safe for the child to return. There are some times when Public Health may advise that the siblings of an infected person also stay home.

**In the event that a member of the hosting family has a COVID-19 infection or other highly communicable disease/infection, school will be cancelled until the danger of transmission has passed and/or advised by Public Health that it is safe to proceed.**

## **Covid Protocols**

The behaviours of each person in our learning community will influence the health and success of the group as a whole. Children need a physical space that is free of disease. The physical needs of children also include the need to move, and time spent outdoors in fresh air.

In order for our children to enjoy a relatively “normal” learning experience inside the school environment, families at Olive Grove Academy sometimes take extra precautions outside of the school. For the 2022-23 school year the total number of students, plus family members is less than 30 individuals that spend time together (indoors, without masks). We significantly reduce the number of contacts within our school as compared to public schools (e.g. travelling by bus to a class in a traditional school setting). Therefore, we will no be not requiring masks and social distance inside school.

As a school community, we agree to use the most recent local, provincial, and federal Public Health Guidelines as a minimum requirement of care to be taken when interacting outside of our school community.

For how to handle suspected cases of COVID, please refer to the section entitled “Student Health and Safety” as for all other communicable diseases.

When traveling off site, children may be required to wear masks. Masks for these occasions will be provided by their families.

**Covid protocols will be reviewed regularly as the local circumstances change.**

## **Injuries**

Olive Grove Academy cares for the health and well-being of each child. We believe that providing for a child’s well-being includes allowing for ample outdoor, unstructured play. We communicate boundaries, risks and possible consequences to students often and provide opportunity to use safety equipment (e.g., bike helmets, bug spray, sun screen). Parents and students understand that there are inherent risks associated with free time outdoors and that injuries are possible. When a minor injury occurs such as bumps and bruises (not on the head or face), the child will be treated with routine first aid measures. Parents will be informed of the injury and treatment within a reasonable time frame.

In the event of a more serious incident, immediate medical attention will be sought first and followed by contact with the guardian or designated emergency contact.

## **Medical Information**

In order to appropriately care for your child, we require information about their medical needs. Parents and students agree to consent to the release of health information to the Head of School, and permit the Head of School to share information with other staff members or agents at her discretion, on a need-to-know basis. This includes information related to mental health diagnoses, allergies, medication requirements, contagious diseases status, and possible side effects of any ongoing treatments.

Olive Grove Academy will maintain appropriate administrative, technical and physical safeguards to protect the security of all health-related information within its care or custody.

All guardians are required to complete the “Authorization to Play, Medical Release, and Waiver Form” and submit it to the school administrator on or before the first day of school.

## **Emergency Situations**

It is very unlikely that an emergency situation (e.g. fire, tornado, gas leak, etc.), will arise, however it is important to be prepared for such cases. In case of emergencies, the supervising facilitator will contact the emergency contact for each family as soon as possible.

Olive Grove Academy will conduct regular fire drills and discuss emergency preparedness with the children throughout the year.

## **Duty to Report**

All adults who have reason to believe that a child is experiencing or has experienced abuse or neglect, is bound by law to report their suspicions to an authority (Children’s Aid Society or Police). This is especially true for those in positions of trust and authority in the lives of children.

## Use of Outdoor Equipment

When using outdoor equipment, children must adhere to reasonable safety requirements. Children should take turns and volunteer to give others a chance to play on equipment. Children who can not self-regulate and take turns will lose privileges.

**Trampoline.** A maximum of three children may be on the trampoline at any given time, if the children are running or jumping on the trampoline. If all children are sitting (e.g., reading) there is no maximum. All jumping must stop when a person is climbing in or out of the trampoline. No laying in prone positions (face down) while people are jumping. Respect the comfort and capability of others when jumping.

**Swing Set.** All children need to be cautious when others are swinging and not purposely harm another person. Dangerous behaviour will result in equipment privileges being revoked at the discretion of the supervising facilitator.

**Bicycles/Scooters.** Helmets and proper footwear must be worn when riding bikes. Dangerous or damaging behaviour will result in bicycle privileges being revoked at the discretion of the supervising facilitator. Bicycles should be returned to the bike stands when not in use.

**Ice Skating/Tobogganing.** Helmets must be worn when skating. Eye goggles are recommended but not required during sledding. All sleds are for use for all children. Children are not permitted to go down the hill head first. Dangerous behaviour will result in equipment privileges being revoked at the discretion of the supervising facilitator. All sleds and skates should be returned to designated areas when not in use.

Guardians are requested to provide safety equipment of the correct size for students to use at school when required. If guardians request that a child wear a piece of safety equipment during play, the school will support the guardians' request.

