



Kleinburg Christian Academy

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Parent/Student Handbook
2010/2011

A Great Place to Grow...

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SECTION I GENERAL INFORMATION

1.1 Note to the Handbook

Handbooks convey significant information and guidelines. However, no handbook can be considered exhaustive in nature. From time to time the school may create or revise policies and this may occur at any time during the year. Policy revision would be the result of issues that arise that could not be anticipated prior to the printing of this document. Changes that occur would be reflective of policies that are already in place and would be in keeping with the generally accepted views of the Christian community. Additional policies during the year will be communicated to the students, and as necessary to parents.

1.2 Mission Statement

To nurture academic excellence, and personal growth through Christ-centered education in partnership with parents. Our mission mantra is, KCA, a great place to grow!

1.3 Purpose

Kleinburg Christian Academy's ultimate goal is the development of Christian character and self-motivated discipline borne out of a personal desire to please God. Kleinburg Christian Academy desires to assist students in developing a lifestyle that is pleasing to the Lord and encourage them to accept responsibility for their words and actions. KCA commits to direct students toward academic excellence and promises to educate students with the highest standards in both academic and spiritual education.

1.4 History

Kleinburg Christian Academy (KCA), formerly known as Calvary Christian School, was founded in 1981 to create a learning environment with superior academic and Christian education standards. Since then, KCA has become an integral ministry of Nashville Road Community Church, and a symbol of excellence in education. Kleinburg Christian Academy is led by a principal, who acts as the CEO of the school. The school principal is accountable to the Senior Pastor of the church. The Senior Pastor is accountable to the Church Board. Currently there is a Parent's in Action Committee (PIA), which meets with the principal throughout the school year to provide assistance with fund-raising, hot lunch program, hospitality, and marketing. The committee also acts as a sounding board to the principal for new school initiatives and feedback on current practices. Members are selected by the Principal's Advisory Committee (PAC), based on parent application and serve as committee members for three consecutive years. The PAC consists of the principal, senior pastor and the church administrator.

1.5 Associations

Kleinburg Christian Academy is a member of the Association of Christian Schools International (ACSI) and the Ontario Alliance of Christian Schools (OACS). These organizations outline Christian principles for participating schools, encourages continued education of teachers and administration through conferences and seminars, gives guidance and advice to participating schools, and organizes tournaments and competitions for sports teams and clubs. The ACSI district head office is located near Barrie, Ontario, and the International office is located in Colorado Springs, Colorado, USA. The OACS Head office is located in Ancaster Ontario. For more details check out www.oacs.org

1.6 Academic Standards

Kleinburg Christian Academy is officially registered with the Ministry of Education as an operating Private School, and as such does not qualify for provincial government funding in Ontario. Although private elementary schools are not required to follow the standards outlined by the Ministry of Education, the curriculum at Kleinburg Christian Academy meets and/or exceeds ministry guidelines. KCA does not offer any resource or special needs programs. KCA's uniqueness is quality Christ-centered education. Christian morals, values and principles are integrated across the curriculum.

1.7 Admission Policy

Kleinburg Christian Academy welcomes applications from all families. When considering students for enrolment for the following school year, preference is given to siblings of families already established at KCA. Secondary preference is also given to students transferring from other Christian schools belonging to ACSI or OACS. Following that, applications are administered as received. Families who wish to attend KCA must successfully complete the following stages:

1. Completion of enrolment applications
2. Interview with the principal (student and parents)
3. Signed agreement with our Statement of Faith

effort and discipline that extend beyond each day's classroom experience. The effort and attitude placed on homework will have a significant effect on a student's academic and personal growth.

Generally speaking, it is our policy to assign homework from Monday to Thursday only. Homework is not usually assigned for week-ends or holidays. Normally, project deadlines or tests will not be issued on Mondays. Week-ends and holidays should be times of rest for all, parents and child.

Homework is generally the completion of daily work not completed in class. It includes the review of studied materials in preparation for upcoming tests and preparation for independent study units.

Objectives:

1. Encourage academic excellence and personal commitment to learning
2. Encourage responsibility, self direction and discipline outside the classroom
3. Supplement, reinforce and support material covered in class
4. Time management skills
5. Ensure parents are acquainted and involved in student activities

Teachers will report to parents and the principal if the student is not meeting homework requirements.

