

*CHATHAM CHRISTIAN SCHOOL*

# **Parent Handbook**

**2011 - 2012**



“Christ-centred learning in all areas of schooling for  
Christ-like service in all areas of life.”

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## 1. GENERAL INFORMATION

### a. MISSION STATEMENT

To provide Christ-centred learning in all areas of school for Christ-like service in all areas of life.

### b. EDUCATION GOALS

#### **Goal 1 - Become a Disciple of Jesus Christ**

The student will be confronted with the reality of sin in his life and will be encouraged to acknowledge his need for redemption in Christ. The student will be guided and directed to commit his life to Christ, the Truth. He will be encouraged to follow Jesus Christ and to serve him always.

#### **Goal 2 - Deepen her Love to God**

The student will see herself as an image bearer of God and will learn that the meaning, significance, and purpose of life is based on knowledge of and relationship with the Lord. Obedience, joy, self-discipline, kindness, willingness to be identified with the people of the Lord, and taking a Christian point-of-view, are expressions of her commitment and love to God.

#### **Goal 3 - Discover and Develop Particular Talents**

The student will begin to appreciate his uniqueness as an individual. His imagination and creativity will be carefully guided, stimulated, and given means of expression. Thus his individuality will be respected and strengthened at school. He will find joy in sharing his unique God-given talents with others.

#### **Goal 4 - Increase in Knowledge of the Bible**

The student will acquire basic biblical knowledge and will explore God's will for life. By using the Bible as the primary source in worship and devotion, she will be led to accept the authoritative claim of the Bible as the infallible Word of God.

#### **Goal 5 - Increase in Knowledge of Creation and Culture**

The student will acquire a basic level of content knowledge, always considering the rich variety, structure and unity of creation, upheld by the

Lord. This content will include

This handbook, weekly *Family Newsletters*, the school's *Constitution and Bylaws*, and other information is available online at: [www.chathamchristian.ca](http://www.chathamchristian.ca)

cultural expressions in the sciences, the arts, literature, music, etc. with a special emphasis on discerning the spirits that shape and direct the values, hopes, struggles, and beliefs of a people at any given time.

**Goal 6 - Acquire a Competence Necessary to Comprehend and Express Ideas through Words, Numbers, and Symbols**

The student will become proficient in all the generally accepted communication skills according to her individual ability and will become aware of these as part of God's creative orderliness.

**Goal 7 - Acquire Skills, Attitudes, and Habits Necessary for the Tasks of Life**

The student will learn and practise many life skills necessary for responsible Christian living in a modern society.

**Goal 8 - Prepare for Further Schooling**

The student will attain the necessary knowledge and skills in preparation for new levels of learning and growing involvement in Christian discipleship.

**Goal 9 - Live and Learn Within a Supportive Classroom Community**

The student will experience life in a supportive school community. Nurtured by Christian love, each day will be an expression of sharing and caring and living and learning.

**Goal 10 - Direct This Education Towards Christian Service**

The student will learn that his gifts, knowledge, and opportunities are provided by the Lord for the purpose of serving Him for the benefit and enrichment of people. He will learn that the development of culture must occur in obedience to God's Word.

c. **STUDENT GOALS**

The most important lessons at Chatham Christian Schools help our students learn to. . .

- \* recognize God's claim on every single aspect of life, and demonstrate in their actions that it is only in Christ that life has meaning,
- \* experience success and fulfillment in developing their own unique talents and abilities, encourage and celebrate that uniqueness in others, and value the feelings and well-being of others,
- \* demonstrate a solid competence in the academic skills and abilities necessary for success in high school as well as for a lifetime of learning,
- \* be able to discern right from wrong or good from evil and be committed to acting on that discernment,

- \* always choose to care for God’s creation as a steward, and,
- \* most of all, have a real passion for Christ which manifests itself in a willingness to serve others and to witness to others of Christ’s love.

d. **PARENT-TEACHER COMMUNICATIONS**

Good communication between parents and teachers is vital to the quality of education Chatham Christian School provides. Parents and teachers must communicate about student academic progress as well as about social and emotional issues. To this end, the staff communicates with parents in a number of ways: the weekly Family Newsletter, Report Cards, Parent-Teacher Interviews, phone calls, homework books, and notes. Communication should never be a one-way street, however, and we encourage parents to contact the teacher or the office whenever there is a question, concern, or a bit of information the school should know.

i. **Report Card and Parent-Teacher Interviews**

Report cards are sent home three times each year: in early December, in March, and at the end of the school year. Parent-Teacher Interviews take place in October and March.

ii **Phone Calls**

Teachers will contact all parents by phone early in the school year as a means of getting to know their students and to establish personal communication. Parents are encouraged to phone their child’s teacher whenever there is a question, concern, or compliment. However, parents should respect teacher work hours: phone the school during working hours (8:30-3:45). Unless it is an emergency or a non-school call, please avoid phoning teachers at home.

iii **Homework Books**

All students in grades 3 to 8 must use a school-provided personal planner. Parents can monitor student assignments and homework by checking this planner every day.

iv **Family Newsletter**

On the first school day of each week, we send home a Family Newsletter. This newsletter contains school information, a calendar of events, and a grade-by-grade listing of assignments. Parents read the Family Newsletter to be fully informed about school activities. The Newsletter is also available on line at [chathamchristian.ca](http://chathamchristian.ca)

v **Email**

You can contact teachers, PSW’s, office staff, ESL teachers, and custodians by email. All email addresses follow this format: [firstname.lastname@Chathamchristian.ca](mailto:firstname.lastname@Chathamchristian.ca). The school website lists all email addresses.

