



Matthews Hall
Established 1918

**Parent and Student Handbook
2020 – 2021**



Leadership Team

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School Year Calendar Main Dates 2020 – 2021

September 8, 2020	Classes Begin
October 12, 2020	Thanksgiving
November 6, 2020	PA Day
November 9, 2020	Mid-Term Break
Dec. 21, 2020 to Jan. 1, 2021	Winter Break
January 29, 2021	PA Day
February 15, 2021	Family Day
February 16, 2021	PA Day
March 15 – 26, 2021	March Break
April 2 - 5, 2021	Easter Weekend
May 24, 2021	Victoria Day
June 18, 2021	Last Day of Classes



Mission

“To discover each child’s potential, inspire them to learn, and prepare them for a successful future”

Values

- Community
- Excellence
- Inclusion
- Joy of Effort
- Personal Growth
- Respect and Responsibility
- Spirit of Caring

Motto

Debeo, Possum, Volo “I must, I can, I will”

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From the Head of School

Dear Parents and Students,

The **Matthews Hall Parent and Student Handbook** contains our school policies and procedures for your reference. It provides a foundation for mutual understanding and communication. Please keep it handy, so that you may use it regularly. The handbook, along with our enrolment agreement, sets out our contract of instruction for the 2020 -2021 academic year.

The handbook is more than an instructional guide. It is a valuable resource for families, which helps to strengthen and support the home-school partnership. While the answers for many of your questions may be found in these pages, you may require clarification regarding procedures, policies and practices from time to time. Please speak to your child's teacher or a member of the administration and we will be happy to assist you!

Please ensure that you have read and understood the contents of this handbook.

We are looking forward to an exciting and rewarding year together!

Sincerely,

Mr. Ric Anderson
Head of School

Section 1

Introduction

Guiding Principles and Shared Ideals of Matthews Hall

Shared values are the thread that knits community.

Kate Matthews' words in 1950 continue to apply: "Each child is a separate person, living sanely and happily with its contemporaries, learning to face life bravely and with joy, whatever it may bring".

The school strives for education that reaches beyond the average and is based in children's confidence and their compassion for others. Strong basic skills, good work habits, good citizenship and variety of expression promote fun in learning and foundations that are difficult to overturn.

Through the encouragement of total participation, caring actions and optimistic spirit, the school seeks to nurture in each student a sense of personal value and a belief in community.

A central belief in the school, which guides all planning and activity for students, is the philosophy of 100% participation.

Advancement

The School's mission is advanced by managing relationships in order to increase support for the School.

The term "Advancement" represents our mission to advance the institution in a variety of ways, focusing on three key objectives: effectively communicating with each of our key audiences (alumni, friends, students, faculty, parents, volunteers, donors, foundations, board members and the media), building relationships that last and obtaining private support to further Matthew Hall's strategic priorities.

An Advancement Committee, chaired by a member of the Board, assists the school with its advancement mandate.

Governance of Matthews Hall

Governance in not-for-profit independent schools is provided by a team of willing volunteers who have expertise needed by the school.

Board of Governors

Matthews Hall is a not-for-profit corporation whose affairs are overseen by a volunteer Board of Governors. The Board consists of fourteen Governors or such other number as may be determined from time to time.

The Matthews Hall Board of Governors is responsible for the establishment and direction of policy for the school, for overseeing its financial affairs and for the appointment and evaluation of the Head of School.

Corporate Members

Members of the Corporation are members of the Board of Governors.

Memberships

Matthews Hall is a full member the Conference of Independent Schools of Ontario (CIS Ontario). In 2009 and again in 2017, the school successfully undertook external evaluation by the Canadian Accredited Independent Schools and is now a fully accredited member of Canadian Accredited Independent Schools (CAIS). To maintain our membership in CAIS we must sign the following statement annually:

Statement of Compliance

We confirm that Matthews Hall continues to act in accordance with the criteria for CAIS membership as follows:

- Participation and Advocacy
~ supports all CAIS initiatives whenever possible, advocates for member schools and complies with CAIS by-laws.
- Governance & Leadership
~ school is governed by a volunteer board working with, but at arm's length from, the Head of School. The Board guides the vision for the school and the Head implements the vision.
- Fiduciary Responsibility
~ school's status is not-for-profit and must be to ensure fiduciary responsibility and accountability.
- Fundraising
~ school only accepts gifts that support its vision, independence and integrity.
- Admission
~ school recognizes the right and supports the process of currently enrolled students to consider other schools. The school does not initiate the recruitment of students from other member schools.
- Employment Practices
~ school will not offer a contract to individuals already under contract with another member school without contacting the other Head first. The school posts job opportunities at other member schools to its staff.
- Program
~ school follows a university-preparatory path in designing and implementing curriculum.
~ school supports a varied extra-curricular program and values healthy competition.
~ school develops social responsibility in the broader community and the world.
- Communication
~ school ensures staff accessibility and keeps parents well informed through reports, publications and presentations.
~ school engages parents in volunteerism and participation in school life as deemed appropriate by the Head of School.
~ school strives to maintain relationship with alumni.
- Risk Management
~ school establishes and maintains effective risk management practices in the areas of emergency response and codes of

conduct in the areas of harassment, abuse and safety.

Committees of the Board of Governors

To implement the work of the Board of Governors, five committees operate with specific mandates as described below:

Advancement Committee

- assists with deliberations and projects for financial support of the school beyond tuition. A member of the Board chairs the Committee.

Executive Committee

- is responsible to the Board of Governors for all matters regarding management of the Board.

Governance Committee

- ensures effective governance through the recruitment, retention, evaluation of governors, the development, implementation and review of by-laws, handbooks, codes, policies, orientation procedures and the operation of the annual meeting of the corporation.

Finance Committee

- monitors the financial activities of the school and makes recommendations to the Board.

Building, Property, Design Committee

- makes recommendations on the management and acquisition of buildings and properties to the Board.

Guild Committee

- acts in coordination with the Executive Committee to support initiatives, act as advocates and assist with fundraising of the Board.

Serving on Board Committees

Some Committees of the Board draw members from the community at large. When very specific skills are required, the Chair of the Committee may attract members from the school and beyond.

Other Committees may advertise for volunteer members. The Guild Committee relies heavily upon the parent community to serve on their sub-committees.

For more information about our Governance practices, please consult the **Governance Section** of the school's website at www.matthewshall.ca

faculty, staff and administration occupies a position of trust. In the interests of service, honesty, fairness and transparency, Matthews Hall requires each member to maintain the highest ethical levels in all dealings and sign a conflict of interest and confidentiality agreement.

Health and Safety Policy

Matthews Hall is dedicated to providing a safe learning and working environment.

Matthews Hall is committed to the health and safety of its employees, students and non-school personnel. Our management will make every effort to prevent personal injury or illness, maintain safe working conditions and ensure that Matthews Hall meets and exceeds all legislative requirements. To achieve a safe and healthy work and learning environment, all persons on our premises must comply with the Occupational Health and Safety Act and its regulations, School Safety Standards, School Safety Rules and other applicable legislation. Workers shall report all unsafe, unhealthy conditions.

Human Rights Policy

Matthews Hall is committed to maintaining a learning and working environment which actively promotes and supports human rights.

The School recognizes the value of:

- each and every student;
- a strong independent education system;
- a partnership of students, schools, family and community;
- the uniqueness and diversity of our students and our community;
- the commitment and skills of our staff;
- equity, innovation, accountability and accessibility; and
- learning environments that are safe, nurturing, positive and respectful.

The School is committed to meeting its obligations under the Ontario *Human Rights Code*, R.S.O. 1990, c. H.19, (the "Code") by providing safe and inclusive schools and workplaces that respect the rights and dignity of every individual. Every student, employee, parent and community member has the right to learn and work in an environment free of discrimination and harassment. Discrimination and harassment based on legislated prohibited grounds will not be tolerated. Such behaviour must be addressed not only for its cost in individual, human terms but also for its cost to our social, economic and civic future. This policy is guided by the principles set out in the Code, as well as the Ministry of Education's *Equity and Inclusive Education in Ontario Schools* guidelines. This policy should be read in conjunction with the School's Policy on Equity and Inclusive Education. The purpose of this policy is to support student achievement by embedding the principles of equity and inclusive education into all aspects of the learning environment, and to

Conflict of Interest Policy

Matthews Hall requires highly ethical conduct.

Each member of the Board of Governors and its committees,

prevent discrimination and harassment through greater awareness of and responsiveness to their deleterious effects. The School will work cooperatively, and in a spirit of respect, with all partners in fulfilling its duty to accommodate. The School is committed to ensuring that education on human rights issues is provided for all staff and students.

POLICY COMPONENTS

Legislative Context

The Ontario *Human Rights Code*

The provisions of the Code apply to private parties and institutions, including independent schools. The Code exists to prevent discrimination and harassment and, through its special program provisions, to foster proactive steps to promote human rights. Human rights law prohibits the creation and/or fostering of negative or poisoned environments that threaten basic human rights.

To Whom Does This Policy Apply?

This policy applies to all School students, employees, and other users such as members of consultative committees, clients of the School, parents, volunteers, permit holders, contractors, and employees of organizations not related to the School but who nevertheless work on or are invited onto School premises. This policy also covers discrimination and harassment by such persons which occur outside the study/work place, and which are proven to have repercussions that adversely affect the School's learning/working environment.

Grounds of Discrimination

Under this policy, the School upholds and supports the right to equal treatment without discrimination based on the following prohibited grounds:

- race
- ancestry
- place of origin
- colour
- ethnic origin
- citizenship
- creed
- sex
- sexual orientation
- gender identity
- gender expression
- age
- record of offences
- marital status
- family status or
- disability

To the extent that the School is also a housing provider for a student or staff, receipt of public assistance is also a protected ground.

Duties and Responsibilities

The School has a duty to maintain an environment respectful of human rights and free of discrimination and harassment for all

persons served by it. It must be ever vigilant of anything that might interfere with this duty. In fostering this environment, the School expects that everyone will:

- be aware of and sensitive to issues of discrimination and harassment;
- support individuals who are, or have been, targets of discrimination and harassment;
- prevent discrimination and harassment;
- take reasonable steps to remove any discriminatory barriers in employment policies and practices and in accessing programs, resources, and facilities;
- take all allegations of discrimination and harassment seriously and respond promptly;
- provide positive role models;
- not demonstrate, allow or condone behaviour contrary to this policy, including reprisal; and
- report immediately hate speech or activity.

Anyone found to be in contravention of this policy may be subject to disciplinary action, which for staff may include dismissal for just cause.

Human Resources

The Human Resources Department of the School has the responsibility to designate resources for ensuring the implementation of, and compliance with, this policy and procedures.

Teachers

Teachers have a particular obligation to ensure that the learning environment is free of discrimination and harassment and to respond speedily to breaches of this policy when they occur. The School recognizes that preventive education and proactive practices are the best long-term strategies to achieve an inclusive learning and working environment. It is essential, therefore, that School programs, curriculum, teaching methods and management practices support the values embodied in this policy.

Supervisory and Managerial Personnel

Supervisory and managerial personnel have a specific duty to implement this policy. This duty includes prevention of and response to discrimination and harassment and the education of staff, students and the school community.

Failure to take measures to address discrimination and harassment in the learning and working environment may have legal implications for the School.

