

# PARENT HANDBOOK

Chatham Christian Elementary School [JK-8]

A blue backpack is shown open, revealing various school supplies. Inside, there are several colorful markers (purple, pink, red, yellow), a spiral-bound notebook with a white cover and blue lines, a set of colored pencils, and several folders in shades of pink and red. A white pen is also visible. The background is a solid yellow color.

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

"Providing vibrant and dynamic educational  
experiences for each student and  
for God's glory."

Dear Parents and Guardians,

Welcome to Chatham Christian School!

Do you ever wonder what the difference is between schools, or if there even is a difference? Really, aren't they all just the same? You have school choice in Ontario - public school, Catholic school (public), homeschooling and independent faith-based schooling like Chatham Christian. We would say all schools are not created equal! Two key components make great schools: *the vision and the people*.

### **Vision**

Our vision is *to provide vibrant and dynamic educational experiences for each student for God's glory*. This vision is pretty straightforward and could even be said more simply. God calls us to provide a great school day for all students multiplied by 190 days. This is why we exist. It's pretty easy, our school does not exist to employ teachers, make money or create a name for ourselves. The school is Christ-centred and student- focused and that makes all the difference in the world!

Our school is not a factory. Our school is not a prison. Our school is not designed for adults. Our school is not stuck in 1990. Our school is not part of the public bureaucracy. Our school is not neutral philosophically. Our school is not a collection of individuals.

Our school is unique for each student. Our school trusts students and builds capacity in them. Our school is designed for students. Our school is progressive in its practices for students. Our school is independent which allows us to be nimble and creative for students. Our school understands teacher-to-student relationships are powerful. Our school is a community.

### **People**

Without the right people, in the right spots, our school would be dysfunctional and unable to carry out our vision. Thankfully, we have staff members who take their role seriously but also joyfully! We have the opportunity to work with students every day and be a significant part of their growth - academically, spiritually, emotionally - which is a blessing!

Our staff members have thought out what vibrancy looks like for their classroom. Our staff members have designed learning experiences to reach all students. We will continue to have staff grow in this area and hire staff members with this philosophy.

Our community is supportive as we partner together in their children's education. Our community is diverse, but we are united in our commitment to this vision. Our community has a direct impact on how the school operates and as it sets its future direction.

This handbook helps to share with you about who we are and how we go about our days at school. We encourage you to read through it and store it for future reference; we hope it is useful! Feel free to reach out if you have any questions or concerns.

Welcome to our school, to its vision, its people and its community; we look forward to amazing experiences together!



Ken VanMinnen  
[Principal]

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This handbook, the school's Constitution and Bylaws, and a variety of other information is available online at:  
[www.chathamchristian.ca](http://www.chathamchristian.ca)

## THE SCHOOL DAY

Instructional Day (Daily Schedule):

<b>AM</b>	8:30	Outdoor supervision begins
	8:45	First Bell
	8:50	Devotions & Classes
	10:30	Outdoor Recess
	10:50	Recess Bell   Classes
<b>PM</b>	12:20	Lunch
	12:40	Recess
	1:10	Recess Bell   Classes
	3:20	Dismissal Bell for bus students
	3:25	Dismissal Bell for non-bus students
	3:35	Outdoor supervision ends

## SCHOOL CALENDAR

Chatham Christian School provides a calendar of major school events at the start of each school year. A copy of this calendar is linked to each published newsletter and online on our website. In addition, a **Save the Date Card** is sent home each fall for your convenience. Please write the important and relevant dates in your family calendar.

## OFFICE INFORMATION

**OFFICE HOURS:** 8:30 a.m. – 3:30 p.m.

**OFFICE PHONE NUMBER:** 519.352.4980

**OFFICE EMAIL:** [office@chathamchristian.ca](mailto:office@chathamchristian.ca)

**SCHOOL WEBSITE:** [www.chathamchristian.ca](http://www.chathamchristian.ca)

**CHANGE OF ADDRESS:** Any change of address, telephone number, work location / phone number or e-mail address should be reported to the office as soon as possible. It is important that the office receives updated information promptly. Please send the updated information to [office@chathamchristian.ca](mailto:office@chathamchristian.ca).

## STUDENT LIFE

### ATTENDANCE AND ABSENCE

**ATTENDANCE:** Daily attendance is mandatory in Grades 1 – 12. Remember that a missed school day means that the student is missing an opportunity to learn. It is also our expectation for our Junior Kindergarten and Senior Kindergarten program that students attend faithfully when program days are offered.