e. **CALENDAR 2011-2012**

School Year Begins. . . . .	September 6
Welcome Back BBQ. . . . .	September 13
Early Dismissal Day - (noon dismissal).. . . . .	September 23
Thanksgiving. . . . .	October 10
Parent-Teacher Interviews. . . . .	October 18,20
P. D. Days: OCSTA Convention. . . . .	October 27,28
P.A. Day. . . . .	November 25
Report Cards, First Term. . . . .	December 2
Christmas Holidays (Inclusive). . . . .	December 24- January 8
First Day, Winter Term . . . . .	January 9
P.A. Day. . . . .	January 30
Family Day. . . . .	February 20
Report Cards, Second Term. . . . .	March 5
Parent Teacher Interviews. . . . .	March 8
Spring Break. . . . .	March 12 - 19
First Day, Spring Term. . . . .	March 20
Easter Good Friday. . . . .	April 6
Easter Monday. . . . .	April 9
P.D. Day: Chatham/Woodstock District. . . . .	April 27
Grandparents' Day. . . . .	May 14
Victoria Day. . . . .	May 21
Grade Eight Graduation. . . . .	June 19
Kindergarten Graduation. . . . .	June 20
School Year Ends (noon dismissal). . . . .	June 22
Report Cards, Third Term. . . . .	June 22
P.D. Days. . . . .	June 25- 27

f. **DISPUTE RESOLUTION**

From time to time parents and teachers may disagree about matters related to schooling. When this occurs, the following procedures must be followed.

1. Talk to the teacher first.
2. If the issue can not be resolved, a meeting with the principal should be arranged.
3. Should the matter remain unresolved, the principal can advise you regarding the next step:
  - a) If it is a curriculum matter, it can be referred to the Education Committee.

- b) If it is not curricular, the Grievance Committee may receive the referral.
4. In all cases, and at each step in the process, it is important for all parties to approach disagreements fairly and in Christian love: in this way healing and restoration can take place.

g. **FUNDRAISING**

*Fundraising helps keep tuition down!*

Chatham Christian School raises money for a number of special causes. Some of the fundraisers and their purposes include:

-Bake Sales: money raised at Hot Dog Day & Bake Sales support student service projects: a Compassion Foster Child, Operation Christmas Child and other special causes

-School Fundraisers: each year the school conducts a couple of special projects (Apple Sales, Chocolate bars, Regal) to raise money for the Student Activities Fund. This money is used to pay sports fees, to buy P.E. equipment, and to pay for special student activities.

-Grocery Register Tapes: Save your cash register receipts from The Dutch Market and bring them to the school office.

-Campbell's Soup Labels: please tear off the label of any Campbell Soup can making sure that the bar code and product name is clearly visible. These labels can be dropped off at the office any time. We can purchase computers or musical instruments from the collection of these labels.

**T.R.I.P. (Tuition Reduction Incentive Program)**

T.R.I.P. is an exciting opportunity to raise significant funds for the school. It is a gift card fundraising program that works while you shop. It harnesses the buying power of the school supporters to raise funds effortlessly. Everyday purchases can generate earnings for the school simply by using gift cards purchased from the school for payment of your purchases instead of credit card, debit card or cash.

The main purpose of T.R.I.P. is to raise the necessary revenue for the annual needs of the ***Computer Operating Fund*** at Chatham Christian Schools. This fund supports, maintains and updates the computer hardware and software in the classrooms, computer labs and office. It pays for everyday things like ink cartridges, licences, maintenance, internet connectivity and a host of other things.

***How the Program Works:***

Bulk quantities of gift certificates & gift cards are purchased at a discount. The certificates & cards are then sold to participating families at face value, with 60% of the discount passed on to the Computer Operating Fund and 40% towards a family in the form of a tuition credit or other chosen school fund.

The tuition credit offered is an incentive to participate. If the incentive is not required, the earnings can be kept 100% in Chatham Christian Schools by designating the same 40% to any of the following funds:

- Ø Computer Operating Fund
- Ø T.A.F. (Tuition Assistance Fund)
- Ø C.D.C.E.F. (Chatham District Christian Education Foundation)
- Ø Library Fund
- Ø Transportation/Bus Fund
- Ø Mortgage Reduction
- Ø Special Education Fund
- Ø General Wish List Fund
- Ø High school student Account

### ***Who Can Participate?***

Participation in T.R.I.P. is open to parents, grandparents, friends, school society members and anyone in the community who wishes to participate. All participants have the option to choose any family as the recipient of the tuition credits or designate all the earnings to Chatham Christian Schools.

### ***What are the incentives for using gift cards from Chatham Christian School?***

- Ø Fund the technology needs of the school
- Ø Earn tuition credits or donate tuition credits to another family
- Ø Earn Grade 12 Quebec trip credits
- Ø Provide funds to reduce mortgage
- Ø Provide funds for TAF
- Ø Provide funds for CDCEF
- Ø Provide funds for the Library, Transportation or Special Education
- Ø Earn back the annual Technology fee of \$300.00 by participating at a minimum weekly average of \$50.00
- Ø TRIP will contribute excess \$\$\$ towards the annual school budget to help keep reduce tuition.