Accommodation

Accommodation in the context of creed, family status, sex (including pregnancy), disability, age, gender expression and gender identity, or other grounds as required by the Code, will be provided in accordance with the principles of dignity, individualization, and inclusion. The School will work cooperatively, and in a spirit of respect, with all partners in the accommodation process. Anyone requesting accommodation is required to cooperate in the accommodation process and provide information requested by the School as may be needed to formulate appropriate accommodations.

Accommodation will be provided up to the point of undue hardship. A determination regarding undue hardship will be based on an assessment of costs, outside sources of funding, and health and safety. It will be based on objective evidence.

Request for Accommodation

Accommodation requests should, whenever possible, be made in writing. The accommodation request should indicate:

- The Code ground with respect to which accommodation is being requested;
- The reason why accommodation is required, including enough information to confirm the existence of a need for accommodation; and
- The specific needs related to the Code ground.

In the case of disability-related accommodations, the request need not specify a diagnosis or unnecessary medical information, but should set out the restrictions or accommodations required. No person will be penalized for making an accommodation request in good faith.

The School, the person requesting accommodation related to a Code ground and any necessary experts will work together cooperatively to develop an Accommodation Plan for the individual. In the course of doing so, the School may require further information related to the accommodation request.

Additional Information

The School may require further information related to the accommodation request, in the following circumstances:

- Where the accommodation request does not clearly indicate a need related to a Code ground;
- Where further information related to the applicant's limitations or restrictions is required in order to determine an appropriate accommodation;
- Where there is a demonstrable objective reason to question the legitimacy of the person's request for accommodation.
- Where expert assistance is necessary in order to identify accommodation needs or potential solutions, the accommodation seeker is required to cooperate in obtaining that expert advice.

Confidentiality

The School will maintain the confidentiality of information related to an accommodation request, and will only disclose the information as needed in order to determine accommodation needs, to implement an accommodation solution, with the consent of the individual, or as required by law.

Undue Hardship

Where a determination is made that an accommodation would create undue hardship, the person requesting accommodation will be given written notice, including the reasons for the decision and the objective evidence relied upon.

Complaints

All those who are covered by this policy are entitled to complain about discrimination and harassment, and are encouraged to access the School's complaint procedures.

Nothing in this policy precludes, nor requires, individuals who believe they are targets of (or have witnessed) discrimination and harassment from directly expressing that the behaviour is inappropriate and must stop immediately. Many complaints can be resolved quickly and effectively using this approach, but it may not be appropriate or effective in every situation.

In order to stop discrimination and harassment, the School's supervisory and managerial personnel will endeavour to expeditiously address and attempt to resolve complaints.

Privacy of Personal Information Policy

Matthews Hall respects the right to privacy.

Matthews Hall is committed to protecting the privacy of our students, parents, employees and volunteers and is in compliance with the requirements of the Personal Information Protection and Electronic Documents Act (PIPEDA).

Reporting Child Abuse and Neglect Policy

The safety of children is paramount.

The Ontario Child and Family Services Act specifies roles, responsibilities and procedures for situations in which children require protection. All reports and suspicions of abuse or neglect must be reported to the appropriate child welfare agency regardless of whether the alleged perpetrator is a family member, a community member, Matthews Hall staff or volunteer.

Risk Management Policy

Matthews Hall strives to make effective risk management integral to the school's culture.

This policy aims to identify, reduce and/or eliminate risks to Matthews Hall's interests, including its employees, assets and information. It forms part of Matthews Hall's internal control, strategic planning, business planning and corporate governance structure.

Workplace Harassment and Discrimination Policy

In our learning and working environment, everyone must be treated with respect and dignity.

Every member of the Matthews Hall community has a responsibility to assist in creating and maintaining an environment that is free from harassment and discrimination. Both learning and work can best be accomplished in an environment of understanding and mutual respect for the dignity and rights of each individual. All persons are expected to comply with the school's Harassment Policy.

Workplace Violence and Abuse Policy

Every individual at Matthews Hall has the right to a positive and safe learning and working environment.

Managers and supervisors are responsible for communicating to all members of the Matthews Hall community that workplace violence or abuse will not be condoned or ignored and they will make every effort to prevent workplace violence by following the guidelines within the policy itself.

Newsletter

Good communication is the heartbeat of a healthy school.

The school newsletter is generally published electronically each week. The newsletter is a useful planning guide as it contains a weekly calendar of events at the school as well as a preview of major events coming in the school year. Readers will also be informed of achievements of students, staff and parents and other newsworthy events of interest to the Matthews Hall community.

The newsletter is emailed on Friday after school or distributed electronically over the weekend.

A summer mailing to help prepare for school opening is also sent to parents during the summer vacation.

To be fully abreast of the school activities, reading the weekly newsletter is an important commitment for parents, faculty, staff and students.

School History

Matthews Hall is a proud and significant part of London's heritage in education.

Originally, the school was **founded** in 1918 by **Miss Kate Matthews** in a room at St. Paul's Cathedral as a Private School for "young ladies and gentlemen". That very first class was composed of six students: Colin Brown, Robert Mitchell, Thomas Orr, Dick Groome, Katharine Fox, and Wayne Aylsworth. During those early years of very small class size and an intimate teaching relationship, the school was known as St. Paul's Private School.

Miss Matthews had intended the school to be just a kindergarten; however, due to her philosophy of education and her special gift with children, the school flourished. After the many requests and great persuasion by parents the school grew to include eight primary grades.

Soon the school had outgrown the rooms at St. Paul's Cathedral and in 1930 the school began its series of moves when it relocated to 520 Dundas Street (the site of the current Needham's Funeral Home). At that time the school name changed to Miss Matthews School. That location was short-lived as the school moved once again in 1932 to the Little House at 784 Richmond Street on the corner of Sydenham Street. This was a happy home for the school and it stayed at this location for eighteen years until Miss Matthews retired in 1950.

The 1949-50 school year was the last one at 784 Richmond Street and was intended by Miss Matthews to be the last one for the school itself. Once Miss Matthews let her decision to retire and close the school be known, a group of Londoners formed a financial foundation to continue operation of the school. More than \$4,000 was pledged to continue the school and an additional \$10,000 towards the new school was

promised by several prominent Londoners who offered to act as founders.

On June 8, 1949 this group passed a resolution to "form a corporation to acquire the interest of Kate Matthews in, and the assets of, Miss Matthews School and to reorganize and conduct said school". By 1950 Miss Matthews School was incorporated and moved to the Dr. J. Thornley Bowman homestead at 562 Waterloo Street. **Miss Winifred Scott** was appointed as **Headmistress** to succeed Kate Matthews, who remained on the Board of Governors and was a frequent visitor to the school.

The first meeting of the Board of Governors was held on Wednesday, September 6, 1950 and the first executive committee was elected: Mr. R.W. Robertson, President, Mrs. Marjory Blackburn, Vice-President, Mr. Peter V.V. Betts, Secretary and Mrs. Lionel A.W. Orr, Treasurer.

In recognition of Miss Matthews' many contributions to London education in general and to her private school in particular, a portrait of her, painted by Philip Aziz, was unveiled and presented to the school by some old friends of Miss Matthews on November 21, 1951. The donors of the portrait were: G.H. Belton, W.J. Blackburn, R. & J. DuMoulin, W.G. Fisher, A. Ford, W.B. Granger, Dr. G.E. Hall, J.D. Harrison, C.E. Isard, E.M. Kennedy, H.A. Mackenzie, Dr. A.E. Mowry, R.W. Robertson, Mrs. G.C. Rundle, Dr. C.A. Thompson, Miss Diana Weld, Col. D.B. Weldon and Alumnae. Then on February 19, 1952, on the proposal of Miss Scott, a Founder's Day on Kate Matthews' birthday, February 23, was established by the Board of Governors. Founder's Day remains as a special time of celebration at the school to this day.

The year 1952 was also when the School moved to "Bishopstowe" at the corner of St. James and St. George Streets. This house had been owned by the Diocese of Huron for over fifty years and used as a residence for the Bishop of Huron. From 1952 until the late 1970s Miss Matthews School was a fixture in North London. Then on June 1, 1977 the school name was legally changed from Miss Matthews School to Matthews Hall, which marked the beginning of more changes to come.

Two years later, under the leadership of the **Headmistress, Theresa M. Steers**, a decision was made to move the school once again and in March, 1979, the building was sold to the Mutual Life Assurance Company of Canada. In August 1979, Matthews Hall closed its purchase of the Katharine Harley School at 1370 Oxford Street West from the Board of Education for the City of London and thus began another phase of its history.

In 2008-2009, **Head of School, Patricia A. Doig**, led Matthews Hall in its first-ever capital campaign with a goal of \$3.5 million dollars to renovate the library and construct a Great Hall with gymnasium, performance stage, art gallery and school store.

Today, Matthews Hall continues to evolve as an accredited member of CAIS and CIS Ontario under the leadership of current **Head of School, Ric Anderson**. It is still located on

Oxford Street West and the school has begun a major campus renewal project aligned with the strategic goals of the school in order to create spaces that inspire teaching and learning.

While the school has changed locations many times, its commitment to Kate Matthews' ideals has remained constant and continues to guide the school today.

Traditions at Matthews Hall

Matthews Hall is rooted in tradition and committed to the future.

A sense of tradition is important to Matthews Hall. Several important events are rooted in the school's history.

- **Founder's Day**

Founder's Day is held on February 23 (Kate Matthews' birthday) or on the Friday or Monday closest to her birthday. Celebrations may include a program and presentation by the school, a Tea for parents and a ceremony, attended by the parents of the graduating class, at which Grade 8 students are presented with their school pins.

- **Graduation Photograph**

An outdoor group photograph of the graduating class has taken place for decades. The picture is taken when the crab trees in the front of the school are in full bloom, usually in May, with the class in front of the trees.

- **Closing Exercises at St. Paul's Cathedral**

At Closing Exercises each June, students gather with their families and teachers to celebrate the end of the school year. As part of these celebrations, younger students perform the traditional *Maypole Dance* outdoors, weaving an intricate pattern with ribbons as they dance on the grassy lawn at the location where Matthews Hall had its origins.

should be notified ahead of time. **For all short term absences, it is the student's (and family's) responsibility to make up class work that has been missed.** Please see page 21 for information on absences due to extended family vacations.

If a child must leave the school early for a special reason, parents are to let the school know ahead of time. On arrival, the parent must go to the School Office and sign out the child. The child will be called from the classroom by the receptionist. When a person other than the parent or guardian is picking up a student, authorization must be provided in writing to the School Office.

All students are expected to arrive on time to school.

Arriving late is a challenging way to start the school day, and is disruptive to the entire class. Students who are late must come to the main office to sign in before being admitted to class. If a student is frequently late for school, the administration will become involved to work with parents to improve punctuality.

Banned Articles

Matthews Hall must be a safe and sociable learning environment.

Students must never bring knives or weapons to school. Appropriate disciplinary actions will be taken that can lead to suspension or expulsion when this rule is breached. Skateboards, scooters and roller blades must not be brought either. During regular school days, electronics, such as cell phones, tablets, gaming devices and iPads must be left at home.

The administration may grant approval for the use of some devices, if they support identified learning objectives. For example, the use of e-readers and portable USB memory sticks may be approved at the discretion of the classroom teachers if they are required for legitimate educational activities.

Personal toys must be left at home. The School provides recess equipment and sports equipment. Show and Tell items must go home the day of presentation.

Alcohol, cannabis, illegal drugs, cigarettes and vaping devices are banned from school.