**MORNING ARRIVAL:** Students should not arrive at school before 8:30 am. Teacher supervision of the playgrounds begins at 8:30 until the first bell rings at 8:45 am. In case of rain or extremely cold weather, students will be directed to enter the school building early through the front doors.

**LATE ARRIVAL:** Prompt arrival is necessary to ensure a good start to the school day. Students who are not in their classroom by 8:45 am must obtain a late slip from the school office BEFORE going to their classroom. Students arriving late for any reason throughout the day must check in at the office before going to class.

**SAFE ARRIVAL PROCEDURE:** This policy is designed to help ensure the safety of our students. Parental cooperation is required for this important procedure.

Parents are to email [absent@chathamchristian.ca](mailto:absent@chathamchristian.ca) (or [office@chathamchristian.ca](mailto:office@chathamchristian.ca)) or call the school office at 519-352-4980 before 8:45 a.m. if their child is absent for the day and to explain why the child is not at school. You may leave a message if the phone line is busy.

If the parent has not e-mailed or phoned the school and the student arrives after the 8:45 bell, the student **must** 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 email or 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 send a reminder email explaining the procedure. Not following the procedures outlined may result in a lack of safety for students.

**EARLY or APPOINTMENT PICK UP:** A student who is to leave school earlier than the regular dismissal time, or for a brief time during the school day, is required to have a note [or email] from their parent or guardian. **Parents picking up students are asked to report to the office.** The office assistant will then contact the classroom to inform the teacher that you are here to pick up your child. Students will not be dismissed for early pick up or appointments without a parent's arrival at the front office. Upon return to school, parents must again walk their student to the front office to check in; the student will receive a late slip and then be permitted to return to class.

**CHANGES TO PICK UP ARRANGEMENTS:** Any changes to a child's pick up routine (alternative drop off, a different bus, or family member/friend pickup) should be communicated to the front office **prior to 3 pm**. If communicating these changes to a teacher, it should be done **prior to 8:30 am**. In the case of busing

changes, communication must be received from both parties (parents and alternative drop off) in order for a student to be permitted to board a different bus or be dropped off at a different location.

**LATE PICK UP:** Life can happen! If you are running late to pick up your child at the end of the school day, please call the office. The office will then relay the message to your child's teacher. **All students are expected to be picked up by 3:40 pm;** however, staff does remain at the school until all students are picked up.

## ABSENCES

- 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 e-mail ([absent@chathamchristian.ca](mailto:absent@chathamchristian.ca)) to explain the absence. Teachers will provide lesson plans and material if necessary. 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, Celebration of Learning and other special school events are important activities. Students are expected to attend. The excused and unexcused absence policy will apply.

## SCHOOL CANCELLATION & CLOSURE

The school uses our website ([www.chathamchristian.ca](http://www.chathamchristian.ca)), Facebook and Remind to announce when school or buses are cancelled, or when there is an emergency school closure or other urgent announcement.

School or bus cancellation or emergency school closure announcements will be made by 6:30 am using these platforms.

Afternoon bus cancellation, early closing due to weather, emergency school closure or other urgent announcements that occur during the school day will be made using Remind and Facebook. Staff will remain in school so long as children are present.

Although it is very rare for early dismissal to happen, parents and students should make an "early dismissal plan" in advance so that students know where to go and who will care for them in the event of an emergency closing.

\*\* In cases where students are to be sent home early because of severe weather conditions or other emergency (i.e. extended power outage), BUSES will not run. Students will need to be picked up at school by a parent or guardian.

In case of bus cancellation, generally any field trips will automatically be cancelled as well and all after-school and evening activities are also cancelled, unless otherwise noted.

**If school is not cancelled, students should make a reasonable effort to attend classes.** Teachers will continue with regular class activities unless school is cancelled.

## **BICYCLES**

Many students ride bikes or rollerblade 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. Students must wear helmets when biking since this is the law. Students may not bike, rollerblade, or skateboard in 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.

## **BIRTHDAYS**

It is appropriate to recognize your child's birthday by sending treats to school for his or her class. Peanut-free and nut-free snacks in individual portions (such as cupcakes or cookies) or small tokens such as pencils or erasers are ideal. You are asked to check with the teacher via email to see if treats are convenient for that day in case something else special is planned. It is also a good idea to confirm how many treats to send and whether there are any other medical or dietary needs to consider.