### ***When & Where to Purchase Gift Certificates & Gift Cards:***

- Ø **Instant T.R.I.P.:** Open at the school on Thursdays 3:00 – 4:30 p.m. Come in, purchase and receive the gift certificates and gift cards immediately. It will be announced when Instant T.R.I.P. is open additional hours. (i.e Christmas holidays, Membership meetings, etc.)
- Ø **Preorders:** Drop off your order with payment, in the school office by Wednesday a.m. Order will be sent home with student on Thursday or held in the office for pickup depending on how your account is setup. Your order will be ready for pickup anytime after Thursday noon. Pick up your order *any day* during school hours or at Instant T.R.I.P.
- Ø **Weekly Standing Order:** Drop off your Weekly Standing Order with post dated cheques for number of chosen weeks, in the school office by Wednesday a.m. With the Weekly Standing Order, you can submit once a form and weekly receive your order rather than completing a form every week. Items will be sent home with student on Thursday or held in the office for pickup depending on how your account is setup.
- Ø **Email:** order to [trip@chathamchristian.ca](mailto:trip@chathamchristian.ca) by Wednesday 9:00 a.m. Your order will be ready for pickup anytime after Thursday noon. Pick up your order any day during school hours. It does not have to be Thursday. Payment is required when picking up the order.
- Ø **Fax:** your order to 352-4980 “Attention T.R.I.P.” by Wednesday 9:00 a.m. Your order will be ready for pickup anytime after Thursday noon. Pick up your order any day during school hours. It does not have to be Thursday. Payment is required when picking up the order.

## **POLICIES**

1. **Tax Receipts:**

You receive dollar for dollar value when purchasing from T.R.I.P. Therefore tax receipts are not applicable. The actual donation is being made by the store.

2. **Account Number:**

Each participating family will be assigned an account number which consists of the last four digits of your phone number. High School students are the last 2 digits of the year they graduate + the last four digits of your phone number. This account will be used for your name, address, purchases and percentages earned for tuition credits or your choice fund. Account information will be sent to you annually in May or June. If there is any discrepancy in the account information received, it must be brought to the attention of the T.R.I.P. Coordinator within 30 days of the information date.

3. **T.R.I.P. Fiscal Year:**

The T.R.I.P. fiscal year will be from May 1 to April 30. Any tuition credits earned in your account in this fiscal year will be applied to the following school year. (The September following April 30) Notice of the amount of your tuition credit will be included with your tuition registration forms in May. Future Family Accounts see # 4.

4. **Future Family:**

Families planning for the future education of their children at Chatham Christian Schools can also earn tuition credits. Chatham Christian Schools will hold the amount of tuition credits earned until enrollment in the school. *Tuition Credits in T.R.I.P. does not guarantee placement of the child when it is time for enrollment. Normal admissions procedures and policies will still be followed.*

Future families who do not participate in T.R.I.P. for two years will be considered inactive and contacted as to their intentions. If no written reply is received within 60 days of contact, their earnings will be transferred to the Computer Operating Fund.

5. **T.R.I.P. Credits Have No Cash Value.**

- a) At no time will any cash be paid out. Refunds and/or gift certificates will not be issued for unused tuition credits.
  - i) If a family does not have a student returning the following school, any tuition credits in the account will remain with Chatham Christian Schools.
  - ii) If a child(ren) leaves Chatham Christian Schools for any reason, any tuition credits in the account will remain with Chatham Christian Schools.
  
- b) If the T.R.I.P. Coordinator receives written notice by April 1 in the current school year for reasons only as stated under 5.a) above, the tuition credits held in the affected account can be:
  - i) Credited to the family's outstanding tuition balance
  - ii) Transferred to another family's tuition
  - iii) Transferred to T.A.F.Otherwise the tuition credit held in the affected account will be transferred to the Computer Operating Fund.

6. **Lost Certificates/Gift Cards:**

Gift certificate/cards are just like cash. Chatham Christian Schools is not responsible for gift certificates/cards that are lost, stolen or misplaced once in your possession. This includes when the student or other designated person has possession.

ALL gift certificate/cards preorders require a signature upon receipt whether picked up or via student. ALL gift certificates/card orders processed at an Instant T.R.I.P. will be counted back and handed directly to the customer.

Note: Registration forms must be completed with a signed disclaimer before T.R.I.P. orders can be sent home with a student or other designated person. The T.R.I.P. Coordinator keeps registration forms on file.

7. **Expired Certificates & Gift Cards:**

Gift certificates/cards may have an expiry date on them. The expiry date is often 12 months. Chatham Christian Schools is not responsible for expired gift certificates/cards not used before the expiry date.

8. **School Closures & Absent Students:**

Ø If the school is closed on Thursday due to weather, the T.R.I.P. preorders will be postponed until the next day.

Ø If the busses are not running on Thursday due to weather but the school is still open, T.R.I.P. preorders will go home as usual with the designated students present. Remaining preorders will go home with students present on Friday.

Ø If the designated student is absent due to sickness, the preorder will be held in the office for pickup or until further instructions have been received from the parent.

9. **N.S.F.**

There will be a \$20.00 fee for checks returned for insufficient funds. No new orders will be processed on this family account until the account is current. *After two N.S.F. cheques have been tendered to your T.R.I.P. account, only cash, money orders or certified cheques will be accepted on your account. No further personal cheques will be accepted on your account for the purchase of gift certificates.*

10. **Accuracy:**

Ø If the cheque received is not cashable due to an incorrect date/year or cheque figures out of balance you will be notified and asked for a replacement cheque.