SECTION 2

Standards and Expectations

Attendance and Punctuality

Good attendance and punctuality are essential for a student's success in school.

According to *The Education Act*, every child who attains the age of six years on or before the first school day in September shall attend school daily until they are sixteen. Matthews Hall subscribes to this standard. We expect daily attendance also for children in the Early Years.

There may be times when your child has to miss school because of illness or other excusable reason. In such cases, the school

Birthdays and Other Special Celebrations

The school does not want any student to experience hurt feelings through exclusion.

Students may hand out invitations to birthday and other special occasions at school only if all of the students, or all of the girls, or all of the boys, in their class are invited.

Bullying

Matthews Hall strives to maintain a learning environment that is physically and emotionally safe for every student.

Bullying may be defined as deliberate and repeated hurtful actions against another person that goes beyond one time

typical school house issues. It is not acceptable behaviour at our school. Bullying may be:

- Physical – examples are hitting, theft
- Verbal – examples are name calling, racist and sexist remarks, teasing
- Indirect – examples are spreading rumours, writing disparaging notes, excluding a person from the social group
- Cyber-Bullying – harassing through improper computer use

If parents believe their child is experiencing bullying at school, then it is very important that they contact the child's teacher. You should also encourage your child to speak to the teacher. The teacher will inform the Administration of the parental concern.

Reports of bullying or teasing will be acted upon and investigated thoroughly by staff. The school applies appropriate sanctions to those found guilty of bullying, to reinforce the message that bullying and teasing can harm and will not be condoned. **It is the goal of the school to use a model of restorative justice through a due process of strategies and appropriate decisions to attempt to correct the behaviour within a supportive community.**

Care of School Property

Everyone benefits when we all take care of school property.

Students are asked to take care of school property and to take pride in the appearance of the school environment. Students must take care of items that are provided for their use. These include the locker, desk and chair, textbooks, library materials and electronic devices. All instructional materials must be returned in good condition. If they need to be replaced due to careless use, or are lost, then replacement cost will be charged to the family.

Students are given opportunities to assume leadership roles, and collaborate with each other, in maintaining an orderly and attractive class environment through a rotating roster of classroom duties.

Classroom Celebrations

Matthews Hall strives to be a nut-free school and is mindful of student food allergies.

To mark special occasions, teachers sometimes plan classroom celebrations. In consideration of the prevalence of various food allergies, food must not be used for classroom celebrations without the teacher first notifying and obtaining the consent of the administration to ensure that all precautions have been taken regarding student safety.

Code of Conduct - Students

Matthews Hall is a caring and orderly community where the rights of all individuals are respected and responsible citizenship is valued.

It is the responsibility of all individuals, students, staff and

parents in the Matthews Hall community, to ensure that a safe, peaceful and positive learning environment is maintained. Behavioural expectations are based on self-discipline and respect for others.

These values are manifested through

- respect for the rights, feelings, privacy and property of others
- a spirit of caring
- honesty
- courtesy and good manners
- pride in the school
- pride in the wearing of the school uniform
- punctuality
- respect for school property and maintaining tidiness in the school
- preparedness for class and a positive attitude to learning
- academic integrity
- observing school rules in a cheerful and positive manner
- willingness to volunteer

Expected Behaviour at Matthews Hall

- All members of the school community must respect and comply with all applicable federal, provincial and municipal laws.
- School staff members are expected to maintain professional boundaries in all forms of communication, including electronic communication and social media.
- All members of the school community must treat each other kindly, and with respect, at all times.
- Rough or dangerous play is not permitted.
- Every student is expected to be punctual and to come to class prepared with the appropriate materials. During class, the student's full attention should be directed to the teacher and to her/his studies. Distracting other students is not acceptable.
- Inappropriate or offensive language should never be used by any person in this school community. This includes insults or jokes of a discriminatory or sexual nature.
- Every student is expected to complete homework and assignments on time. When class work is missed due to an absence, it is the student's responsibility to find out what was missed and to complete the work. In the case of primary level students it may also be the family's responsibility.
- Gum chewing is not permitted on the school campus or during school events off-campus.
- All students are expected to show proper care and regard for the property of the school and other students.
- Every student is expected to wear the correct school uniform and to wear it properly.
- All members of this school community must never be in possession of, use or pass to others, alcohol, illegal drugs or unauthorized prescription drugs. The entire campus at Matthews Hall is a smoke and vape-free

environment.

- Every student is expected to show respect for the staff in following classroom and school rules.

Matthews Hall reserves the right to refuse re-registration as a result of a parent's or student's failure to abide by the Code of Conduct.

Breaches of the Code of Conduct may be subject to disciplinary sanctions including suspensions or expulsion.

Code of Conduct - Parents

The following Parent Code of Conduct is binding on all parents and guardians of Matthews Hall and, along with the Enrolment Agreement, forms part of the Contract of Instruction between Matthews Hall and each School family.

PURPOSE

The philosophy of Matthews Hall is to focus on developing a love of learning while guiding and challenging every student through all stages of their development. The School is dedicated to the education of students in a safe and caring community that fosters the development of character, courage, creativity and a passion for learning. The School promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All students, parents, guardians, teachers and staff members have the right to be safe, and feel safe, in the school community. With this right, comes the responsibility to contribute to a positive school climate.

The standards of behaviour embodied in this Parent Code of Conduct apply to parents and guardians, who are an integral part of the school community—whether they are on school property, on school buses, at school-related events or activities, or in other circumstances that could have an impact on the school climate.

These standards should be embodied in all correspondence with the school, including written, electronic, and verbal communication.

THE ROLE OF PARENTS AND GUARDIANS

Parents and guardians play an important role in the education of their children and have a responsibility to support the efforts of school employees in maintaining a safe and respectful learning environment for all students.

Parents and guardians fulfill their role when they:

- a. show an active interest in their child's school work and progress;

- b. communicate regularly with the school;
- c. help their child be properly dressed and well-prepared for school in keeping with the School's uniform standards;
- d. ensure that their child attends school regularly and on time;
- e. promptly report to the School their child's absence or late arrival;
- f. show that they are familiar with the Matthews Hall Code of Conduct and school rules;
- g. encourage and assist their child in following the rules of behaviour; and
- h. assist school employees in dealing with disciplinary issues involving their child.

STANDARDS OF BEHAVIOUR

Central to the Parent Code of Conduct is the understanding that each member of the School community will follow certain standards of behaviour. A willingness to accept responsibility for one's actions and conduct are fundamental to the Parent Code of Conduct.

RESPECT, CIVILITY, AND RESPONSIBLE CITIZENSHIP

Parents, like other members of the school community, must:

- respect and comply with all applicable federal, provincial and municipal laws;
- respect all members of the school community, especially school employees and persons in positions of authority;
- support the efforts of school employees to maintain a safe and respectful learning environment;
- respect the need of others to work in an environment that is conducive to learning and teaching;
- demonstrate honesty and integrity;
- treat others with dignity and respect at all times, especially when there is disagreement;
- respect the rights of others, and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need; and
- resolve conflict peacefully.

Examples of inappropriate behaviour include, but are not limited to:

1. exhibiting disrespect towards members of the school community, especially school employees and other persons in positions of authority;
2. exhibiting conduct injurious to the moral tone of the school or to the physical or mental well-being of others;
3. bullying, intimidating or threatening a member of the school

community;

4. fomenting negativity in the school or broader community by engaging in gossip, defamation, or detraction of the School or its staff, faculty or administration;

5. inappropriate use the School's staff, parent or Board email directory;

6. failing to abide by proper communication protocols by interfering in matters involving other people's children or their parents (i.e., first point of contact is teacher, followed by administration if support is required. Parents are not to contact other parents regarding school day concerns or issues; such concerns are to be handled/managed by teachers and administration on behalf of the School).

7. interfering with supervisory staff or students on the school's playground or during field trips, classroom visits or any school activities;

8. interfering in the School's disciplinary processes;

9. uttering a threat to inflict serious (bodily) harm on a member of the school community;

10. harassment of any kind.

SANCTIONS WHICH FALL UNDER THE PURVIEW OF THE HEAD OF SCHOOL

1. Following an incident or concern, the parent must agree to meet with Senior Administrators at Matthews Hall upon request. The purpose of the meeting will be to review the School's concern and implement a plan for resolution and repair.

2. If no repair or resolution is possible, or if the behaviour is deemed serious enough by the Head of School, the parent's campus access may be restricted (up to and including a Notice of Trespass for serious concerns).

3. Refusal of the parent to meet upon the request of the administration, OR an unsatisfactory outcome from such a meeting OR a failure to cooperate with procedures outlined by the administration, may result in the compulsory withdrawal of the parent's child for the remainder of the school year with no option to re-enroll. NOTE: As outlined in the School's Enrolment Agreement, all fees are forfeit, if student withdrawal is required.

Computer Use

To ensure student safety, and preserve the integrity of the school's network, it is necessary to adhere to common standards of computer use.

Matthews Hall uses technology resources to enrich the curriculum and to provide opportunities for writing, research and the development of presentation skills. All students must adhere to the following policies:

- Users (everyone with access to a personal user account) are given their own unique login along with a secret password. No one is to share or allow anyone, at any time, to log in using her/his name or password.

Each user is responsible for anything accessed using her or his password.

- Shared drives on the school network are to be used respectfully and for the purpose of school work
- The school's computers and iPads are to be used for school-related tasks only.
- Students cannot be in the computer lab unsupervised.
- There must be no eating or drinking in the computer lab nor when using school computers.
- The Administration, Technology Consultant and Computer Studies Teacher have access to student files.
- The sending of harassing emails to classmates or the uploading and/or downloading of inappropriate material are improper uses of the Internet and will not be tolerated.
- A firewall is in place to deny access to inappropriate sites at school.
- Since Matthews Hall is an environmentally responsible school, the use of computer paper must be reasonable. Students must proofread their work carefully, use 'print preview' and ask permission from the teacher prior to printing.
- To use the Internet, parents and students are required to read and sign the Computer and Internet Use Agreement.

Discipline

School discipline ensures the safety of students and staff and promotes an environment favourable to learning.

The focus of disciplinary procedures at Matthews Hall is to help students identify their responsibilities and to accept the natural and logical consequences for the choices they make regarding those responsibilities. Ultimately, the goal of discipline is the development of positive self-discipline and good citizenship.

The school's expectations for student behaviour are outlined in the Code of Conduct and other policies, procedures and rules contained in the Handbook. Student misbehaviour will be dealt with in a fair and respectful manner and will follow due process:

- the infraction or alleged incident will be investigated;
- in the case of a serious infraction the student's parents will be contacted promptly and will have an opportunity to respond to the issue and the student will have an opportunity to be heard;
- in determining the penalty to be imposed, the school believes that the consequence should be a logical one and should be commensurate with the offence committed and the age and developmental stage of the children involved;
- the consequences may range from a reminder or warning for a minor infraction of the Code of Conduct to suspension or expulsion for major infractions; this includes infractions of other policies, procedures and/or rules;

- the classroom teacher will normally determine consequences for misbehaviour. In more serious circumstances, the school administration will be involved in determining the consequences;
- the consequence will be monitored to achieve appropriate behaviour;
- in the case of suspension a re-entry plan will be required;
- in the case of expulsion, due process will be followed.

The school makes every effort to assist students in adhering to the rules. All members of the school's administration and faculty are concerned with the discipline of each student in the school and are committed to the principles of restorative justice. All final disciplinary decisions are the purview of the Head of School.