Students may distribute birthday party invitations at school if the entire class (or all the boys/all the girls) are invited. If not, the invitations should be mailed or emailed to the children's home.

Presents should not be sent to school unless the entire class (or all the boys/all the girls) are invited to the party.

If a party is after school, unless the entire class (or all the boys/all the girls) is invited, students should not be picked up from school in a group to attend the party.

The basic guideline for party planning should be sensitivity to the feelings of all children.

## **BUILDING AND GROUNDS**

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

## **DRESS CODE | UNIFORMS**

The dress code at CCS is based on Christian standards of modesty and neatness. All students are to wear uniform clothing for all classes and, unless otherwise specified, on field trips. All uniform clothing must be worn as designed. Clothing must be clean, non-transparent, size appropriate (not too tight or too large) and in good repair. The school logo must be visible on polo shirts, t-shirts, hoodies, jumpers and sweaters.

Uniform checks are completed at the beginning of each school day; students not in appropriate uniform clothing may be sent to the office where appropriate clothing will be provided for the day. Communication to parents from the teacher will also be made to address the issue.



In general, uniform clothing for Grades JK – 5 fits in the following guidelines:

### BOYS

Bottoms: pants or shorts (black, khaki or grey)

Tops: White polos or Oxford shirts, black polos, orange polos or t-shirts, purple t-shirts, and hoodies (black, grey, orange, purple).

### GIRLS

Bottoms: pants, shorts, skorts, jumpers, skirts, capris (black, khaki or grey)

Tops: White polos or blouses, black polos, orange polos or t-shirts, purple t-shirts, and hoodies (black, grey, orange, purple).

Shoes: Footwear is according to student choice, but shoes or sandals must be worn at all times. Elementary students (JK – 8) are required to have a pair of indoor shoes that stay indoors and can be used in the gym. These need to be **non-marking**.

A more detailed outline of the uniform expectations at CCS can be found linked to each family newsletter, and online at our website.

All questions related to uniform clothing may be directed to [clothing@chathamchristian.ca](mailto:clothing@chathamchristian.ca)

### **ELECTRONICS**

Students may not use any of the following items at school: cell phones, hand-held games, MP3 players, CD players, DVD players, 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.

### **FACEBOOK**

Members of the school community are encouraged to 'like' our school page, Chatham Christian School, on Facebook. The school regularly posts school happenings, reminders and important notices about school cancellations and/or bus delays.

### **FIELD TRIPS**

Field trips are intended to support and enhance the learning experience of students. As a learning experience, students are expected to attend field trips unless there are valid concerns that have been expressed to the organizing teacher and an exception has been made that all parties are made aware of well in advance of the trip date.

Occasionally, parents are needed to help chaperone. Please note that any parents intending to chaperone, (and be responsible for additional students other than their own), are required to have an up-to-date police check on file with the school office. In addition, parents who have volunteered as chaperones may not also be responsible for younger siblings/toddlers/babies while on the trip. All chaperone fees will be covered by

the school; however, if a parent wants to attend but no additional chaperones are needed their fees will not be covered by the school.

Chaperones, and parents attending that are not considered chaperones, are all expected to remain with the class(es) as a group and follow the itinerary for the day.

When transportation other than a bus is being provided, parents must be informed and provide permission for their child to ride in a vehicle. All vehicle drivers must have an up-to-date police check on file in the office.

### **G.I.F.T.S. (Getting Involved for the Students)**

During the first week of school, parents are asked to fill out the G.I.F.T.S. survey that is sent home. This survey asks parents to identify areas in which they can help the school, such as hospitality, office work, coaching, or in leadership areas. The goal is that each person would contribute 25 hours of volunteer work at the school each year.

### **GUARDIANSHIP**

Chatham Christian School has a policy in place to help separated and divorced parents manage their children's schooling effectively. Whenever custody orders are issued, it is critical that the school office receive a photocopy and these orders will guide the staff with regards to newsletters, report cards, and similar issues.

### **ILLNESS AND INJURY AT SCHOOL**

#### **COMMUNICABLE DISEASES**

The following regulations regarding school attendance and communicable diseases are set by the Chatham-Kent Public Health Unit:

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 or at the CKPU website: [A Guide to Common Infections](#)

## ILLNESS

Students who are ill should not be at school. Parents should keep children home who have a fever, upset stomach, cough, or other obvious symptoms. 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.