Ø If your cheque is short from the total on your order form, you will be notified and asked for an additional cheque for the difference.

Ø Please make sure your order form adds up correctly and your cheque is correct.

11. **Substitutions:**

Ø Sometimes the denomination ordered will be substituted for a different denomination of the same store due to a shortage of the denomination requested. If this is a problem, you may exchange it the following week.

Ø T.R.I.P. will NEVER substitute your request with another store unless they have contacted you and been instructed to do so.

12. **Sold Outs and Backorders:**

Although T.R.I.P. does its best to supply all order requests, occasionally there are sold outs. In this case you will be given notice with the shortage placed on backorder for delivery the following week.

13. **Quebec Trip Reduction Incentive:**

Policies as listed above in 1-12 also apply to high school students fundraising with T.R.I.P. for their Quebec trip except for # 5.

a) **Account Number:** Each high school student will be assigned an account number using the last 2 digits of the year you graduate from grade 12 and the last 4 digits of your phone number. i.e. graduating in 2015 and your phone number is 354-4675 = Account # 154675. This account will be used for your name, address, purchases and percentages earned towards your grade 12 Quebec Trip. Account information will be sent to you periodically. If there is any discrepancy in the account information received, it must be brought to the attention of the T.R.I.P. Coordinator with 30 days of the information date.

b) **T.R.I.P. Credit Payout:**

- i. Any Quebec Trip credits earned in your account will be held until payment is due for your Quebec trip in grade 12
- ii. If a student earns credits in excess of the amount due for the Quebec Trip, a payout will be made split 50/50 between the student and the CCHS Student Activity Fund or the excess funds may be transferred to another account at the instruction of the student/family.
- iii. If a student no longer attends Chatham Christian High School for any reason, a payout will be made split 50/50 between the student and the CCHS Student Activity Fund or the funds may be transferred to another account at the instruction of the student/family.

**Computer Fund Levy**

A \$300.00 computer fund levy is added to everyone's tuition to help fund the computer technology costs of the school. Families who regularly participate in the T.R.I.P. program (a minimum average of \$50.00 per week) will be refunded for the full \$300.00 **in addition to** earning full tuition credits on all their purchases.

2. **ATTENDANCE & STUDENT ISSUES**

a. **ABSENCE POLICY**

- **Excused Absences:** Students will be excused from school because of illness, to attend doctor or dentist appointments, funerals, or music lessons (maximum 45 minutes/week). Parents must contact the school by phone or note to explain the absence. Teachers will provide lesson plans and material. Parents are expected to assist the teacher in helping the student catch up. Missed tests may be made up within a reasonable amount of time.
- **Unexcused Absences:** Students will not be excused from school for vacations, shopping, or other unnecessary reasons. Parents and students are responsible for and required to make up any major assignments, projects and/or tests that are missed. Teachers are not required to assign specific or detailed daily work. Parents will be responsible for, and will check their

child's daily work. If students miss one week or more they are required to hand in major assignments, projects and/or tests within one week of returning to school. Students who are unexcused for one day must make up the assignment or test on the day they return. All work that is not handed in on time will receive a "0".

- School Events: Local Field Day, Christmas Programs, Concerts, AR Afternoons, and other special school events are important activities. Students are expected to attend. The excused and unexcused absence policy will apply.

b. **SAFE ARRIVAL POLICY**

This policy is designed to help ensure the safety of our students. It requires parental cooperation.

- Whenever a student will be late in arriving at school, or absent from school, the parent will phone the school office by 9:00 a.m. to explain why the child is not at school.
- Where the parent has not phoned the school and the student arrives after the 8:50 bell, the parent and student must both report to the office to inform the office staff that the student has arrived safely.
- When any student is not in attendance at school and has not been accounted for by a parental phone call, the office will attempt to contact the parents.
- In cases where parents do not comply with the Safe Arrival Policy on more than one occasion, the school will undertake the following steps:
  - a. after the second failure, a note explaining the policy will be sent home.
  - b. after the fourth failure, a letter will be sent home informing the parents that their child/children will no longer be included in the Safe Arrival Procedure.

c. **SCHOOL CANCELLATION & CLOSURE**

- If, due to inclement weather conditions or sewer or heating system breakdown, classes will have to be cancelled, or the school buses will not run, notice will be given on radio station CFCO, CKSY and UCB Canada between 6:30 and 8:00 AM.
- Early closing due to weather: information regarding early closing will be announced on CFCO, CKSY and UCB Canada. Staff will remain in school as long as children are present.

d. **GUARDIANSHIP**

Chatham Christian School has a policy in place to help separated and divorced parents manage their children's schooling effectively. There are forms which can be filled out at the beginning of the school year which will guide the staff with regards to Newsletters, report cards, and similar issues. Whenever custody orders are issued, it is critical that the school office receive a photocopy.

e. **DRESS CODE**

Chatham Christian School students are expected to dress modestly and appropriately. Students may not wear muscle shirts or short shorts. Spaghetti straps and bare midriffs are not appropriate. Low-cut tops and low-rise pants are not appropriate. Undergarments must be covered. Students may not be in bare feet. Flip Flops should not be worn for safety reasons. Socks and shoes must be worn for P. E. The school

will phone home should a problem occur.