Official homework begins in grade five. Grades 1 to 4 homework consists of unfinished classroom work, and reading or basic review for tests. Grades 5 to 8 homework consists of unfinished classroom work, assigned work to be done specifically at home, reading, practice of band instrument and daily review for tests, quizzes and projects. A standard time frame for homework is 10 minutes for each grade level (i.e. Grade 5 = 10 x 5 = 50 minutes). Parents who observe their child constantly exceeding these limits should approach the teacher.

Kleinburg Christian Academy recommends that all students spend a portion of the evening completing homework related activities (actual homework, reading, reviewing, researching, etc.) in an organized and quiet area of the house; free from distractions. Organization and dedication is the foundation for student (and adult) success.

2.2 Academic Excellence

Failing a test may be an indication of academic or attitude concerns. These concerns need to be immediately addressed. Academic excellence is a requirement at Kleinburg Christian Academy. Therefore, any student who scores below 70% on a test will be required to review and rewrite the test (or another test based on the same information) until proper comprehension of the material has been attained. Extra help may be required before a test rewrite if a student is experiencing difficulty with the material. When poor preparation or an improper attitude is the cause for failure, the teacher is under no obligation to alter the mark earned on the first test regardless of the mark earned on subsequent attempts.

2.3 Student Evaluation

Report cards are the official means of communicating student progress. Report cards are filed in the student's Ontario Student Record (OSR) folder, which is the permanent record of their achievement. Official reports will be distributed at the end of each term: November, March, and June. The term report cards are the final term marks earned by evaluating tests, quizzes, notebooks, projects, essays and many other formal and informal assignments. Parent/teacher interviews are offered and recommended at the end of term 1 and 2. However, if concerns arise at any time throughout the term, it is expected that they will be addressed immediately.

2.4 Agendas

Each student in grade 1 through 8 is given an agenda. The agendas are used by students to organize their daily work, keep track of daily homework, responsibilities, and activities that take place outside of school. Each test, quiz, project, homework assignment and other classroom information deemed important by the teacher must be recorded in the student agenda. The senior students will have far more use of the agendas compared with the junior students who may be just learning how to use them. The agendas are another source of communication between teachers and parents. Due to the importance placed on agendas, parent signatures are required on each agenda weekly. During the first few months of school, teachers may require agendas to be signed daily. Daily homework can be found on the website as well (grades 4-8). A weekly overview of curriculum being taught in each class with important deadlines is communicated through our weekly newsletter.

2.5 Academic Requirements for Extra-Curricular Activities

The students at Kleinburg Christian Academy are expected to do their very best and achieve good grades. Although we understand that each student is an individual and that their results may be quite varied, certain expectations are required for each student before they participate in school sports, field trips, musicals or clubs. As a rule of thumb, students not working at their full potential due to inappropriate behaviour/attitude will be placed on academic probation by the principal until a satisfactory change in attitude and academic results have been achieved.

2.6 Student Awards

Every student will be given opportunity to receive awards based on their academic performance and character development at the end of each year. An assembly will be held to recognize those students and to encourage others to attain the same levels of commitment. The emphasis will be on continual improvement, although high achievers need to be honoured as well. Major awards for the grade 8 students will be presented at graduation. There may be periods of time that not all awards are granted.

SECTION III STANDARDS AND EXPECTATIONS

3.1 Rules for Students

The following rules for students are general guidelines for the students in how they should conduct themselves in the various areas of the school. Such a list could be one that goes on forever and the students' behaviour should reflect their awareness of God in their lives and the quality that we want the students striving toward. Students are to conduct themselves in such a manner that would be pleasing to God.

Students will not remember all the rules, all the time. However, they can be adhered to quite simply by remembering fourteen words. The student simply commits to the standard of:

**I will honour God.
I will honour my parents/teachers.
I will ask permission.**

By committing to the above everything else will basically fall into place.

3.2 General Rules

1. Only use proper and respectful language.
2. There will be no running in any part of the buildings (exception is the gym area).
3. No gum chewing at any time during the school day (including supervision).
4. Be obedient and show due respect to all adults, including using proper tone of voice when speaking with them and respectful body language.
5. Students are only to be in supervised areas during the school day.