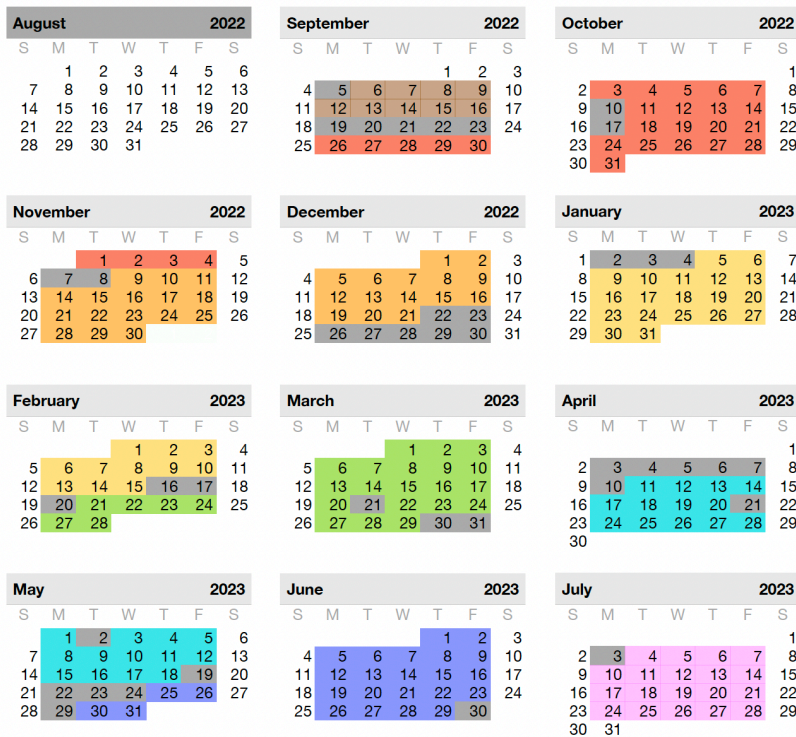
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# Day to Day Life

## School Calendar

The School calendar is posted on the school website. Guardians are required to find childcare for days when school is not in session, including statutory and religious holidays, P.D and school holidays (identified in grey on the calendar below).

# 2022-2023 School Year



DAYS OFF	DESCRIPTION
Sept 5	Labour Day
Sept 19-23	Fall Break
Oct 10	Thanksgiving
Oct 17	Baha'i Holy Day
Nov 7-8	PD Days
Dec 22-Jan 4	Winter Break
Feb 16-17	PD Days
Feb 20	Family Day
March 21	Baha'i Holy Day
March 30-Apr 10	PD Days, Spring Break, Easter
April 21	Baha'i Holy Day
May 2	Baha'i Holy Day
May 19-24	PD Days, Victoria Day, Baha'i Holy Day
May 29	Baha'i Holy Day
June 30, July 3	PD Days

PRESENTATION DAYS
November 4
December 21
February 15
March 29
May 18
June 29
July 28

## **School Hours**

Olive Grove Academy runs from 9:00-15:30. Children may arrive after 8:30 and leave before 16:00. Minimal supervision is available outside school hours. Parents are encouraged to stay with their children until school starts and pick their children up after school. Private arrangements with students to act as “babysitters” for this time may be made outside of Olive Grove Academy’s role as a school.

## **Arrival and Departure**

As the land around the school property continues to be developed, arrival and departure will be an ongoing source of surprise and a chance to practice the virtue of flexibility. The access road is supposed to be maintained by the developer. Please notify Renée or Storey if you have difficulty accessing the property. We will notify you when we know of specific instructions or hazards.

Only persons designated by the guardian will be allowed to pick up children. Please notify Renée Phillips if you make arrangements for another person to pick up your child(ren). Identification will be required before departure if the person is not already known to the supervising facilitator. Please notify us of any custody arrangements or changes to custody arrangements that relate to the children in our care.

## **Absenteeism**

As a small school, absences have a larger-than-usual influence on classroom planning. Guardians are requested to let the school know when a student will be absent or arriving late. Please call the school (519) 471-3368 or call/text/email the Head of School, Renée Phillips (519-854-7687, renee.phillips@olivegroveacademy.ca) to notify of absences as soon as your decision is made. Please also indicate a reason for the absence (e.g., illness, appointment, vacation time). Attendance records are required by law and your cooperation is appreciated.

## **Inclement Weather/School Closings**

Schools close due to weather if it is unsafe for children to be transported to school, or if there is a great likelihood that it would be unsafe to transport children home after school. If the school needs to close due to weather conditions, you will be notified electronically before 8am. If during a school day, the weather changes to require an early pick up you will be notified as soon as possible.