Students normally go outdoors for recess (except in extremely cold weather) and should dress for the weather conditions.

f. **ELECTRONICS**

Students may not use any of the following items at school: cell phones, hand-held games, MP3 players, CD players, DVD players, walkie-talkies, and similar electronic devices. They distract from the learning environment and are prone to being broken or lost. When students bring any of these items to school they must be stored inside a backpack or similar secure storage. Pocket language translators may be used at school, but only for translation purposes and when permitted by the teacher.

3. **HEALTH & SAFETY**

a. **COMMUNICABLE DISEASES**

The following diseases are considered communicable. Students will be excluded from school until they are no longer considered infectious:

Influenza: 5 to 7 days

Strep Throat/Scarlet Fever: until 24 hours after treatment begun

Whooping cough (Pertussis): 5 days to 3 weeks

All Gastrointestinal Infections: until symptom free for 24 hours

Head Lice: until treated AND all nits removed

Impetigo: until 24 hours after antibiotic begun

Scabies: until treated

Chicken Pox: until blisters have crusted (1 week)

Measles (Red Measles): at least 4 days

Mumps: 9 days

Pink Eye: 24 hours after treatment begun

Rubella (German Measles): 7 days

More detailed information is available from the school office.

b. **ILLNESS**

Students who are ill should not be at school. Parents should keep children who have a fever, upset stomach, cough, or other symptoms at home. Not only can students not work well when they are sick, but they spread illness to teachers and students. If students are well enough to be at school, they are well enough to be outdoors at recess.

c. **TRAFFIC FLOW PLAN**

**Morning:**

1. Busses and other vehicles are allowed in the front circle driveway to drop off students.
2. When the busses arrive, they will unload in the front circle driveway. They will be unloading in the centre of the lane to prevent vehicles from passing. Vehicles may not pass busses.
3. Busses may not pass vehicles in the front circle driveway. Busses will merge with vehicle traffic.
4. For safety reasons, vehicles unloading in the front circle driveway, must unload from the curb (passenger) side of the vehicle.
5. Vehicles may unload in the parking lots in parking spots, not in the centre of the parking lot. Please escort the younger children across the parking lot for their needed safety, as other vehicles are coming and going.

6. Vehicles are not to be left unattended in the front circle driveway.

**Afternoon:**

- Busses and other vehicles are allowed in the front circle driveway to pickup students.
- Busses will be parked in the front circle driveway, in the centre of the lane as far north (H.S. side) as possible. Vehicles may not pass the busses.
- Vehicles may park in the front circle driveway behind the busses to pickup students.
- For safety reasons, vehicles loading in the front circle driveway, must load from the curb (passenger) side of the vehicle.
- Vehicles may carefully pass other vehicles in the front circle drive.
- Vehicles may load in the parking lots in parking spots, not in the centre of the parking lot. Please escort the younger children across the parking lot for their needed safety, as other vehicles are coming and going.
- Vehicles are not to be left unattended in the front circle driveway.
- Students riding the busses are dismissed at 3:20 and non bus students are dismissed at 3:25.

d. **BUS BEHAVIOUR**

School transportation is a privilege that entails certain responsibilities. Since the purpose of the bus is to provide safe, comfortable transportation to and from school, any student whose behaviour threatens the comfort and safety of anyone will lose the privilege of using the bus. According to provincial law, every pupil is responsible for his or her conduct to the principal of the school that pupil attends while travelling on a school bus. Repeated infractions will result in a suspension of bus privileges. The Transportation Committee will provide each family with a Code of Conduct which will include:

**School Bus Rules**

- All riders remain seated when bus is in motion.
- Keep head, hands, and arms inside the bus.
- All riders shall remain in seat assigned to them.
- Pushing, fighting, and obscene language are forbidden.
- Bus riders will not litter the bus with food or other debris.
- Be at the bus stop at the scheduled times and follow the proper procedures for crossing.
- The bus driver may re-assign seats if deemed necessary.
- Students must remain seated until the bus comes to a complete stop.
- Students must enter the bus in a single file.

e. **BICYCLE POLICY**

Many students ride bikes or roller blade to school. Bike racks are provided for parking bikes while these students are in class and we urge students to lock their bikes with a sturdy lock. Each year a few unlocked bikes are stolen from our school property. The law requires students to wear helmets when biking, so students must wear helmets. Students may not bike, rollerblade, or skateboard on school blacktop playground areas. These activities pose a danger when there are other students on the playground. Students who do not obey this rule will not be allowed to bring bikes or roller blades to school.

f. **PLAYGROUND BEHAVIOUR**

The staff has designed a set of playground rules intended to help keep students safe, to minimize conflict, and to help students enjoy their break time. These rules are posted at school and copies can be obtained from the office. Generally, rough and dangerous games are not permitted, students must remain on school property, and inappropriate or dangerous toys are not allowed. Whenever students are on the playground, a teacher is present to supervise. We will not tolerate hurtful words or actions and students will be disciplined when we see or hear these things occur. Parents can help the staff by letting us know when they hear of problems of which we may not be aware.

g. **NUT-FREE SCHOOL**

Chatham Christian School is a Nut-Free School. We have several students at various grade levels with life-threatening nut and peanut allergies. Parents are requested to assist their children by not including nuts, peanuts, nut- and peanut- products in lunches.

4. **DISCIPLINE POLICY**

A. **CODE OF CONDUCT**

All Chatham Christian School students, together with all the adults at Chatham Christian School, are expected to adhere to the following Student Code of Conduct. Students, parents, and teachers should read it and be familiar with it.