Distribution of Correspondence

Clear communication is important.

Any correspondence to be distributed or posted through the school requires the prior permission of the Head of School.

Requests from parents for special letters, references or assessments for outside agencies must be referred through the office of the Head of School.

Entrances and Exits

The identification of entrances and exits to be used ensures the safe and orderly movement of persons on the campus and controls trespassing by unwelcome intruders.

Classes will move throughout the campus in an orderly manner accompanied by teachers and supervisors. Following arrival in the morning and following recesses, the students will line up and be escorted to their classrooms by their homeroom teachers. Normally students are not to use the front entrance of the school. Entrance to the main building will be the south doors.

At morning, noon and recess times, students in Grades 6, 7 and 8 will enter and exit The West Wing by the north door. Students from other grades in the West Wing will enter and exit by the south door. At other times, entrance by students is by the north door only. The south door is to be locked.

Entrance to The West Wing classroom complex by all visitors is by the north door only and, for student safety, visitors are required to sign the visitor's book in the School Office and their presence announced to the teacher whom they are visiting, before being admitted.

Food

The expression of good manners is an important part of the social development of all of our students.

In most cases, all lunches, snacks and refreshments are to be eaten in the classrooms. Students are expected to sit while eating and observe good manners. All parents, students and staff are reminded that, for the safety of students with food

allergies, Matthews Hall strives to be a "nut-free" school.

Glass containers for drinks are dangerous and should not be used. Lunch should be packed in containers that are easy for the child to manage. A microwave oven is not available for student use.

Parents must first check with the teacher for permission before bringing or sending any food to the classroom that is to be shared. This includes celebratory treats and snacks.

Fundraising

All students benefit from approved fundraising events.

On occasion, fundraising activities take place. Funds from these events are allocated to special projects. All fundraising activities at the school must have the approval of the Head of School. Students are reminded that door-to-door canvassing is not permitted. Participation by students in fundraising activities shall be voluntary.

Health Concerns

Maintaining a safe and healthy environment is a school priority.

The practice of personal hygiene promotes mental and physical health, as well as the social well-being of the student. All students are asked to practice good hand washing habits and to be careful when handling food.

Community hygiene is concerned with the prevention of communicable diseases such as influenza, pink eye, chicken-pox, impetigo, whooping cough, measles and strep throat. In the interests of the health of all persons at the school, parents are asked that any children who are suspected to have, or have been diagnosed with, any communicable disease remain at home until the period of infection is over. Students with colds are asked to practice good hygiene to avoid infecting others.

Spring and Fall are the seasons when pediculosis (head lice) is most prevalent in school children. Lice spread through head to head contact, or by the sharing of headwear. If you find evidence of head lice, please inform the school. Information is available from a pharmacist and the Middlesex-London Health Unit. Affected students must remain at home until treatment has been applied and there are no active lice or nits in the hair.

If a student feels ill at school, (s)he must notify the teacher, who will express this concern to the School Office. The School Office, conferring with the Head of School or designate, will follow up as directed. Only an adult from the school will communicate with the family.

It is the parents' responsibility to provide the school with information regarding any allergies their child may have. Any allergic conditions should be identified at the time of admittance or as soon as an allergy is detected later in the child's life. In cases of life-threatening or severe allergies there are special school procedures.

See also Section 4 - Student Services, Emergency Medical Treatment for additional information.

Leaving School Campus

Student safety is a priority.

Students may not leave the school campus at any time without their parent, an appointed guardian or written permission from the parent.

Occasionally, a student will need to be taken from school by a parent for an important reason. On these occasions, the parent should notify the school ahead of time. On arrival, the parent must check in at the School Office. The student will then be called to the School Office by the school secretary. Occasionally, parents pick up students to take them to lunch. This practice is acceptable, provided the above procedure is followed. Unless accompanied by a parent, students remain at school for lunch.

Upon the student's return to school, parents must bring the student to the School Office to check in. The school secretary will give the student an admit slip to take to the classroom teacher.

When a person other than the parent or guardian is picking up a student, authorization by the parent or guardian for doing so must be provided in writing to the School Office.

Lockers and Coatrooms

Orderliness and care of personal and school belongings are desirable character traits in Matthews Hall students.

Students in the main building are asked to keep their coatrooms or lockers tidy by hanging up all clothing. Students in the West Wing will be assigned a locker. It is the student's responsibility to keep the locker neat and clean and observe habits of good hygiene. Old lunches and snacks must not be stored there, stickers and tape must not be affixed to lockers and locker fronts must remain clear of any postings. For safety reasons **locks will not be used**. Locker doors should be able to close without a lock. No valuables should be left in the locker. The school is not responsible for the loss or theft of valuables left in the locker. The school reserves the right to inspect desks and lockers.

Musical Instruments

Children must learn to take care of property provided for their use.

Music is an integral part of the curriculum at all grade levels at Matthews Hall. Students in Grades 5 to 8 follow a program in instrumental music. Students must take care of the instruments whether they are provided or leased. They are responsible for safe storage at the back of each classroom and for proper use of the instruments. They are expected to have them ready for their classes. With leased or school-owned instruments, the student will be held responsible, and may be required to pay for damage due to negligence or loss.

National Anthem

Patriotism and pride in Canada are demonstrated by proper

demeanour during the playing of the national anthem.

The national anthem is played at the beginning of each school day. All students, staff and visitors are expected to show respect for our country and its anthem by stopping whatever they are doing and standing steady when *O Canada* is played and remain still until announcements are completed.

Plagiarism

Academic integrity is intrinsic to all academic institutions.

The school must ensure that all students are doing their own work and are being evaluated on their own work. Academic dishonesty is treated seriously.

Plagiarism is the copying of the work of another person and submitting it as one's own. Students must not copy the work of another author or student without giving due credit. This applies not only to information found in books, but also to sources from the Internet. Students must always use their own words. If a teacher finds evidence of plagiarism, the student will lose marks for the assignment and be asked to redo it. For a second offence, the student will lose all marks for the assignment.

Playground

Fair and safe play is everyone's business!

Students are expected to play fairly and safely at all times. Learning to share equipment in a safe manner is stressed with all students. For student safety, only approved games may be played on the playground. Students must play in areas where they can be seen by the playground supervisors. Students may play on the school grounds during recesses, but not after school dismissal in the afternoon. **Students who arrive before 8:40 am must go directly to the Extended Day program.** After 8:40 am students are to go directly to their classrooms where they will be supervised by their teacher as they prepare for the school day.

Students are provided with play and sports equipment for recess time. Each class is responsible for this equipment. Equipment may not be taken from the physical education storage room for use during recesses. Personal equipment is not to be brought from home.

All students are reminded of the school rules of no rough play.

Posters

Clear and non-offensive communication, displaying appropriate language usage, is to be demonstrated by students.

There are many times throughout the year when students need to communicate with the school community by displaying posters promoting classroom or school-wide events. Teachers will approve the content first and give approval for the posters and will indicate where and how the posters may be exhibited. Students putting up posters outside

the classroom in the school hallways must obtain approval from the Head of School or Head's designate.

Safety Drills

Drills are mandated to make Matthews Hall a safe environment for all students and staff.

Fire and building evacuation drills and lockdown procedures are carried out. Teachers practise evacuation procedures with their classes until they are confident that the students are able to leave their location and proceed to assembly areas safely and efficiently. School-wide drills will be held early in September and throughout the year. At any time, the London Fire Department may conduct an unannounced fire drill. In case of actual evacuation, **Zarfas Hall**, located on roadway #1 on the **grounds of CPRI**, will be used. In an actual emergency, all parents will be notified.

Student Complaints

Fairness and due process will be followed in dealing with student grievances.

Following due process, students and parents should take complaints to the teacher first. If the issue cannot be resolved at this level, then it may be necessary to involve the Head of School. In all instances, care will be taken to ensure that all students are treated fairly.

For conflicts that arise on the school playground, the student should bring the problem to the attention of the supervising teacher.

Student Non-Solicitation Policy

Students are advised (and parents reminded) that Matthews Hall cannot facilitate the sale of goods or the active sponsorship of children's out-of-school activities or school activities on school premises (for example: pledges for sports teams, scouts, drama, dance etc.)

This puts our faculty and staff in an unfair position when approached by students to make donations or purchases in support of non-school activities. Since our staff cannot be expected to support every child's request, we must insist that no such appeals are permitted on school premises. Thank you for your understanding.

Supervision of Students

To ensure a safe environment for all students, necessary supervision will be in place.

Students cannot be unsupervised on the school campus. They may not be in classrooms or other areas of the school, such as the computer lab, library resource center or the gymnasium, without supervision.

Teachers supervise their classrooms before school begins from 8:40 to 8:55 am and the playground during all recesses. There are also teachers supervising after school from 3:55 to 4:10 in the hallways and in the student pick-up and bus

loading areas. Students may not use the playground without parent supervision at this time. **Students will be directed to Extended Day if they are on the grounds before or after supervision time without an activity to attend.** Parents of students who are not registered for Extended Day will be subject to a surcharge plus the regular fee.

Telephone Use

The school's telephones are for business purposes generally or for student/parent emergency calls.

Students may use the school's telephone for important reasons only. They must seek the teacher's approval first and then they will be given a note to take to the School Office to explain the reason for the call. Any call involving health concerns will be made by School Office staff.

Students may not bring cellular phones to school. On field trips, supervising teachers carry a phone and will call if an emergency arises.

On extended trips, the teacher will call to inform the school of the group's safe arrival at the destination.

Traffic Safety

The safety of our students and managing traffic flow is a collaborative effort at Matthews Hall.

Driver cooperation, common sense and respect for others contribute to a safe start and end to your child's day. We ask that all parents follow these procedures for entering and leaving the property.

'Loading Zone' and Parking for drivers of students in Grades JK to 8

- Enter St. Thomas Aquinas Catholic Secondary School Drive and proceed south on the two-way road
- Turn west onto the one-way RING ROAD and proceed to the "LOADING ZONE" on the west side to stop to drop off or pick up your children. Students and belongings should be ready beforehand and speed up the drop-off or pick-up of your children OR
- Proceed to the parking lot if you're accompanying your children onto or off the playground or directly to and from classrooms for parents of kindergarten students.

The ONLY exceptions to this are for Extended Day students at 7:30 am and 5:30 pm, where the front entrance may be used.

Parents for Kindergarten children who are regularly accompanied by younger siblings may obtain special permission from the office for use of the front entrance.

Please note that

- Cars are to proceed one way only.
- There is no parking on the two-way drive of St. Thomas Aquinas Catholic Secondary School.
- Park in our parking lot only. **The front parking lot is only to be used by parents of kindergarten students accompanied by a younger sibling. No exceptions.**

Students are not to be dropped off at the front doors even when they are late.

Our dismissal rules are listed below and all persons are expected to follow them while on school property:

- At 3:55 pm, car students from Grades 1 to 8 walk directly to the west gate 'Loading Zone' and line up on the sidewalk. Bus students go directly to the front atrium doors and line up inside.
- Parents of kindergarten students meet their children at the classroom doors and accompany them to their cars.
- All students and drivers are to follow the directions of the supervising teacher.
- No student may play anywhere on the playground from 3:55 to 4:10 pm.
- Students load cars and buses according to the directions of the supervising teachers.
- Parents or other drivers who are using the parking lot must walk up to the sidewalk at the south gate to accompany students to cars.
- Students may not use the south gate without adult accompaniment. For students' safety, there are no exceptions to this rule.
- Students who are not picked up afterschool go to the Extended Day Program until their drivers arrive. Drivers must park their cars and proceed to the Extended Day Program where the supervisor will release the students. Costs for Extended Day plus a surcharge will be charged to the student's family.