3.3 Classroom

1. Students are expected to enter the classroom in an orderly fashion and quietly prepare themselves for class to begin.
2. Raise your hand when requiring assistance or answering a question.
3. Keep your area of the classroom in order.
4. A quiet, orderly classroom is often the best environment in which to learn (this means that students are on task -- not necessarily at individual desks). Of course there is always room for constructive noise.
5. General classroom routines must be followed, as set down by the teacher.
6. Students should be courteous to each other as well as to their teachers; i.e. talking back in class will not be permitted.
7. Differences of opinion, with the teacher or another student, should be resolved privately after class.
8. Only one person is permitted to speak at any one time in the classroom. It is rude to be speaking when someone else is speaking.
9. When answering a question, a student should raise their hand and give their response when the teacher indicates likewise. This helps to create a sense of order. On special occasions a teacher may have a brainstorming session where the raising of hands will not be required.
10. Students are not permitted to interrupt another class in session. If the student must speak with another student, he/she must go to the office where the secretary or an administrator will decide if an

interruption is necessary. Students on school business (i.e. student activities/events) may address the class upon the teacher's permission.

3.4 Hallway

1. No running or loud noise in the hallway.
2. When moving from one class to another, do so in a quiet and orderly manner.
3. Do not loiter in the hallway.
4. Keep your belongings in an orderly fashion.

3.5 Courtesy, Manners, and Respect for Peers

1. Common courtesy must be exhibited.
2. The holding of a door for an adult will be considered to be respectful.
3. Teachers must be addressed in a respectful manner.
4. Politeness must be exhibited to your peer group as well.
5. Teasing and gossiping are unacceptable.
6. The uttering of physical threats is considered to be a serious action, both by school and the Law, and will result in immediate action.

3.6 Playground Rules

1. Play fighting is strictly forbidden.
2. No touching unless helping
3. Do not pick up other students.
4. Tag games are not allowed on the playground equipment.
5. Students are to respect the space of others.
6. Playground equipment is for the use of JK-6 students.
7. When the bell rings, students are to line up quickly and quietly.
8. No snow/snowball throwing.

3.7 Office Area

1. Students may enter the office if they have a note or are injured.
2. Once in the office students must wait quietly.

3.8 Washrooms

1. There is to be no loitering in the washroom.
2. Washrooms are to be kept tidy (garbage in the garbage).
3. Students are to use only the washrooms that are specifically designated for their grade level.

3.9 School Property

1. Treat all school property with respect, as it is all a gift from God.
2. Wilful destruction of school property will result in the student being required to repair or replace the property in question.
3. Report any damage or acts of wilful destruction to the office immediately.

3.10 Operating Conduct

Biblical Principles for Conflict Resolution

It is our desire as a total school community to put into practice the biblical principles for conflict resolution. The following steps will help in the process:

1. Contact the individual(s) directly with the problem (i.e. teacher, administrative assistant, parent etc.) and arrange an appointment to discuss the concern.
2. Discuss your concerns in a calm and rational manner. Attempt to resolve.
3. If a resolution cannot be determined at the initial meeting, request a second meeting and request the principal to be present. The principal will ensure that a reasonable resolve is found or make decisions on next steps.

The decision of the principal shall be considered final. If a resolution has not been reached at this level, the family may be required to withdraw their children from the school.

Uncontrolled behaviour such as yelling, the issuing of threats, oral or written, will not be tolerated. If a parent or affiliate makes use of such, the family may be required to immediately withdraw their children from the school.

We encourage you to reflect upon your role and your attitude in the situation before you attempt to resolve the conflict.

When you are the source of conflict:

Matthew 5: 23, 24 -- "Therefore, if you are offering your gift at the altar and there remember that your brother has something against you, leave your gift there in front of the altar. First go and be reconciled to your brother; then come and offer your gift."

When others are the source of conflict:

Matthew 18: 15, 16 -- "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won a brother over. But if he will not listen, take one or two others along, so that "every matter may be established by the testimony of two or three witnesses".

Results of the Biblical Principles for Conflict Resolution

1. Gossip and slander cease.
2. Loyalty within the organization builds security. When each member within the organization knows that every other member is going to give only a good report about him/her unless he/she has been confronted in love, then a deep sense of security is developed.
3. Christians will edify each other.
4. The world will know Christ's pattern for resolving conflicts and this will help them see that the true mark of a Christian is that they love each other.