Students who become ill during the day need to inform his or her teacher. The teacher will contact the parents and the child may wait in the sick room or office. Students will not be sent home unless contact has been made with parents or the emergency contact.

## INJURY AT SCHOOL

Accidents and injuries do happen at school. Minor injuries will be treated by simple first aid at the school and reported to parents as deemed appropriate. In the case of a more serious injury, and all head injuries, staff will attempt to contact the parents or emergency contact persons immediately. In extreme circumstances, a student may be taken to the hospital for medical treatment. **Please ensure that the school has the current medical information, Health Card Number, and emergency contact numbers on file.**

## LIBRARY

The Chatham Christian School library is designed for the use of both elementary and high school students. The library is staffed by volunteers.

- 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/parents are expected to pay replacement costs for lost or damaged books.
- d. Students with overdue books may lose their library privileges until the book is returned or paid for.

## LOST AND FOUND

The Lost and Found collection is located across from the primary washrooms just outside the Grade One classroom. Items that are properly labelled will be returned to the student; articles that are not labelled and have not been claimed after a set amount of time will be donated to the newLIFE Thrift Store.

## MEDICATION DURING SCHOOL HOURS

Any student needing to take medication during school hours must provide written permission and make arrangements with the front office. All medication must be clearly labelled with the following information: student's name, the name of the medication, dosage, frequency and method of administration. All medications, including non-prescription medications should be kept in the office (not with the classroom teacher) and distributed to the student as needed.

## (new)LIFE

This began as an ongoing fundraising venture selling new and gently used items through the Facebook Group (new)Life. Within the 2019-2020 school year, this online buy and sell will become a storefront located at 202 Queen St. If you're interested in being a part of this, please be sure to let the office know!

## NUT-SAFE SCHOOL

Chatham Christian School is a Nut-Safe School. We have several students at various grade levels with life-threatening nut and peanut allergies. Students, staff, parents and volunteers are not permitted to bring peanut or other nut products into the school or onto the school bus. **This includes peanut butter, Nutella or other hazelnut spreads, granola bars, or any other foods that contain nuts, or state that they “may contain traces of nuts”.** Please ensure that these items are not included in lunches or snacks brought to school; even a small trace of nuts in these items could be life threatening to those with allergies. For the safety of all students, there will be no trading or sharing of food, utensils or food containers. Only “safe treats” are to be brought to school for special occasions (ie. birthday celebrations). All children in danger of suffering an anaphylactic event should only eat lunches and snacks that have been prepared at home, or foods that have been approved by the parents.

**REMIND:** Remind is a private mobile messaging platform that helps teachers, students, and parents communicate quickly and efficiently. CCS uses Remind to communicate important information about school or bus cancellations.

To sign up for Remind, simply text the message @87fce28 to the number (306) 500-1948.

If your wireless service is through Rogers or its subsidiaries you will need to download the Remind app, register, and be informed, via the app.

## RECESS AND PLAYGROUND TIME

There are two recess breaks during the typical school day. Teachers explain recess rules and expectations at the beginning as well as during the school year when needed. It is important that our students have an amazing and safe time on the playground; rough and dangerous games are not permitted, students must remain on school property, and inappropriate or dangerous toys are not allowed.

The playground consists of a JK/SK playground, pea gravel area, Creation Awareness Garden, blacktop surface, soccer field and gaga ball pit.

Whenever students are on the playground, a teacher is present to supervise. Supervising staff do not tolerate hurtful words or actions and students will be disciplined if these occur. Parents can help by informing the staff when they hear of problems.

Students normally go outdoors for recess and should dress for the weather conditions. In cases of extremely cold weather or rain, students may have indoor recess instead. When the field or garden is water-saturated, students may have a blacktop recess, which simply means students must stay on the blacktop. This prevents students from getting muddy or further damage being done to the grass or garden.

A reminder that If students are well enough to be at school, they are well enough to be outdoors at recess.

## SCHOOL SUPPLIES

A school supply list will be sent home in June for the following school year. This list is also available on our website. Textbooks and some school supplies are provided for student use at no charge. Lost or damaged textbooks and supplies will be billed to parents. Chromebooks and ipads are supplied and maintained by the school in Grades JK – 5.

## **STUDENT LIFE**

Student Life is a middle school student leadership team guided by staff who meet together regularly to plan special days and events for the fellowship of the elementary and middle school. Some of these special events include dress-up or dress-down days, character days, small fundraisers for our sponsor child, etc. Be sure to pay attention to our family newsletter and Facebook page for information on these special events.