Students who ride their bicycles to school must have parental permission to do so. Bicycles are to be locked to the racks on the east side of the school.

Students using public transit enter and exit school property through the east gate, without taking short cuts through the Main Building. If older students are to take city buses, parents must notify the School Office in writing.

Transportation of Students

Matthews Hall is committed to safely transporting students to school-sponsored off-campus activities.

Private vehicles may not be used to transport students to off-campus activities without the permission of the Head of School and parents and with proper waivers being signed by volunteer drivers. While Matthews Hall is not a guarantor for our transportation providers, only vans and buses operated by licensed carriers will be used.

Students must exercise caution when getting on and off the bus. The driver's authority on the bus is to be respected. Students will be assigned seats and good behaviour is expected. There must be no yelling or waving of arms outside the windows and eating and drinking on vehicles are not permitted. Consequences for misbehaviour may range from a warning to loss of transportation privileges. Teachers are assigned to bus supervision.

Uniforms, Dress and Grooming

A positive school climate, team effort, spirit and pride in Matthews Hall, are all promoted by the school's dress code.

All students, from Kindergarten to Grade 8, are expected to attend school in the appropriate uniform. All students must have indoor, outdoor and physical education shoes that do not leave marks on floors. Children in primary do better with shoes with Velcro fastening. Students are expected to keep their uniforms neat and orderly throughout the day. Skirts should be no more than 3 centimeters (two fingers) above the knee. There are three styles of uniforms, which are listed below.

The formal uniform (Dress #1)

The formal uniform is worn on **Monday, Wednesday and Friday**. This uniform is worn to most school assemblies. It is also worn on specially designated days and occasions, such as Founder's Day and Closing Exercises. Special days and occasions when the formal uniform is to be worn will be announced by the Head of School.

The informal uniform (Dress #2)

The informal uniform is worn on **Tuesday and Thursday**.

Uniform shorts are available for warm weather days. These may be worn in the Fall up to Thanksgiving, and in the Spring after Victoria Day unless otherwise announced.

The physical education uniform

The physical education uniform is worn for physical education classes, intramurals, cross-country running and inter-school sports. It is also worn for some outdoor activities such as day and residential camps. The students will be informed of the occasions when wearing this uniform is appropriate.

For detailed information on the uniforms, please refer to the brochure Matthews Hall School Uniforms.

A gym bag, imprinted with the school's name, will be provided by the school to store t-shirt, shorts and shoes.

House League T-Shirts

The school store stocks team House League t-shirts that will be used throughout the school year to build school spirit and house league team identity! Each student and staff member will be required to purchase a house league t-shirt, which will be worn during house league events and theme days!

Winter boots must be removed before entering the classroom. They should be stored neatly in the bottom of the lockers. Shoes are stored on the top shelf of the lockers at the end of the day. Students in classes in the main building will line up boots neatly in the hallway.

Students may, on special theme days, be given the opportunity to wear clothing other than their uniforms. On these occasions, students are to dress in a respectable

manner with clothing appropriate to the theme of the day. No objectionable words, pictures or symbols are to be displayed. Otherwise, they are expected to wear the uniform.

Excessive jewelry or accessories are not permitted to be worn with the school uniform. Approved pins, such as the Grade 8 graduation pin, may be worn on sweaters or blazers. Hair is to be neatly groomed and all hair should be neatly pulled back from the face during any activities where long loose hair is deemed to be unsafe. Girls may wear plain red, green or black or Stewart Tartan hair accessories to hold hair back.

Ball caps, etc., may not be worn indoors. Non-uniform jackets or hoodies must not be worn indoors for warmth. School blazers and sweaters exist for this purpose. Only clear nail polish is permitted. Students must not wear makeup at school. Students must not display tattoos or **coloured hair**.

Students who are not dressed in proper uniform will be directed to the office and must be dressed appropriately before re-entering class. Students who are missing a uniform item may be provided with a replacement from the school store and the cost will be charged to the family.

Habitual uniform infractions will be addressed with students and parents by classroom teachers or the administration.

All clothing, shoes and bags must be labeled with the child's last name.

Valuables

Students should exercise prudence in bringing valuable articles to school.

Students should not bring non-essential valuable articles or large sums of money to school. Exceptions are the bringing of tennis racquets and privately-owned musical instruments. The student must look after them and the school will not accept responsibility for the safe care of any of these items. If a student must come to school with a significant amount of money, she/he should take it to the School Office to be kept until the end of the day.

Visitors

Matthews Hall is committed to creating and maintaining an environment that is safe and welcoming for students, staff, parents and the school community.

For student safety, the school must, at all times, know what persons are on the school campus. All visitors are required to report their presence at the main office. Parents dropping off an article, lunch or note to students in either building must check in at the School Office. We will arrange for delivery of items. If parents are removing a child early from school or are bringing a child back to school, then they must go to the School Office.

All community visitors and parents staying to conduct workshops or other activities in the school must receive a visitor's badge that will identify them as welcomed visitors to

our school.

Volunteers who are in regular and direct contact with the children will be required to submit to a "Vulnerable Person's Screening" by the London Police Department.

Washroom Use

For etiquette and safety, students are required to seek permission to leave the classroom.

Students must ask their teacher to leave the classroom to use the washroom. During other activities, and during recesses, permission should be sought from the supervising teacher.

At recesses, students will use the washroom in the Main Building. Permission to use the washroom will not be unreasonably withheld.

SECTION 3

Academics and Co-curricular Activities

Admission Procedures

Matthews Hall attracts families who share our vision and beliefs in education.

Matthews Hall welcomes inquiries from families interested in a challenging and values-based program. The school attracts students who love to learn, have a variety of interests and enjoy school life.

To determine a candidate's readiness for Matthews Hall, we consider previous school reports, the results of any formal educational assessments and observations from a day at school.

Any family interested in applying to Matthews Hall should follow these steps:

- make an appointment for a parent interview and tour;
- complete an application form, including non-refundable application fee, and submit it to the school, with appropriate documentation;
- arrange for the child to visit the school.

Applicants are notified of acceptance by mail.

Matthews Hall, in its sole discretion, reserves the right to refuse admission to any student.

Student Agenda and Google Classroom

Through school wide use of the Agenda and Google Classroom in the Middle School, students will develop organizational skills.

At the beginning of the school year, students in Grade 3 to 5

receive a Student Agenda. This is an important resource for both students and parents. Students in Grades 3 to 5 use the agenda to record homework, projects and events.

The Agenda is also a valuable tool to assist in parent-teacher communication. It contains a message pouch in which messages to and from home may be carried by the student. For privacy, teachers should always send sensitive comments through the pouch. By using the Agenda, students will build personal organizational and essential social skills.

Students in Grade 6 to 8 use a Chromebook and Google Classroom to manage their assignments, collaborate and develop independent time management skills.

Alumni Class Representatives

It is important and desirable to maintain contact with all alumni.

To act as a link between the school and its alumni, every year a graduating student is selected to be a contact between the school and that class.

Ambassadors' Club

Matthews Hall provides opportunities for students to demonstrate leadership skills and school spirit.

Students in Grades 1 to 8 may apply to represent their classes as members of this club each semester. The purpose of this club includes the following:

- to promote enthusiasm for school activities and build school spirit;
- to act as hosts, greeters, guides and helpers;
- to undertake projects which carry the school's name positively into the community.

A rotation of student ambassadors is encouraged in order to support and cultivate the leadership skills of many students.

Assemblies

School spirit and community are fostered by attendance at regular assemblies.

School assemblies for Grades 1 to 8 are usually held one Wednesday per month, or as otherwise indicated on the school calendar or as announced. Kindergarten students usually only attend on special occasions. There may be special speakers and presentations. School-wide announcements, information on upcoming happenings at the school, outcomes of special events and student accomplishments are all shared.

Students participate in regular school assemblies and learn to show appropriate behavior suitable to the occasion. Some assemblies are formal and solemn, while others are intended to foster fun and school spirit. Students enter and leave the assembly hall as appropriate in the company of their teachers. Dress for most assemblies is formal uniform unless otherwise indicated (i.e., some assemblies may coincide with a special theme or House Activity day).

Assessment and Evaluation Process

All students at Matthews Hall are encouraged and helped to achieve their personal best. Improvement in student learning is the shared responsibility of students, family and teachers.

Student assessment is an integral and continuous part of the curriculum. A wide variety of assessment strategies are used and students are assessed on both achievement and learning/social skills.

Assessment in all programs includes in-class course work, homework, projects and tests. In some older grades, teachers will provide the students with information on the assessment weighting for each course at the beginning of the academic year. Any single assessment will not exceed fifteen percent of the final grade in any class.

When tests are scheduled, teachers are expected to provide students with written study outlines, allowing at least a weekend for review.

The student's report card grade is arrived at through this system of weighted assessment activities.

In addition to normal classroom assessment, individual, class-wide and school-wide assessments may take place. Annual achievement tests for students in grades three, six and eight in reading, spelling, mathematics, language and study skills are performed using the Canadian Achievement Tests. These tests are scored externally and retained in the documentation file of each student's Ontario Student Record.

Matthews Hall also assesses the classroom programs to ensure an up-to-date and challenging curriculum for students at all grade levels.

Athletics

Participation in school athletic events provides an excellent opportunity for personal growth and the initiation of a lifelong interest in physical activities.

Beyond participation in the instructional physical education program there are many opportunities provided at Matthews Hall for students to participate in athletic activities. These occur at three levels: House League programs; Club activities; Inter-school teams. Many of these activities are seasonal and there is a good variety of activities at different times of the year in which students may participate. All students are encouraged to participate in school wide activities.

Students who play on inter-school teams are reminded of the commitment that they make to the team when representing the school. They must be prompt and faithful in attending practices and games.

Fall Opportunities

Terry Fox Run – Kindergarten – Grade 8

Cross Country Meet – Grades 4-8

House Leagues, Primary 1-3

5-A-Side Soccer House Leagues, Junior Girls, 4-6

5-A-Side Soccer House Leagues, Junior Boys, 4-6

Volleyball House League, Intermediate Girls & Boys, 7-8

Modified Volleyball – Junior House League – Girls, 4-6

Modified Volleyball – Junior House League – Boys, 4-6

Volleyball Team – Girls, 7-8
Volleyball Team – Boys, 7-8

Winter Opportunities

House Leagues, Primary 1-3
Basketball Team – Girls, 7-8
Basketball Team – Boys, 7-8
Basketball House League Intermediate – Girls, 7-8
Basketball House League Intermediate – Boys, 7-8
Ice Hockey, Junior and Senior Teams – Girls & Boys
Skating and Skiing

Spring Opportunities

House Leagues, Primary 1-3
Floor Hockey, House League Intermediate – Girls, 7-8
Floor Hockey, House League Intermediate – Boys, 7-8
Floor Hockey, House League Junior – Girls, 4-6
Floor Hockey, House League Junior – Boys, 4-6
Track and Field Team – Girls and Boys, 4-8
Swimming and Tennis

All of our students and coaches are committed to good sportsmanship in all athletic activities.

Student Recognition and Honours

At Matthews Hall, we believe that our students excel in a variety of areas and that students should be recognized for their unique achievements.