3.11 Expectation/Responsibility

Each person involved in the school, whether it is a student, parent or teacher, has a certain role to play in the education of the student. The following expectations and responsibilities are given to ensure a clear understanding of what each group should expect from the school and each one's responsibilities to ensure success.

To ensure a smooth transition into our education programs we have outlined the following expectations for the school:

1. Develop spiritual growth through Bible-based, Christ-centered curriculum
2. Assist parents in the development of their children for the future
3. Create a learning environment that is wholesome, supportive, enthusiastic and enjoyable
4. Teach socially acceptable, co-operative behaviour in the areas of manners, respect for property, rights and privileges of others.

To create a positive learning environment for all our students, we have established the following for each person in the school:

Student Expectations

The student can expect from the school:

1. To have Christian teachers who will understand, care for, and encourage them.
2. To have a Christian environment in which he may find a quiet and secure place to work.
3. To have proper language used by all associated with the school.
4. To be offered a place where mutual respect is evident amongst the students and staff.

Student Responsibilities

1. To respect all people and the possessions of others.
2. To conduct yourself in a Christ-like manner.
3. To present work in a neat and orderly manner.
4. Always to be found in the proper uniform and to be tidy in appearance.
5. To see that desks and student areas are neat and tidy.
6. To be prepared for each class, including completed homework, provision of gym clothes, and having the proper books and writing material.
7. To be punctual, regular and well rested.
8. To display a positive attitude, desiring to learn and discover.
9. To be obedient and desiring to develop productive action and language.
10. To Cooperate – willing to be taught and actively engaged in learning.
11. To be diligent in all of their studies and work assignments.

Parent Expectations

The parent can expect from the school:

1. The best possible Christian learning environment.
2. Fair and consistent enforcement of the rules of the school.
3. Notification when your child is having difficulty academically or behaviourally.
4. Provision of time for remedial help. Remedial help is considered to be for those students who are having difficulty with a specific concept. This is different from tutorial help, which a student may require due to an overall difficulty in a particular subject.

Parent Responsibilities

1. To communicate Christian values in all aspects of the school life.
2. To promote and be an example to your child of a positive attitude toward the school.
3. To teach respect for the rights and property of others.
4. To teach your child a courteous manner to both peers and the authority.
5. To ensure that there is proper supervision of the child's responsibilities to the school.
6. To comply with the various policies of the school.
7. To work with the staff in the area of academic or behavioural difficulties.
8. To follow the Matthew 18 principle in dealing with any conflicts.

Teacher Expectations

The teacher can expect from the school:

1. To have students who are prepared for the school day including the completion of homework and the provision of proper equipment (gym clothes, books, writing material).
2. To have students behave in the appropriate manner including manners and respect.
3. To have students who are self-disciplined (i.e. appropriate for the age level).
4. To have the positive support and co-operation of students, parents, and staff.
5. To have the support and leadership of the administration.

Teacher Responsibilities

1. To develop and present quality programs which meet the requirements of the Ministry of Education and reflect our Christian perspective on world events.
2. To manage their classrooms effectively.
3. To assist students who are experiencing difficulties, as well as stimulating those who are high achievers.
4. To be sensitive to the needs of students in all areas of the child's life.
5. To know and enforce the rules in a consistent and fair manner.
6. To be a role model of Christ-likeness at all times to students, parents, and colleagues.
7. To follow the Matthew 18 principle when dealing with conflicts.
8. To be a positive example to the students.
9. To communicate information on student progress and behaviour to students, parents, and administration.

SECTION IV SCHOOL POLICIES

4.1 Lateness

Students arriving after 8:45 a.m. are considered to be late. With our security system, doors to the building will be locked and those students who arrive after 8:45 a.m. will need to access the building at the front door. In order that classes are not interrupted, students who arrive after 8:55 a.m. will not be allowed entrance to the classroom until 9:10 a.m. Students will be detained at the office area where they will be dismissed at 9:05 a.m. in order to be ready for the 9:10 a.m. bell. Students in the hallway at the 8:55 a.m. bell will also be considered late. These students must stop and wait until the announcements are over before proceeding to the office for a late slip. These students will also not be allowed in class until the second period begins (9:10 a.m. bell). Late students must be signed in by a parent or guardian. Parents who are "caught" in the hallway are asked to be respectful of the National Anthem and the announcements and wait the few minutes before leaving the building.