## **VISITORS | SECURITY**

All visitors (including parents) must report to the office when entering the building and sign in. Visitors must also sign out in the office upon leaving the building. Visitors are defined as persons not enrolled or employed at CCS. Parents coming into the school to pick up their child are asked to do so at the front office where a phone call will be made to the classroom to dismiss the child to the office.

The main door is covered by video surveillance and doors will be secured during the hours of 9 a.m. – 3:15 p.m. Entry into the school is only allowed by “buzzing in” by the office staff.

During this time, parents/guardians and visitors will gain access by pushing the intercom button located at the front entrance. After appropriate identification, the administrative staff will release the lock for entry. The guest must report to the office to sign in, and then once again to sign out.

The front entry will be open for arrival and dismissal of students and after school hours during sporting or other school related events.

## **VOLUNTEERS**

Staff and students are blessed by the desire of our greater CCS community to volunteer in a variety of ways. All classroom volunteers [this includes field trip chaperones and drivers], coaches, librarians and any volunteer who will come into contact with students is required to have a valid police check on file with the office. For help to complete a check, please contact the office or the CK police department. Volunteers in the school are required to sign in at the front office and obtain a lanyard with a visitor’s pass for their time in the building.

## DISCIPLINE

### 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.

#### OUR RELATIONSHIP WITH GOD

- We will speak of God in respectful ways.
- We will encourage a 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.

### 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.

## 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) Consequences 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

## EMERGENCY SITUATIONS

We hope and pray that we never have to use these procedures in a real setting however, preparation can only aid in safe outcomes for our community members. That's why drills, though at the time they may seem silly, are important. They develop a routine so we get used to thinking about the right things to do in different emergencies.

### FIRE

When the fire alarm sounds, students will quickly and quietly exit the building and proceed across the parking lot to their designated area. All students must line up with their class for quick attendance. Students will only reenter the building following an all clear signal from the fire department (if necessary) and administration.

## **TORNADO**

In the case of an imminent tornado, an announcement will be made using the PA system. Students should proceed as with a fire drill, but to the hallway outside the gym and take the "cover" position.

## **SHELTER IN PLACE**

Shelter in place is a situation in which there is a hazard outside the school building and to leave would cause harm (downed power lines, police investigation, etc.). Students will proceed with their usual schedule, but will not be allowed to leave the building until the threat is passed. All external doors will be locked at this time.

## **LOCK DOWN**

Lock Down is a situation in which there is an imminent threat to student safety inside the building. Typically this would be a person that is seeking to hurt people in the building. Lock down will be announced over the PA system and students and staff are to find a secure room and lock themselves in with lights off and door closed. Silence is critical in this situation and all cell phones need to be turned off. Teachers will respond when the release code phrase is used to exit the lock down situation.

## **EMERGENCY EVACUATIONS**

Anytime students need to exit the building for any emergency and are separated from others or it is unsafe to meet in the designated areas, students are to proceed to the CLAC building on the corner of Keil and Park. Shelter and communication will be provided for students there.

# **COMMUNICATIONS**

## **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, Bloomz, 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.

## **REPORT CARDS & CONFERENCES**

Formal report cards are sent home two times each year: in late January/early February, and at the end of the school year in June. Prior to the first report card, parent-teacher conferences are held in October; these are often the first face to face meetings between parents and teachers and it is expected that all parents make their best effort to attend.

Student-Led Conferences are also held each year in late November. These conferences are invaluable experiences for students who, in an interactive format, demonstrate and share their learning through self-reflection and evaluation; all while practicing real-life skills like communication, organization and



leadership. Significant effort is put into preparing for this important time between student and parents, and again, parents are asked to make every effort to attend this time with their child.

Following the report card issued in late January/early February, a second round of parent-teacher conferences are held at the request of either the parent or teacher.

Parents are encouraged to contact their child's teacher at any time throughout the school year to set up a conference when needed. You can contact teachers, PSWs, office staff, ESL teachers, and custodians by email. All email addresses follow this format:

firstnamelastname@chathamchristian.ca. The school website lists all email addresses.

## **BLOOMZ**

Bloomz is a parent/teacher communication app and online tool. New parents to CCS will receive an invitation code to join their child(ren)'s classroom at the beginning of the year. Parents who already belong to a bloomz classroom (split classes are the exception) do not need to rejoin each year.