All students receive individual recognition in the form of a certificate indicating promotion to the next grade and recognition of two qualities: one for educational excellence; one for the spirit of caring.

In addition, a variety of student awards are presented each year in recognition of academic achievement and outstanding citizenship to students throughout the school.

A number of longstanding traditional awards are also presented to worthwhile recipients.

School Calendar

Information in advance promotes participation and peace of mind.

An annual calendar is published in the resource section of our school website at the beginning of each school year. It is updated regularly in the events section of our web site. Major events and holidays are listed. Families are asked to refer to the calendar for reference and for planning ahead. The weekly e-newsletter provides information about more specific and immediate activities. Together, the annual and weekly calendars assist everyone to be prepared.

Chess Clubs

Participation in chess clubs nurtures the potential of many talented students.

Students are encouraged to participate in the noon hour club by the school's Chess Instructor.

Matthews Hall is also the site for city-wide chess tournaments.

Co-curricular Activities

All students are encouraged to participate in, and contribute to, the broad school experience offered at Matthews Hall.

The school offers a wide range of opportunities for students at all grade levels to become involved in co-curricular activities. Students may volunteer to join many clubs and activities, but for some the students must be selected. We hope that all students will choose to participate in an activity of their choice. Besides clubs and athletic activities, there are also choirs and instrumental music ensembles that welcome student participation. Students will need to choose wisely, as some activities may run simultaneously and a commitment of regular attendance is required. All school clubs and groups must have approval from the Head of School. Co-curricular activities are recorded on the report card.

Community Service

Our students feel great joy and personal satisfaction when they serve the needs of others.

The development of leadership qualities in all Matthews Hall students includes instilling a commitment to use their knowledge, skills and resources in the service of others. This service may take place in the school and local community and also in the context of the broader global community. The school encourages service that is self-directed, in which students take personal responsibility. Often, this service grows when the student recognizes that something needs to be done and does it willingly.

In the classroom, students are assigned as monitors with specific tasks to complete. Often, these positions rotate weekly so that all students have the opportunity to experience different tasks.

To contribute to the good of the local community, students are invited to join the fight against cancer by participating in the Terry Fox Run. They can help the less fortunate in our community through our annual food drive for St. Joseph's Hospitality Centre. To help needy children in other countries, students can participate in a variety of sponsorships throughout the year.

Current Events

Discussion of current issues and events helps students understand their world.

The analysis and understanding of current events is an integral part of a challenging and stimulating curriculum. Students participate in regular current events programs and discussions.

Graduation Exercises

Graduation is a family celebration of each student's academic success at Matthews Hall.

This occasion recognizes the achievement of each Matthews Hall graduate and it is celebrated at a graduation dinner with

family, invited guests and staff. The cost for each graduate to attend is covered by the Activity Fee.

A Matthews Hall Graduation Diploma is presented to each student. The first occasion on which the graduates are recognized occurs at the Founder's Reception. At that time, the students are presented with graduation photographs and school pins.

A valedictorian is selected by the graduating class and faculty and recommended to the Head of School. The valedictorian will be invited to address the families and guests on behalf of the graduates. The graduating class may also present a gift to the school. An Alumni Class Representative is also announced.

Green Team

Protecting our environment is a team effort.

The Green Team at Matthews Hall is an enthusiastic group of students and teacher(s) who lead environmental projects at the school. The Green Team has given leadership to the construction of our Outdoor Classroom and to planting an extensive border along our fences to promote enjoyment of our outdoor spaces. The Green Team also promotes the recycling program at the school .

Members of the Green Team represent Grades 1 to 8 at the school.

Healthy School Committee

A healthy school environment includes the social, emotional, spiritual and physical well-being of the entire Matthews Hall community.

This committee promotes a healthy lifestyle among all members of the school community. The committee is active in promoting involvement through such activities as the Kilometer Club. The committee meets approximately six times a year.

Research indicates that there is a positive relationship between good physical fitness and school achievement. We must all encourage our young people to eat in a healthy manner, and to participate in vigorous physical activities regularly to counteract societal tendencies toward a sedentary lifestyle.

Homework

Good study habits and reinforcement of work done at school lead to academic success.

It is a school expectation that all students in grades one to eight will do homework. This promotes self-discipline and good study habits and provides a review of material that has already been taught in class. The amount varies from day to day, but teachers do try to ensure that the student's workload is reasonable. In Grades 6 to 8, where students are on rotary timetables, monthly calendars of major projects and tests are recorded on Google Calendar. If your child appears to have too much or too little homework, please communicate your concern to the homeroom teacher.

The guidelines for homework are as follows:

- Grades 1, 2
fifteen minutes of math review or reading with a parent may be required;
- Grade 3
15 to 30 minutes to a maximum of four school nights weekly;
- Grades 4, 5
30 to 40 minutes to a maximum of four school nights weekly;
- Grades 6, 7, 8
40 to 60 minutes to a maximum of five school nights weekly.

All daily homework should be recorded in the student's agenda. There is space in the agenda for parents to communicate with the teacher regarding homework.

Teachers in Grades 6, 7 and 8 must communicate information about major assignments and tests through Google Classroom and Calendar. They will provide specific information about the task, due dates, procedures, rubrics, as well as study outlines to assist students with their long-range planning. Students will have a school provided email for access.

Students who are absent due to illness are encouraged to recuperate first, then complete missed work upon their return to school. If your child has been away for two full days and is likely to be absent beyond that time, then you may call the homeroom teacher and request homework pick up.

Homework tips for parents and students

- record the homework in the agenda
- set a consistent time for homework to be completed every night
- provide a quiet space, away from distractions such as the television
- if required, provide supervised access to a computer
- students in fourth grade and beyond should complete homework independently as much as possible
- parents should check that homework is completed carefully
- parents should talk about what the student is learning in school

In recognition of our already generous holiday schedule, Matthews Hall makes no commitment to providing extra school work to those students and families arranging extended vacations outside the school breaks indicated in the school calendar. Students who miss extended periods of school owing to family travel will be expected to re-join their classes in progress upon their return. The onus for catching up on missed work remains the responsibility of the parents and student.

House System

Maximum participation builds physical abilities and promotes school spirit.

All students and each staff member are assigned to a house team, which accumulate points throughout the year. This team assignment remains unchanged during their association

with Matthews Hall. Points may be assigned for athletic activities or school spirit events. The house names are related to the various historic locations of Matthews Hall over its close to one hundred year history: **Oxford House, St. George House, Waterloo House and Sydenham House.**

Late Assignments

It is important for all students to develop good time management and study skills.

When teachers set deadlines for assignments and projects, it is expected that these will be met by the students submitting the work on time. **If an assignment is handed in after the deadline, students will be asked to confer with the teacher to account for the lateness. If the assignment or project is incomplete, the student is asked to submit what has been done to be marked.** In assigning all work, teachers will set realistic deadlines.

When there are exceptional circumstances that prevent a student from handing in an assignment, the students are expected to keep the teacher informed.

Library Information Centre

Regular use of the library promotes the enjoyment of reading and the development of research skills.

The school library serves the academic and recreational reading needs of students and faculty. All students are encouraged to make use of the collection of reference materials and literature. Students are asked to follow all library procedures for selecting and signing out. All materials should be returned by their due date. The cost to replace books that are lost or damaged will be charged to the student's family.

Ontario Student Record

Matthews Hall maintains an OSR for every student.

The Ontario Student Record (OSR) is the record of a student's educational progress through schools in Ontario. The OSR is an ongoing record and will be transferred, if the student registers at another school in Ontario, or when the student progresses to secondary school. The OSR is maintained in accordance with appropriate provincial regulations and guidelines. All OSRs are stored in a locked and secured location.

Student report cards are filed in the OSR. An individual record of accumulated study in French as a Second Language is maintained for each student and this is also filed in the OSR. Any educational, psychological and health assessments of students are stored in the OSR. These reports will only be included if, in the Head of School's judgment, they are conducive to the improvement of the instruction of the student.

Only the Head of School (or designate) and the teachers of Matthews Hall have access to the OSR for the purpose of improving instruction. Every student has the right to have access to his or her OSR. The parents of a student have the

right to have access to the student's OSR, until the student becomes an adult. Under both the Children's Law Reform Act and the Divorce Act, 1985, the legal right of a non-custodial parent to have access to a child includes the right to make inquiries and to be given information concerning the child's health, education and welfare.

Parent-Teacher-Student Conferences

Communication among parents, teachers and students regarding a student's progress in learning is essential.

Parent-teacher-student conferences are important scheduled opportunities to set goals and discuss the child's progress in school. It is a priority for Matthews Hall to meet with each child's parents. Students, especially in Grades 3 to 8, are also encouraged to attend. Please refer to the School Year Calendar for dates and times.

Personal Goals For All

The great challenge in life is to decide what's important and focus on it.

A guiding principle at Matthews Hall is that "each child is a separate person living sanely and happily with its contemporaries..." (Kate Matthews). In keeping with this, we admit a variety of students, in a process which is noncompetitive: one child at a time interviewed, assessed, observed within the setting of the school, to be a member of the school community. Upon enrolment, each child's program will receive much personal consideration as to teacher, classmates, areas of strength, needs for support, talents and personal hopes. Class placement is an important part of our professional decision-making for each child. These are educational decisions that rest with the Head of School. It is a distinctive feature of Matthews Hall that every child in the school has personal academic and social goals, and these goals are very important to progress. The first conference in October is vital, because pivotal goals for the year are stated on the first Interim Report. These will set the tone for the teacher's and family's focus. All parents are expected to attend.

Many common sense adjustments can be made to facilitate growth toward goals: time, materials, placement, and schedule. We hire inspired and passionate educators as classroom teachers, professionals who are able to manage the variables in a classroom environment for children's benefit. We also hire specialists for French, the arts, physical education and chess to provide students with an enriched educational experience. Finally, our school has Administrative personnel available to advise and assist teaching staff with individual concerns.

Projects

Projects provide students with a valuable opportunity to investigate some aspect of their academic program in greater depth.

In doing a major project, a student undertakes in-depth research and exciting student led inquiry. Students are given

the opportunity to learn the research, organizational and presentation skills that they will later need to solve real world problems.

While all the projects involve research, the final product may take many different forms: essays, oral presentations, audio-visual presentations, reports and design technology challenges.

All projects are suited to student capabilities. While parental interest and encouragement are welcome, the project is assessed by the teacher based on the expectation that it has been done independently by the student. The guidelines for specific project expectations by grade are as follows:

- Grades 1, 2
As part of the program, the students will learn the steps involved in asking and answering appropriate inquiry-type questions. These activities lay the foundation for the development of future research skills.
- Grades 3, 4, 5
Projects will be completed mainly in class. They may be assigned by the teacher to be completed as a component of group work.
- Grades 6, 7, 8
Research projects or long-term assignments may be assigned for completion outside regular class time. In these cases, the project will require an independent effort by the student. Sufficient time will be provided to complete these projects.

Teachers will supply families with clear particulars of expectations, standards and evaluation for any at home project.

Academic Placement Policy

Matthews Hall is committed to an educational program that promotes success for all students.

Placement decisions at Matthews Hall are based upon the following criteria:

- Academic progress of the student;
- Social adjustment of the student;
- Emotional maturity of the student;
- Age of the student;
- Attendance.

It is the responsibility of students to perform all learning tasks, comply with behavioural expectations and progress towards Matthews Hall's academic standards and the individual goals expressed on their reports.