**STUDENT CODE OF CONDUCT**

**OUR RELATIONSHIP WITH GOD**

\*We will speak of God in respectful ways.

\*We will encourage close relationship with God in others as well as ourselves through Bible reading, prayer, sharing, etc.

**OUR RELATIONSHIP WITH THOSE IN AUTHORITY**

\*We will be respectful in our speech and conduct.

\*We will be obedient to those in authority over us and to the rules they set out for us.

\*We will not condone the disrespect displayed by others to those in authority.

**OUR RELATIONSHIP TO OTHERS**

\*We will be respectful of others.

\*We will address each other properly and not resort to name calling, swearing, or dirty language towards each other.

\*We will respect each other's property and encourage everyone to feel included.

\*We will learn to apologize when we fail and to seek God's strength to continue trying to live in fellowship.

**OUR RELATIONSHIP TO SCHOOL PROPERTY**

\*We will respect school property. This includes furniture, books, equipment and building.

\*We will report any damage done and volunteer to pay for damages if we are responsible.

\*We will accept responsibility for the cleanliness of the school and grounds.

B. **BASELINE EXPECTATION FOR ALL STUDENTS:**

- a. Accomplish tasks to your individual capability.
- b. Speak respectfully to each other and all teaching and volunteer staff.
- c. Act respectfully to yourself, to other students, to property, and to authority.
- d. Be considerate. Help out. Think about others.
- e. Allow others to learn.
- f. Be safe and keep others safe.
- g. Come to school prepared.
- h. Be on time.
- i. Participate in devotions and bring Christian values into everyday actions.
- j. Be organized.
- k. Grow in your faith and in your behaviour.

C. **COMPLIANCE**

Everyone at Chatham Christian School, specifically including teachers, volunteers, and students are expected to comply with the Code of Conduct and the Baseline Expectations for Behaviour. When they do not it may be for one of two reasons:

**Innocent Mistakes:** Reminders, explanations, opportunities to practice, or other assistance may be provided to help individuals correct their mistakes.

**Deliberate Misconduct:** Wilful violations will result in disciplinary action.

- a) All discipline is intended to ensure that students comply with Student Code of Conduct.
- b) Normally, discipline issues will be dealt with by the classroom teacher or the supervising teacher.
- c) A referral will be made to the principal or the vice-principal when a student persists in misconduct .
- d) Punishment may include such things as a time-out, a noon-hour or after school detention, an in-school suspension for a period of time, or an at-home suspension of a day or longer.
- e) Parents will be informed by phone or in writing when significant or on-going issues occur.

**Chatham Christian school has zero tolerance for violence in any form.** The following behaviours will result in an immediate in-school or at-home suspension or other significant disciplinary action. Continuing to exhibit these behaviours may result in a recommendation to the Board of Directors for expulsion of the student.

- physical hitting or tripping
- bullying
- threatening and intimidating
- sexual assault
- insults and taunting
- exclusion or shunning
- possession of weapons
- extortion
- destruction of property

Copies of Playground Rules and other student expectations are available from the school office.

## 5. **SPORTS POLICY**

This document is intended to guide coaches and parents with regard to interscholastic sports at Chatham Christian Schools. We expect coaches to follow these policies and parents to be familiar with them so that they can be supportive of the school's sports program.

### **GOALS**

- to provide students with the opportunity to learn about teamwork, sportsmanship, and fair play,
- to provide the opportunity for students to participate in team sports: to learn how to win and lose gracefully,
- to provide students an avenue through which they can develop skills and abilities specific to various sports, and
- to learn to represent their Lord in a public forum.

### **POLICIES**

1. The school will provide team uniforms for student use. Students are responsible to keep these uniforms in good condition and to wash them and return them promptly after completion of the season. Lost or damaged uniforms will be replaced at student expense.
2. Teachers and other coaches give up significant extra time to coach. This service is provided for the good of the students. Both parents and students are expected to be supportive of and helpful to the coach. Parents must take turns driving to away games and tournaments, must be prompt picking students up after games, and are encouraged to thank the coach for the extra time and effort expended for the sake of their child.
3.
  - a. Grade 7 and 8 students may try out for school teams. Students from other grades may also be invited to try out provided there is room. Students will be selected for teams based on ability and attitude.
  - b. Team players must work hard and display a positive attitude, attend practices and games faithfully, and cooperate with the coaches.
4. Being a member of a team does not mean equal playing time. Coaches must balance a number of factors in determining playing time, including the opponent's ability, the dedication, hard work, and abilities of his or her own players, and so on. In sports, the best interests of the team may take priority over individual desires. This is called teamwork. However, at the elementary level, it is expected that everyone on a team will see some playing time every game provided the requirements of the other sports policies have been met. At a minimum, each player should play approximately 25% of each game. In the case of a full day tournament, each player should play in approximately 25% of the total playing time that day.
5. Parents are expected to be supportive of their child's participation on a team. This means that they will help their child attend practices and games and that they will do what they can to support the coach in his or her job. Practices are mandatory. Parents must be supportive of this policy and plan around game and practice schedules.
6. Students who do not represent their team, school, or Lord properly will be suspended or removed from the team. This policy includes such things as language, respect for teammates and opponents, respect for the rules of the game, and the like.
7. Parents must agree to the goals and policies of the sports program before their children will be allowed to participate on any team.