4.2 Early Dismissal

Students that require early dismissal for any reason must present written permission from home. If a student becomes ill or is seriously injured during the day, the parent will be informed. Each student leaving early is required to have a parent or guardian sign them out. Parents should avoid "showing up" to take a child early unless for a family emergency.

4.3 Morning Drop-off/Afternoon Pick-up

The east parking lot will be used as a circle drop-off every morning (Kiss and Ride). Parents must drive in a counter clockwise direction at the east parking lot and drop off the student(s) at the east sidewalk. Students will proceed into the school using the east doorway or proceed to the playground as directed by the teacher/principal on duty. If further business is required in the school, parents must proceed to the south parking lot and enter the school from the south administration entrance. **Note:** students are to use only the east door as an entrance, unless the parent is bringing them in because of lateness and therefore requiring a late slip from the office. If you need to come to the office, send your child around to the east door/playground (or go with them) and then come to the office. Students arriving before 8:30 a.m. must be registered in the Before/School Program (fees apply). Since school day supervision does not officially begin each day until 8:30 a.m., please do not permit your child to enter the building or the playground until that time. It's all about safety.

Following school dismissal, the morning drop-off area will normally become a pick-up area (the area will be closed to traffic). Parents must park in the south parking lot and receive their children from the east parking lot. Students will be in a confined area in order to be picked up. Dismissal at the end of the day **is not considered an extra recess** and therefore students will be required to wait in only the designated area in order that they are ready for pick up as their parent/care-giver arrives. The **designated area** will be the **sidewalk at the east driveway and the area immediately adjacent to the sidewalk**. Students will be in grade groupings for easier pick up. If you need to talk to the supervisor or another parent please do not remove your child from the designated area until you are ready to leave. Those who are not picked up by 3:50 p.m. will be registered in the After/School Program (If pick up is before 4:00 p.m., no charge will be issued. Inclement weather will mean the pick up area is the gym, entering from the south entrance doors under the carport. Look for the large orange pylons to determine the location of pick up. If in doubt, ask at the office.

Please do not approach a teacher after 8:45 a.m. as they are responsible for their class at this time. Urgent matters, if possible, are best dealt with by appointment and after school hours, giving the teacher the heads up in order to prepare for the meeting. It's difficult to teach a class with a sudden urgent matter on your mind. Parents are not to be down the hallway (past the staffroom/kitchen during the school hours). Of course this does not apply to those volunteers who are here during the day or for emergency purposes. **We are sensitive to specific needs**, but ask that you approach the principal/teacher regarding the matter. JK/SK students may require assistance with hanging up coats/boots etc. for a period of time. Once independence has been achieved, we ask that parents refrain from further assistance. We do not want to create laziness and/or learned helplessness. It's all a part of the educational process; learning to become independent. On occasion, a student may be held back a few minutes beyond dismissal time. This will be communicated to the supervision duty person.

The Before/After School Program is available for those families who cannot easily drop-off their child (ren) immediately prior to school or pick them up immediately following school dismissal. There is a reasonable fee for this service.

4.4 Winter Weather

It is the policy of KCA that all students participate in recesses for the duration of the school year. During very cold winter conditions, outside exposure may be reduced or cancelled completely. When the outside temperature drops below -15 Celsius or in combination with the wind chill factor, the administration may reduce or cancel outdoor recess.

4.5 Accident/Pupil Illness Procedure

When an injury occurs in the classroom, hallway, gym, or playground, it is assessed by the teacher on duty and, if necessary, the child is escorted or sent to the office. When the child arrives at the office, the injury is reassessed and first-aid is given as required.

Once initial first-aid is given, one of the following three steps occurs:

1. If the injury is not serious, the child is sent back to regular activity.
2. If injury requires additional medical attention, a parent is contacted and requested to come to the school and make a further assessment regarding medical treatment.
3. If the injury is serious enough to warrant immediate medical attention, emergency medical service is called in conjunction with parental contact.

All medical procedures will be avoided if there is any uncertainty to the extent of the injury or the treatment required.

Following the accident, a teacher will complete an accident report form. This report will be kept on file in the school office.