Promotion

Students will normally progress through the grade levels at Matthews Hall by demonstrating achievement of expected grade-level learning outcomes.

Retention

Grade retention is rarely necessary, but may be proposed when a student has been absent from school due to lengthy periods of illness. Most often it is recommended because of a student's lack of academic readiness.

In every case, retention will only be considered when it is in the best interests of the student. Children at risk of retention will be identified early in the second term of the academic year and parents will be notified. The teacher, parents, and the Head of School (or designate) will be involved in the process of making the decision of retaining a student. Retention may be considered at any grade level.

Acceleration

Acceleration may be considered to better meet the learning needs of an academically and socially advanced student. This student will demonstrate ability and academic achievement that is significantly above the mean for the normal grade level placement. If a student is not successful in the transition, a review of the decision will be made with the option of returning the student to the former grade level.

The Head of School shall be responsible for making the final decision regarding the promotion, retention or acceleration of a student.

Reporting Student Progress

Report Cards encourage students to set goals for learning and assist parents in supporting learning at home.

The Matthews Hall Report Card is one of several means used by teachers to communicate student achievement to parents and students. The Report Card focuses on two distinct aspects of student achievement:

- Achievement of Curriculum Expectations
This section of the Report Card reports on the student's achievement of the curriculum expectations in each subject. The teachers identify clearly the student's strengths and areas for improvement and the next steps to be taken.
- Development of Learning/Social Skills
This section reports on the student's development of the learning skills required for effective learning. The learning skills identified on the Report Card can be demonstrated by the student in all subjects and in other behaviour at school.
- Students develop confidence and learn important skills through involvement in cocurricular activities. Students are counselled towards participation in most aspects of school life. For this reason, cocurricular activities in which the student is involved are recorded on the end-of-term report cards.

School Major Events

Traditional celebrations involve all and foster school community.

Traditional and important school events are attended by all students, their families, faculty, staff and guests. The talents of the students are showcased at these celebrations. Attendance is expected for the Celebration of Light, Founder's Day and the School Closing Exercises. All students who commit to school productions and to the Conference of Independent Schools Music Festival, Senior Choir (gr. 6 to 8) are expected to honour

their commitment or communicate early regarding possible calendar conflicts.

A traditional part of the Closing Exercises is the performance of the Maypole dance. All students must wear their formal uniform to Closing Exercises. Closing Exercises are held on the evening of the last day of school.

School Trips and Special Programs

The Matthews Hall curriculum is enriched by out-of-classroom experiences that are an integral part of the program.

Matthews Hall recognizes the value of field trips to the educational and personal development of students. It is important, therefore, that all students participate in these classroom program experiences. Students are expected to accompany their class. An annual school trip permission form will be sent once each year with the summer mailing. Parents are asked to complete this form carefully and return it promptly. Details on each individual trip will be sent home with a simple response form to acknowledge receipt of the information. When trips are taken to indoor events such as theatrical productions, all students will wear the formal uniform unless otherwise approved. For outdoor or sporting activities, the school tracksuit is often worn.

The cost of trips within the City of London will be covered by the student's tuition fee. There will be additional costs associated with trips that go beyond the city. The high standards of student behaviour normally expected in a classroom setting are also to be demonstrated by all students while they are participating in school trips. Full participation of all students in these trips and programs is expected.

Student Parliament

The Student Parliament is the voice of the students.

The mandate of the Student Parliament is "leadership, research, and service".

The duties of the Student Parliament are as follows:

- to act responsibly on behalf of the students and the school;
- to promote educational excellence and a caring spirit;
- to conduct various inquiries inside and outside the school on fields of knowledge identified by either the Parliament, staff, students, or guests after passing a motion to do so;
- to undertake duties that are helpful to the students, school and community.

Class representatives for Grades 3 to 8 are elected by the second week of September and cabinet ministers are chosen by the end of September. The Cabinet is comprised of a Prime Minister, Deputy Prime Minister, Minister of External Affairs, Minister Without Portfolio, Minister of Finance, Minister of Athletics, and Parliamentary Secretary. The Ambassadors' Club, the Green Team and Healthy School Committee each send a representative. Two staff advisors assist the students.

The class representatives take ideas from their classes to the Parliament where they are discussed and voted upon. They

also represent the students in various initiatives and organize events such as Spirit Days. The Student Parliament also fundraises and sometimes presents a gift to the school at the end of the year.

The members of the Student Parliament study government structures and try to follow parliamentary procedure in conducting their meetings. These meetings are held every two weeks.

Student Services

Student Services support the student toward personal success.

Student Services is that office in the school which serves as a bridge for students from enrolment through graduation. This office maintains the Ontario Student Records, supervises the report card process, provides problem-solving help for some school issues, assists in the process of outside enrolment for graduates and connects with outside services as necessary for student needs. It is very important, for effective communication and record-keeping, that all referrals to outside agencies and all visits and/or reports with such agencies be coordinated through the office of the Head of School.

V.I.P. Program

The objectives of the V.I.P. program are to help students make informed choices related to values and the law, inform students of their rights and responsibilities and enhance students' self-esteem.

The Values, Influences and Peers (V.I.P) Program is an educational program offered to all Grade 6 students at our school. The program is presented by a London police officer from the Community Services Unit. The topics covered in the program have included Internet Safety, Values and Rules, Peer Pressure, Authority Figures, Youth and the Law and Alcohol, Tobacco and other Drugs. These topics are presented to the students throughout the school year in six one-hour sessions.

Withdrawal From School

It is necessary to protect Matthews Hall from financial loss resulting from student withdrawals and to minimize the expense to parents when such withdrawals occur.

Notice to the Head of School is required in writing in the event a student is withdrawn after acceptance of an application for admission or reenrollment. **The reason for withdrawal has no effect upon any fees payable.** The amount of non-refundable tuition and other fees varies according to the date on which written notice of withdrawal is received. **The Enrolment Agreement and Financial Handbook contain specific information about key dates for notification.**

The Head of School reserves the right to require the withdrawal of any student at any time during the year.

Yearbook

Happy school memories are worth preserving!

Memories of the events and activities throughout the year at Matthews Hall are published in the school's yearbook. Included are class and club photographs. Students receive the yearbook each Fall. The cost of the Yearbook is included in the tuition fee.

SECTION 4

Services for Students

Accident Procedures

Matthews Hall makes every effort to prevent accidents by promoting safety and by close supervision of students.

A student who suffers a minor accident such as scrapes and abrasions, or insect bites, during the day is asked to report to her/his teacher or to a supervising teacher if the incident occurs on the playground. The student may be sent to the First-Aid Station in the School Office where first aid will be administered by a staff member holding a First Aid certificate.

In the event of a serious accident, if the injured student is unable to report the injury to a teacher, then another student should inform the teacher of the occurrence. The Head/Head's designate will be informed of the accident and an assessment of the injury will be made by them to determine the course of action. Parents or guardians will be contacted, first aid will be administered, an ambulance will be called, if required, and the child will be taken to a hospital Emergency Department.

Staff on supervision must not leave supervisory duties to escort children to the office. They will send a student or another staff member to report at once.

An incident report will be completed by the supervising teacher and submitted to the office. Witness statements will also be taken if required.

Appointments for Meetings

School administrators are available to meet with parents when appointments are scheduled.

Parents wishing to meet with the Head of School or other administrators are asked to call the Head's Executive Assistant to make an appointment. It is helpful if you indicate the topic for the appointment. This practice will help all to be prepared and to utilize time effectively. Students may meet with their teachers as needed. If they wish to meet with a member of administration, they should speak to the receptionist in the School Office or leave a message for them.

Bus Program

Student safety while using school bus transportation is a priority.

Bus transportation of students to and/or from school within the City of London is an optional fee-based service that is available to your child. Arrangements for this service are made by the school with a licensed carrier for door-to-door service. Sufficient subscription will determine which routes will operate.

If you use this service please remember to ensure that your child is at the pick-up point in time for the bus.

Parents must call **Murphy Bus Lines**, any time after 6:00 am, at **519-660-8200**, if their child(ren) will not be taking the bus that day. Parents/guardians must let the School Secretary know if they will not be taking the bus home at the end of the day.

Students must follow all safety rules:

- follow all procedures for getting on and off the bus;
- sit in the assigned seat;
- seat belt, if available, must be buckled;
- speak quietly and respectfully at all times;
- don't eat or drink on the bus;
- follow the bus driver's instructions at all times.

Failure to follow the rules may/will result in suspension of privilege or withdrawal of the bus service.

Matthews Hall is not liable for any loss, damage or injury resulting from the use of the Bus Program. Matthews Hall is not a guarantor for the carrier.

Emergency Medical Treatment/Emergency Protocols

The school will act promptly when a student requires emergency medical treatment.

Students who feel ill during the day are asked to report to their teacher. The student may be sent to the office. Depending on the circumstances of the illness and if the parent or guardian can be reached, the child may be sent home.

Every effort is taken by the school to ensure the safety of children who suffer life-threatening conditions. Parents of children with such severe conditions are required to provide the school with specific and complete written guidelines on management and treatment. For each child at the school with a life-threatening condition an emergency protocol is devised with the parent. It is the responsibility of the parent to identify their child's condition and to provide a treatment protocol signed by the child's physician, to report changes in the child's condition from previous years and to give permission to post photographs and medical information in key locations in the school.

If anaphylaxis is involved, two EpiPens and a signed authorization for their use must be provided to the school, one to be worn in a pouch by the student and the other for the school office. Updates must take place annually. The staff

at the school has been trained in the use of the EpiPen when a student suffers an anaphylactic reaction. When such an emergency incident occurs, the staff member will administer the medication immediately, an ambulance will be called and the parents or student emergency contact will be notified.

All parents, staff and students are reminded, for the safety of children with severe food allergies, that Matthews Hall strives to be a 'nut free' school.

For safety, students are discouraged from exchanging meals or snacks.

Emergency School Closing

During extreme weather conditions, the safety of the children is paramount and the school may be closed.

Occasionally, the school will close because of severe weather conditions. Matthews Hall's closure decisions are made by the Head of School and are communicated by email. School closures are posted on the school website.

Emergency closing of school in the morning

- Families will receive an emailed message regarding school closure on the morning in question 7:00 – 8:00 am.

Remember to keep our School Office informed if you change phone numbers or update email addresses or other vital information.

Emergency Closing of School During the Day

- The school will contact every parent/guardian to pick up their child.
- Staff will remain at school until every child is in the safe custody of their parent/guardian.
- In case of unsuitable conditions at Matthews Hall, such as lack of heat or water, we can relocate the students to Zarfes Hall next door on the CPRI grounds.

During extreme weather conditions, parents should use their best judgment when deciding to send their children to school or to pick them up early. If you believe that the health and safety of your child is at risk, then make your decision and inform the school.

Extended Day Program

Careful supervision of students is in place at all times at Matthews Hall.

Regular school hours are from 8:55 am to 3:55 pm. Careful teacher supervision is provided during the school day. Students are permitted to be on-campus before and after these hours only under the direct supervision of a teacher and involved in athletics, extra-curricular activities or the Extended Day Program. At the end of the school day, students not involved in athletics, extra-curricular activities or the Extended Day Program are expected to be picked up promptly on dismissal.

The following is an overview of the services offered by the Extended Day Program.

Before School Supervision

Students enrolled in the morning Extended Day program, arriving between 7:30 am and 8:55 am must report directly to the Extended Day classroom. Supervision is offered until the beginning of the school day. The cost is indicated in the Financial Handbook.