## 6. **LIBRARY POLICY**

The Chatham Christian School library is a complete media centre. It is designed for the use of both elementary and high school students. The following policies relate to

elementary students:

- a. Each student will be issued a library card. The card is kept in the library and the student is responsible for all books checked out on his or her card.
- b. The loan period is one week. Students renew books as necessary.
- c. Students are expected to pay replacement cost for lost or damaged books.
- d. Students with overdue books may lose their library privileges until the book is returned or paid for.

## 7. **SCHOOL PROPERTY**

### a. **BUILDING AND GROUNDS**

Students are required to care for school property and to treat the building and grounds with respect. Any damage students do to school property will be charged to their parents.

### b. **SUPPLIES**

Most school supplies, and textbooks, are provided for student use at no charge. Lost or damaged supplies will be billed to parents.

## 8. **CURRICULUM**

In order to fulfill our mission statement to “provide Christ-centred learning,” we seek to integrate our faith with learning. Each subject is taught from the perspective of Biblical truth: God created the world; people have fallen into sin; Jesus has redeemed his people; God calls us to work towards the restoration of his world; and so on. By look at all of learning through the “glasses of Scripture,” we help each student develop a Christian view of the world.

### BIBLE

The Bible curriculum is story based. We want our students to hear and remember the story of God and his people. Bible classes are not based on any denomination’s doctrine. Rather, the Bible itself provides the course content. In addition to “telling the story,” memory work is an important part of the curriculum.

### LANGUAGE ARTS

This program includes reading, writing, public speaking, phonics, spelling, grammar, composition. By developing these communication skills, students learn to listen thoughtfully, speak effectively, read critically, and write clearly. These skills will enable students to praise God, to learn more about him, and to spread his good news.

### SPECIAL EDUCATION

The special education program is designed to assist the students in coping with mild learning disabilities.

Chatham Christian School has prepared a Resource Manual for Special Education. Copies of these manuals are available for those parents who are interested in this aspect of education or who have children enrolled in this program.

### MATHEMATICS

In mathematics the student is led to recognize number as an integral part of God’s Creation, and how math can be used to serve God. Mathematics is not invented rather it is discovered and developed because God has implanted the laws of mathematics in His good Creation.

## PHYSICAL EDUCATION

God commands that we serve Him with our minds as well as with our bodies. The P.E. program is designed to develop and maintain physical fitness and focuses on motor proficiency and health fitness.

## FRENCH

Through the study of French the student learns to appreciate the structure of a second language and gains an awareness on how language obeys laws which are embedded in God's Creation. The study of French will develop a cultural understanding of Canada's French-speaking people.

## SOCIAL STUDIES

As they study human culture in history and in today's society, students examine ways in which people have responded obediently or disobediently to God's call. Students also develop an understanding of ways in which they can use their talents and abilities to serve the Lord in society.

## SCIENCE

When studying science, students will begin to see the richness of God's creation, and that all things, including physical objects are part of God's plan. Students will learn how science has played an important part in our society and how its direction has either positively or negatively shaped our society. From a Christian perspective students will learn that not the scientific methods but a knowledge of the Lord of Creation will lead to the ultimate truth.

## FINE ARTS

In music and art students learn to appreciate God's gift of creativity and begin to develop their own God-given talents. These gifts are to be used to praise the Lord.

## FAMILY LIFE

The Health program is guided by the these objectives:

- to understand that God loves His people and that we are called to respond to Him in gratitude,
- to recognize the implications of Biblical concepts such as love, trust, loyalty, devotion, reliability, justice, honesty, humility in relationships with family members, neighbours and friends,
- to understand those aspects of Christian family which affect the process of becoming a person, and,
- to understand that human sexuality is a gift of God to be accepted with thanksgiving and used with reverence and joy. The Grade 7 and 8 Health program includes units of sex education.

## EXTRA-CURRICULAR

In addition to the curricular subjects, students are encouraged to become involved in a wide variety of extra-curricular activities. Student's Council provide the opportunity for some students to develop Christian leadership skills. District Fine Arts and sporting events enable our students to interact with young Christians from other cities, and regularly scheduled chapels provide school-wide devotional experiences for all students.

## SERVICE

Service projects teach students the importance of serving the Lord in their daily lives by serving other people and by caring for his creation. Projects include such activities as recycling, raising money for a Foster child, Operation Christmas Child and tutoring other students.

## 9. **COMPUTER USE POLICY - Staff, Students and Volunteers**

At Chatham Christian Schools we believe that computer technology has God-given uses and applications. It is the responsibility of the Information Technology Committee to help *orient*, *educate* and *support* all approved technology users (staff, students and volunteers ) in the proper and respectful use of technology. To that end, we offer the following guidelines:

### **Respect for School Computer Equipment:**

#### **Computer Equipment**

- All computer equipment (hardware and software) must be treated and handled with professional, *stewardly* care.
- Consumption of food, candy or beverages in ANY computer areas is prohibited.
- Computer areas should always be kept clean, neat and tidy.
- All used or discarded paper must be recycled.