The decision for the school remaining open does not replace the guardian’s own best judgment in deciding if the journey to the school is safe. Weather conditions in different regions of the city differ significantly as do driver experience and vehicle safety features. We encourage families to make good safety choices and not take unnecessary risks.

## **Dress Code**

Olive Grove Academy does not wish to dictate fashion choices for its students. We know that most reasonable people dress reasonably. As a rule of thumb, please use “clean and covered” as a guide. “Clean” refers to starting the day off in clothes that are reasonably clean, and bringing a change of clothes in case of accidents. “Clean” also refers to the messages printed

on clothing and requires that these messages be free of insulting, or racist/sexist language or imagery. Clothing should be culturally respectful and non-violent in nature. “Covered” refers to clothing that fits properly to cover the body in a modest way and does not have holes or rips that show undergarments. When children wear skirts, kilts, or dresses, it is recommended that they wear shorts underneath so they have more freedom of movement without worry that undergarments will be exposed during playtime.

Children are free to dress up on any day of the year, however, we ask that costumes or hoods that cover the face be removed during class or when asked by a facilitator at the discretion of the facilitator. Costumes should also meet the standards of “clean and covered” described above, not pose a safety concern, and not include any weapons or violent imagery/ components.

Olive Grove Academy does not condone teasing or put downs of any children based on the style of clothes or colours they choose to wear.

## **Personal Possessions**

Children are not allowed to bring personal electronic devices from home.

Children are discouraged from bringing personal toys from home. If a child chooses to bring a toy it must be a toy that is intended for ALL children to play with equally in turn. Any toy that is not for sharing should stay at home. This includes personal art supplies, and outdoor play equipment (e.g., markers, sleds).

If an item is brought to show the school community only (e.g., a sketchbook or special memento) it can be shown and then returned to the student’s backpack for the remainder of the day or sent home with a guardian. Olive Grove Academy does not take responsibility for the care of personal items brought to school, and will not be held responsible if items are lost or damaged over the course of the day.

## **Lunches**

Lunches will be provided by each family for their own children. Sharing between siblings is discouraged but not prohibited. Sharing between households is prohibited. We have an extra fridge/freezer, water cooler, kettle, utensils, and microwave available for use by students as needed.

## School Grounds



The school takes place on the owner's property at 1746 Hamilton Road. The children are permitted to play in places on the property and on play equipment at the sole discretion of the supervising facilitator. As the landscape changes through the seasons, the changing restrictions will be communicated to children and adults.

**Boundaries.** Areas that are always out of bounds without an accompanying adult include but are not limited to the following:

- the pathway at the bottom of the back hill that leads towards the river
- the pathway leading from the "bridge" toward the river
- the opposite side of the creek
- any part of the road beyond the "Y" at the entrance to the property
- inside the quonset hut

Failure to stay within the allowed bounds of the property may result in disciplinary action (for example, not allowed to play at the creek for one day if has gone beyond the creek). Repeated offences may be grounds to terminate enrolment as breach of these boundaries could represent a major safety concern.

Within school hours, all bedrooms and utility spaces (a.k.a. "the dungeon") in the building are out of bounds to all children (including the children who live in the building). Reasonable exceptions may be granted on a case by case basis at the sole discretion of the supervising facilitator.

**Animals.** We are privileged to have several animals residing as pets on our property (bunnies, ducks, and dogs). In addition, there are times when wild animals share our space. Facilitators will communicate appropriate interaction and safety measures to children. The hosts will also take responsibility for immunizing its pets against communicable diseases (e.g., rabies). Abuse or harm to the animals will not be tolerated and may result in free outdoor play privileges being restricted or, in severe cases, suspension.

For information about the equipment provided on the grounds, please see the section of this document entitled "**Use of Outdoor Equipment**"



# Educational Program

## Classroom Materials and Textbooks

Classroom materials and textbooks will be provided by Olive Grove Academy. This includes paper, binders, scissors, calculators, and art supplies. Any supplies that you would like the children to have may be donated to the classroom.

Chromebooks and computers are also supplied by Olive Grove Academy. No personal electronic devices are required nor permitted at school. All electronics use is subject to the rules outlined in this handbook under “Technology Use.”

## Homework

Schoolwork is usually completed within the school hours. Practicing spelling words, math facts, French language lessons, and reading daily outside of class time is encouraged. Reasonable time will be given during the day to complete projects and assignments. However, some days children find it difficult to finish their work in the allotted time and prefer to finish it at home. In these cases, please take care to return the work the next day. Guardians are encouraged to communicate the need for more or less practice work and project work to be completed at home.