## **HOMEWORK | GOOGLE CLASSROOM**

All students in grades 3 to 8 are given a variety of tools to teach the skill of keeping track of homework. These may include a homework book, Google classroom and teacher-updated calendars posted at school.

## **SCHOOL NEWSLETTER**

On the first school day of each week, we send home a school newsletter. This newsletter contains school information, a calendar of events and volunteer opportunities. Parents should diligently read the school newsletter to be fully informed about school activities.

## **SCHOOL DIRECTORY**

In early fall, each family is given a copy of the current school directory. At the front of the directory is a list of staff members and their email addresses. Please note that this directory is to be used solely for the personal use of our society members and is not to be used for business contacts or soliciting.

## EDUCATIONAL PROGRAM

### GENERAL INFORMATION

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

**VISION STATEMENT:** To provide vibrant and dynamic educational experiences for each student and for God's glory.

### EDUCATION GOALS

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

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

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

The student will see his/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 his/her commitment and love to God.

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

The student will begin to appreciate his/her uniqueness as an individual. His/her imagination and creativity will be carefully guided, stimulated, and given opportunities for expression. Thus his/her individuality will be respected and strengthened at school. S/He will find joy in sharing his/her 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, s/he 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 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 his/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/her gifts, knowledge, and opportunities are provided by the Lord for the purpose of serving Him for the benefit and enrichment of people. S/he will learn that the development of culture must occur in obedience to God's Word.

**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.

**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 looking 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, and 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 students in coping with a wide range of learning disabilities. 'The Hub' services students in a variety of unique ways to ensure their learning meets their needs. Open communication between resource staff, parents, and classroom teachers is ongoing with formal IEP and Profile meetings yearly. Referrals to resource staff can be made by both parents and classroom teachers whenever there is a concern and if additional outside services are required.

## **MATHEMATICS**

In mathematics the student is led to recognize numbers 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 of 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 method, 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.

## **HEALTH**

The Health program is guided by 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 middle school Health program includes units of sex education.

## **EXTRACURRICULAR**

In addition to the curricular subjects, students are encouraged to become involved in a wide variety of extra-curricular activities. Student Life and various leadership teams provide opportunities for 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 learning teaches students the importance of serving the Lord in their daily lives by serving other people and by caring for His creation. School-wide activities include recycling, composting, raising money for our sponsor child, Operation Christmas Child and the Juntos Contigos school in Nicaragua, as well as other local and global opportunities.

## SPECIAL POLICIES

### COMPLAINT PROCEDURE / 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 Principal or Vice-Principal.
  - 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.

### TRANSPORTATION

#### TRAFFIC FLOW PLAN

Morning:

1. Buses and other vehicles are allowed in the front circle driveway to drop off students.
2. When the buses arrive, they will unload in the front circle driveway. They will be un-loading in the centre of the lane to prevent vehicles from passing. Vehicles may not pass buses.
3. Buses may not pass vehicles in the front circle driveway. Buses 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 safety, as other vehicles are coming and going.
6. Vehicles are not to be left unattended in the front circle driveway.

Afternoon:

- Buses and other vehicles are allowed in the front circle driveway to pick up students.
- Buses 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 buses.
- Vehicles may park in the front circle driveway behind the buses to pick up 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 (not buses) 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 buses are dismissed at 3:20 and non-bus students are dismissed at 3:25.

## **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.

At the start of each year, every family will be provided with a Code of Conduct which will include:

### **School Bus Rules**

- All riders remain seated when the 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.

## **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:

Annual Auction and Golf Tournament, Apple Pies & Apple sales, Bake Sales, etc.; money raised at these events goes toward the general fund, the Tuition Assistance Fund, sports fees, to pay for special student activities, etc.

### **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. More information about this program is available at the office.

## **COMPUTER USE**

Computer use is introduced in JK/SK and becomes more regularly used in Grades 1 – 5. Chromebooks and iPads are supplied and maintained by the school. Students show respect for this equipment by handling them with care, not eating or drinking around technology and returning them to their appropriate charging stations when finished.

## CONSUMER PROTECTION

Chatham Christian Schools requires a Police Security Check for all teachers, for all staff, and for all volunteers who have contact with and responsibility for children. [see FIELD TRIPS & VOLUNTEERS for more information] 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.

## 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 and/or will be protected by a password on office computers. With respect to parents and society members, this responsibility has been given to 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.*)

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