After School Supervision

Students enrolled in the after school Extended Day Program from 3:55 to 5:30 pm must report directly to the Extended Day teacher where supervision is provided. The cost is indicated in the Enrolment Agreement. Students arriving before 8:40 am or not picked up afterschool will automatically be sent to the Extended Day Program and the parents will be charged the fee.

Parents, on occasion, may require the services of the Extended Day Program for their child. Please notify the School Office, in advance if possible, so that we can confirm there is space available for your child. A daily fee indicated in the Financial Handbook is charged for morning and/or afternoon.

Families using this service MUST make arrangements for pre-authorized payment with the Business Office otherwise students will not be accepted into the extended day program.
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Students must sign in to Extended Day in the mornings and again after school. Parents or guardians must sign them out before leaving the Extended Day program each afternoon.

This program does not operate on holidays or Professional Activity Days. **In addition, this program does not operate on the final day of classes in December or in June.**

Health Information Form

For the school to accommodate the special health needs of students, a Health Information Form must be completed and returned promptly.

It is very important that parents complete a Matthews Hall Health Information Form for every child. The signing of this form and its prompt return to the school allow children with health concerns to get the special attention they may need during school hours.

The school needs to know of:

- permanent conditions/chronic illnesses such as diabetes, epilepsy, cancer, asthma and severe allergies;
- hearing or vision problems that cannot be corrected;
- physical activity restrictions;
- severe emotional problems;
- other conditions that may require a teacher to take action for the benefit of the student's health.

Immunization

Unless legally exempt, every student must be immunized to attend school.

The law states that Ontario pupils must be immunized or in the process of becoming immunized, unless they have been legally exempted. Otherwise, they could be suspended from school. Under the Immunization of School Pupils Amendment Act, 1984, parents are directly responsible for the immunization status of their children. According to the Immunization of School Pupils Act, R.S.O. 1990 c.l.1, students must be adequately immunized against the following diseases:

- Diphtheria
- Tetanus
- Polio
- Measles
- Mumps
- Rubella (German measles)
- Any other disease prescribed by the Minister of Health and Long Term Care.

Immunization records are maintained by the Middlesex-London Health Unit.

Some children may be exempted for appropriate medical, religious or conscientious reasons. Medical exemptions must be authorized by a physician and will be given to children whose health could be affected by vaccinations. Children who are already immune and have evidence to prove it may be exempted as well. Exemptions will also be granted to children whose parents provide an affidavit stating immunization is against their sincerely held convictions based on religion or conscience. The affidavit must be sworn by, or solemnly affirmed, before a commissioner for taking affidavits, such as a lawyer or notary public.

Requests for exemption should be made directly to the Middlesex-London Health Unit.

The legislation permits a medical officer of health to order the suspension from school of any student who has failed to become immunized and is not exempt. The law also states that parents of children who fail to have their children immunized or legally exempted are liable to a fine up to \$1,000.

In the event of an outbreak or threatened outbreak of any disease affected by legislation, the medical officer of health may order the exclusion from school of any student who is not immune, regardless of legal exemption. The exclusion from school will remain in effect until the order is rescinded by the medical officer of health.

Middlesex-London Health Unit offers Hepatitis B vaccine to Grade 7 students. Any Grade 8 student needing to complete or wishing to start their Hepatitis B vaccine may do so at this time. This program is voluntary.

The Health Unit also offers a Gardasil vaccination program for protection against Human Papillomavirus to Grade 8 girls.

supplies for students, textbooks and basic supplies will be provided at the beginning of the school year. Cost is covered by tuition. Textbooks and basic supplies will include hardcover textbooks, printed workbooks and such basics as binders, notebooks, pencils, erasers, glue, scissors, rulers and calculators. For the primary grades, this also includes the considerable volume of photocopied curriculum materials. Special equipment such as pencil cases, backpacks (either lightweight or on wheels) and lunch containers are the responsibility of the family. In Grades 1 to 3, toolboxes are provided for pencils, crayons and so on.

Students are expected to take care of textbooks and return them at the end of the school year in similar condition as when they were received. The cost to replace lost or badly damaged textbooks will be charged to the student's family.

Lost and Found/Labeling

It is the student's responsibility to take care of personal belongings.

Any articles that are found in the school or on the school grounds are sent to the 'Lost and Found' box in the West Wing. If a student loses any article of clothing or other personal item, this box should be checked. All unclaimed articles will be disposed of at the end of each semester.

All clothing, including outerwear, must be clearly and permanently labeled. This allows lost articles to be quickly returned to the owner's teacher and is a cost saving for parents.

Lunch Program

An optional lunch program is available to students.

A program of lunches is available on a fee-for-service basis through the Matthews Hall Lunch Program provided by **The Lunch Lady** food service. All ordering is the responsibility of parents and must be completed on-line by visiting www.thelunchlady.com

- Lunches are scheduled on regular school days only. A variety of entrée, set menus and à la carte items will be available. Milk will also be available to order through **The Lunch Lady**
- The lunch program will be available **5 days per week** and all instructions will be distributed to school families in August prior to school opening

Medicine at School

Proper procedures must be followed when medication is to be dispensed at school.

When a student has to receive medication (including such over-the-counter items as cough syrup) during school hours the following procedures will apply:

- The medication must be brought to the office by a parent or guardian;
- Written authorization by a physician for dispensing prescription drugs to the student must be brought to the school with the medication;

Learning Materials

Textbooks and basic school supplies are provided to students for their use.

To coordinate the purchase and usage of textbooks and

- Medication must be brought to the school in the original container;
- The bottle, or doctor's written directions, must include the student's name, doctor's name, dosage and date. All containers must be labelled with the student's name;
- Medicine is kept in a locked cabinet at school and is dispensed by authorized staff only;
- Generally, it is the student's responsibility to notify the teacher when it is time to take the medication.

Peace Garden

By the dedication of our Peace Garden, we are stating our wish that, as Matthews Hall cares for our children, so will the children of Matthews Hall care for our world and for our future.

The Matthews Hall Peace Garden is a reminder of our school's commitment to peace. Students and teachers use the serenity of the garden as a place in which to relax, read, write, reflect or have a quiet conversation. The garden is also an inviting outdoor teaching space.

A central element in the Peace Garden is our Peace Pole.

The donated friendship benches within the garden are special places that support reflection and friendly ways of resolving conflicts.

Students are encouraged to leave their resentments outside the garden and discuss their concerns on the friendship benches.

Private Music Lessons

Matthews Hall provides opportunities for private music lessons as a service to students.

Professional and comprehensive one-on-one instrumental and vocal music instruction is available, as well as instruction in music theory. Information on the Private Music Program, including fees, is provided in a flyer at the beginning of the school year.

Missed Lesson Policy

- **Rescheduled Lessons:** Lessons must be rescheduled directly with the instructor at least 24 hours in advance of the regularly scheduled lesson to avoid cancellation. A maximum of 2 lessons may be rescheduled at the family's request.
- **Cancellation of Lessons:** The lesson will be cancelled by the instructor if there has not been prior notification of the need to reschedule at least 24 hours in advance of the regularly scheduled lesson.
- **Missed lessons due to school event conflicts or Absence of the Instructor:** The instructor will reschedule the lesson at a mutually convenient time with the student if the Matthews Hall event is the reason for the cancellation or if the instructor is absent.

Recycling

Students are encouraged to practice the 3 Rs – Reduce, Reuse and Recycle – every day at home and at school.

There is an active recycling program in place at Matthews Hall. Students and staff are aware of the many benefits of recycling and blue recycling boxes are in use in every classroom. Paper products, bottles, plastics and cans are recycled.

The Matthews Hall Green Team plays a large role in raising awareness of the need to recycle and supports the recycling program.

Safe/Late Arrival

For safety, the school should be informed of a student's intended late arrival.

While students are required to always arrive at school on time, there may be times, due to special circumstances, when a child has to arrive late. On these occasions please notify the School Office of the student's late arrival. When you do arrive with your child, you are requested to accompany your child to the School Office and sign in. The student will be provided with a late slip and will then go directly to the classroom.

School Store: *Sandy's Magicwear*

The School Store is a valuable service to the school community.

The school store stocks all uniform needs as well as many other accessories. The store is named Sandy's Magicwear in honour of the many years of dedicated effort to this project by former parent, Sandy Sifton.

Tuition Fee Policy

All students must be enrolled annually.

Enrolment is required annually for all students to reserve placement for September of each school year. Matthews Hall in its sole discretion reserves the right to refuse admission to any student. The Enrolment Agreement is due at the School Office by the stated deadline for the start of school in September. **The Enrolment Agreement is only in effect for the academic year to which it applies.** The form must be accompanied by a registration deposit fee of \$5000 per student. Enrolment Forms will not be processed until they are fully completed. There are three options for the payment of fees. The school reserves the right to suspend any student previously admitted whose account shows a debit balance outstanding over thirty days.

Requests for financial assistance should be made through the office of the Head of School.

Academic Support

Additional academic assistance is offered to those requiring assistance.

Tutorial times are included in our regular scheduling for

students requiring academic assistance, at the discretion of the Academic Office.

SECTION 5

Philanthropy at Matthews Hall

Annual Giving Appeal

An annual gift is a show of support for our school and an opportunity to invest in our children's education.

The Annual Giving Appeal is conducted through the Advancement Office. It is an appeal to all adult members of the Matthews Hall community and friends to voluntarily make up the difference between tuition and the actual cost of operating the school on a year-to-year basis. It helps us to keep tuition fees competitive while enriching the Matthews Hall experience for every student. The goal of each appeal is for 100% participation by our families. These gifts are tax deductible.

Financial Gifts

Successful private schools rely upon financial gifts and fundraising beyond tuition fees.

Independent schools in Ontario do not receive financial support from the government. Philanthropic support is critically important to any independent school that seeks to be one of the best of its type within London and Canada. Significant philanthropic support can move a school forward and literally transform it. The infusion of gift support can enhance grounds and facilities, endow scholarships to attract the best and brightest students, enrich classrooms with current equipment and attract and retain talented faculty and staff. Philanthropic support is critical to any school that wants to be on the cutting edge of independent education.

In spite of our long history since 1918, we are only at the beginning stages of seeking financial support beyond tuition. But, our first steps have been successful. Since 1999, we have received over two million dollars through gifts and fundraising events to enhance our school. These financial resources have strengthened our current facilities. Needed expansion of facilities will require significant fundraising.

Matthews Hall is a **non-profit organization** with a **Charitable Registration Number**. All gifts are tax deductible to the extent provided by Canadian law. Donors may also make gifts as a tribute to celebrate a special occasion in the life of friends or family or in memory of a person.

You may designate your gifts to:

Campaign Inspire - A strong Foundation to a Bright Future

~ to ensure that the design and appropriateness of our facilities contribute to the most current teaching practices;

Annual Fund

~ to provide flexibility for the school with respect to an immediate need;

Scholarship Fund

~ to provide scholarships and financial aid so that worthy students can consider an education at Matthews Hall;

Fundraising Event

Matthews Hall has directed fundraising efforts to a major event, the Annual Dinner Auction. This gala has been hosted in June and has been a success both socially and financially. With generous sponsors and outstanding donations, all revenues have been directed to projects to enhance the school.

Matthews Hall has **raised over 1 million dollars** since our first dinner auction in 1999!

Please contact our Advancement Office in order to review the guidelines of our **Matthews Hall Gift Policy**.