## Academic Honesty

Students agree to do their best work and be honest about their work, giving credit where due. That means that students do not copy each other’s work or knowingly allow their own work to be copied by other students. Students should cite any words that are not their own (i.e. put quotation marks around it and say who’s words they are). Students should not knowingly, or through neglect, produce work that is false or misleading. Any student who participates in such behaviours violates the standard of ethics of Olive Grove Academy and may face disciplinary consequences. Parents who knowingly support such behaviours will also be considered in violation of the standards of Olive Grove Academy.

## Parent Conferences

Parents and guardians of the family are ultimately responsible for the education of their children. They require feedback about the progress of their child/ren to support the child/ren’s development. They work alongside educators so that the educators better understand the needs and interests of their children. Parents need an environment where they can bring concerns about the child to the educator without fear. **Parents are encouraged to set aside some time at least twice each year to speak to the facilitators about the progress of their child.** Additional feedback mechanisms (e.g., surveys) may be incorporated into the school year as we progress and participation by one or both guardians is greatly appreciated.

If the facilitator or guardian has a concern, he or she will bring the concern to the parent with respect, and an attitude that both guardian and facilitator are on the same team—both attempting to achieve the same goal of a well-balanced, academically and socially developing child.

## Outdoor Education

Outdoor education has been a central component of our program. We make outdoor explorations approximately once each week. Children require appropriate footwear, pants, bug spray (seasonal) and hats in order to make the most of these learning experiences. It is essential that during outdoor time, children respect the environment and animals in the space and obey the supervising facilitator.

Outdoor spaces have inherent risks. Olive Grove Academy will attempt to reduce these risks without inhibiting the learning opportunities available by...

- Communicating risks and expectations to students regularly and clearly
- Providing necessary safety equipment and supplies (e.g., water bottles, bug spray)
- Recognizing potential risks in the environment

## Field Trips

Olive Grove Academy students and facilitators love taking the opportunity to learn outside of the classroom. During the upcoming academic year, field trips will require a minimum of one guardian volunteer with valid drivers' licences and insurance to assist in supervising trips. All volunteers must complete a Vulnerable Sector Police Check and/or sign a declaration that no criminal activity has occurred since the last check on file. All volunteers are required to conduct themselves in a responsible manner appropriate for the trust he or she has been given to care for the children in his/her care.

## Alcohol, Smoking and Drugs

No alcohol, cigarettes (or e-cigarettes) or other controlled substances are permitted on school property. A place for cigarette butts will be provided at the entrance to the property upon request. Parents who are volunteering to work with the children are prohibited from using drugs, alcohol or cigarettes (including e-cigarettes) for the duration of their volunteer period.

## Technology Use

### School Resources

Olive Grove Academy has purchased several computers for use by students to complete and augment the learning program. The intention is for online programs like Khan Academy mathematics course, Duolingo language courses, and other approved sites to complement workbooks and in class lessons.

**Access.** Access to computers and chrome books is at the discretion of the supervising facilitator. Olive Grove Academy will administer access to all email and membership accounts and passwords.

**Appropriate Use.** Computers are available for educational purposes. Time for personal use is permitted at the discretion of the supervising facilitator (e.g., during indoor recess). It would be impossible to anticipate every potential misuse of the school's computer. Examples of misuse include, but are not limited to...

- ▶ commercial use
- ▶ plagiarism
- ▶ use of school computers for illegal purposes (e.g., copyright violation or piracy)
- ▶ making threats or harassing messages
- ▶ recklessly or knowingly altering, damaging, tampering with, or destroying computer equipment, data or software.
- ▶ accessing another person's account while at school or elsewhere
- ▶ sending illegal/inappropriate pictures or messages

Any such misuse may result in computer privileges being suspended or revoked. Because computer programs are an essential component of our learning schedule, repeated or serious infractions may result in disciplinary action including expulsion.

## Technology and Internet Safety

Students are not permitted to reveal personal identifying information of themselves or others outside the school's network.

**Confidentiality.** Computer users may have password-protected accounts. These accounts belong to Olive Grove Academy and as such, Olive Grove Academy reserves the right to monitor and access student and employee email accounts and internet use. In other words, **students can not expect absolute privacy** when using school accounts. Olive Grove Academy will work alongside parents and law enforcement to ensure that use of technology is a benefit and not a risk or harm to students.

**Social Media.** Guardians are required to make their needs and preferences known with respect to posting pictures of minors on the website or other social media platforms and school-wide newsletters/messages.

All guardians are required to complete the "Photo Release" form and submit it to the school administrator on or before the first day of school.