#### **The Network**

- Staff, students and volunteers will be assigned a local area network (intranet) logon account and password which will enable them access to the Internet, email and 'Home and Shared folders' on the server (all users who are assigned intranet logon credentials must be approved by the Administrative Principal and network administrator).
- Staff, students and volunteers must save all-important files *centrally* (on the server) and not *locally* (on the local C:\drive or laptop) so that those all-important files will be backed-up regularly and critical information not lost. The network administrator is NOT responsible for files that are saved locally!
- Since storage space on the server is somewhat limited in size, *large data files* (e.g., 15MB+) should not be downloaded and stored *centrally* on the server.
- Staff, students and volunteers must not alter or change any computer workstation configuration settings (desktop, printer, network settings, etc) – for any reason.

#### **Network Security**

- Staff, students and volunteers must immediately notify the Administrative Principal or Network Administrator if they suspect or have identified a *possible* network security leak, threat or issue.
- Staff, students and volunteers should not *investigate* or *go looking* for security threats or issues as this may be construed as an attempt to gain *unauthorized access* to the network.

### **Respect for God**

## **Unacceptable Activities**

The Internet is a vast repository of general and specific information, the majority of which is positive and can be educational. Unfortunately, the Internet also has unacceptable sites that may promote hate crimes, pornography or encourage the use of illegal substances. Therefore, we must remember that in all we do God is watching over us. Visiting these types of sites shows disrespect to God by encouraging the owners of these sites to continue in their ways. If you are having consistent problems with inappropriate “pop-ups” that bring up these types of web sites, communicate it to the network administrator and/or Principal and the problem will be investigated and resolved. Psalm 101:3 “*I will set before my eyes, no vile thing ...*”

## **Respect for Copyright Laws**

### **Plagiarism**

The Internet is a vast collection of information free for the taking by anyone with access. Many things found on the Internet are public-domain, but some are not. Downloading pictures, videos, articles, or sound files may be done only in compliance with federal law and school policy. Staff and volunteers must remember to:

- properly cite any and all information that is obtained from the Internet and presented to others.
- follow the copyright laws dictated by current governmental regulations.

Failure to do so is plagiarism.

## **Respect for Other Computer Users Privacy**

### **Using another person's logon credentials**

- Staff, students and volunteers are provided logon credentials (a personal intranet logon ID and password) and the privileges that go with that account.
- Staff, students and volunteers must NOT sign on using any other person's logon credentials. Using another person's logon credentials to gain access to the network or the Internet is a *network security breach* and is unacceptable.
- Under no circumstance should you *share* or *write down* your intranet logon ID and/or password.
- If you suspect someone knows your password, immediately report this to the Network Administrator and your password will be changed immediately.

### **Personal**

- There are many people on the Internet who prey on the information provided by others. Therefore you are cautioned in publishing or sharing any *personal information* about yourself or others on the Internet. This includes, but is not limited to your phone number, home address, school address, e-mail address or information describing who you are, etc.

## **10. CONSUMER PROTECTION**

Chatham Christian Schools requires a Police Security Check for all teachers, for all staff, and for those volunteers who have regular contact with children.

Parents can find consumer protection information at the Ministry of Consumer and Business Services website ([www.cbs.gov.on.ca](http://www.cbs.gov.on.ca)) or by phoning 1-800-889-9768.

## 11. CHATHAM CHRISTIAN SCHOOLS PRIVACY POLICY

### **Policy Statement**

Chatham Christian Schools respects the right to privacy and is committed to upholding the confidentiality and security of personal information. We have developed practices to ensure this commitment is carried out in a responsible manner.

Chatham Christian Schools collects, retains, and discloses certain personal information in order to provide the best Christian education possible. To protect your privacy we are committed to honoring the following principles:

#### **1. Accountability**

At Chatham Christian Schools the principal is responsible for implementing the privacy policy for staff, students, and parental/guardian contact. This information will be kept in a locked filing cabinet in the principal's office or will be protected by a password on office computers. With respect to parents and society members, this responsibility has been given the business administrator. This information will also be locked in a secure place and password protected if in electronic format.

#### **2. Identifying purposes**

The purposes for which personal information is collected will be identified before or at the time of the collection of the information.

#### **3. Consent**

Based on the reasons provided for collecting personal information, each individual's consent will be obtained for the collection and disclosure of that information.

#### **4. Limiting collection**

Personal information collected will be limited to that which is necessary for the purposes identified.

#### **5. Limiting use, disclosure and retention**

Personal information will only be used and disclosed for the purposes for which it was collected and for which consent has been obtained. Personal information will only be retained for as long as is necessary for the fulfillment of these purposes.

#### **6. Accuracy**

Personal information shall be kept as accurate, complete, and up-to-date as is necessary to fulfill the purposes for which it is to be used.

#### **7. Safeguards**

Personal information will be protected by appropriate safeguards to prevent unauthorized access or uses.

#### **8. Open Policy**

Chatham Christian Schools will readily make available its policies and practices regarding the protection of personal information.

#### **9. Individual Access**

An individual has the right to access files containing personal information, and may challenge the accuracy and completeness of the information. Incorrect or incomplete information will be promptly corrected or deleted.

#### **10. Questions and concerns**

Please contact the principal or the board chair if you wish to discuss our policy and procedures relating to the protection of personal information.

**Definition:**

“personal information” is defined very broadly in the *PIPEDA* as, “any information about an identifiable individual except the name, title, business address and business phone number of an employee.”

“Personal information” therefore, includes an individual’s home address, gender, age, ethnic origin, race, ID numbers, financial and credit information, personal health information, consumer preference information, religious affiliations, donation history, travel history, personal habits, personal interests, and personal history. (From *Fasken Martineau Client Notice* – April 2003.)