An illness that comes upon a student suddenly will also be assessed by the classroom teacher. Other staff members may assist in assessment, if required. In minor conditions, the student may be asked to endure until the end of school. In the case of fevers or more extreme sickness, parents will be contacted to remove the student from the school. In more severe situations involving loss of consciousness, extreme bleeding, seizures or other serious medical conditions, Emergency Medical Services (911) will be contacted. The parents will be contacted immediately following contact with EMS. An accident report form is completed following any communication with EMS.

4.6 Medication

The taking of medication at school is a serious event. If at all possible, we encourage all medication to be administered at home. We understand that a student may require frequent or infrequent medication as they recover from an illness. When this is the case, all medication must be initially brought to the office with a letter explaining, in detail, what the medication is, how it is to be administered, when it is to be administered, the possible complications, and permission for Kleinburg Christian Academy to administer the medication. All medication will be kept in the office, except medication that requires refrigeration. The school secretary will administer all medication. Students are not permitted to administer any medication themselves.

4.7 Nut and Other Allergies

This is an **extremely important** school policy due to the fact that there are a number of children with severe allergies to nuts and nut products. Products containing nut or nut products **must not** be sent to school. The students, in general, have been excellent in their awareness of this issue and so it makes the school's job easier in attending to this matter. If a staff member is aware of a nut product they will place the item in a bag with a reminder note, which will then be sent home. Thank you for your consideration and co-operation in this regard. Other allergies will be noted and communicated to the home as necessary. When a child within a class has noted allergies, special regulations for that class only may apply. **Currently during our Hot lunch program, the following food items are not permitted: raw wheat, banana nuts, coconuts, mustard, raw or boiled eggs or egg containing products (mayonnaise, egg salad, and omelette); eggs in baked goods are ok.**

4.8 Student Safety

Student safety is taken seriously at Kleinburg Christian Academy. Although our school allows us to get to know most of the families involved at our school, procedures have been put in place to ensure our students are always safe from strangers and possible offenders. All visitors must proceed to the south administration entrance and sign in with the office personnel.

Security

The school has an intercom system for entrance into the building. Intercom stations are situated at the front, east, and north doors. Doors will be locked during the school hours and any person wanting access to the building must enter through the front door (only the front door has a remote release lock to allow entrance).

Highlights of the system:

1. A bell will ring at 8:55 a.m. at which time the doors to the school will be locked. O Canada will begin the school day. Period 1 begins at 9:00 am.
2. Parents/students arriving after 8:55 am will need to access the building through the front door in order to receive a late slip.
3. Students will not be allowed down the hall until 9:05 a.m. (they will be confined to the office area). At that time they will go down the hall to prepare to enter the class at 9:10 (beginning of second period).
4. By having late students enter the classrooms at only one point in time will prevent the constant interruption to classes.

Note: during recess periods the doors will be unlocked so students have access to the washrooms/office.

4.9 Lockers

All students from grades 5 to 8 have been issued a locker. Certain responsibilities and expectations have been given to these students to ensure safety, cleanliness, compliance of rules and privacy. Responsibilities are as follows:

1. Lockers are the property of KCA and are on free loan for one year to students.
2. Students must supply combination lock and report the combination to administration and teacher.
3. Students must keep lockers clean.
4. The following items are allowed to be posted: timetable, small mirror, and family pictures (max. 3).
5. Lockers are to be used only at designated times of the day.
6. Students are not to enter any locker other than their own.
7. Students are not to write in, on, scratch or mark their locker.
8. Random and unannounced visits by administration will take place to ensure complete compliance with above rules.

Failure to meet above rules may result in a loss of locker privileges.

4.10 Use of Telephones

Students will not be allowed to use the school telephone unless their business is urgent. All requests will be evaluated by the secretary/teacher. Students are not allowed to make calls to bring a friend home or to go home with a friend. Matters of this nature must be cleared with the parents the night before.

4.11 Visitors

All visitors are to report to the school office when arriving at the school. If any visitor is staying any length of time, a visitor pass will be issued and worn. Any volunteers working at the school will also be required to attain a volunteer badge from the office (Hot Lunch volunteers must not proceed down the school hallway beyond the washrooms).

4.12 Cards/Games/Toys

Students are not permitted to bring electronic toys or games of any kind to school (exceptions may be made for special occasions). Certain trading cards are not permitted at school. As names and characters of these cards continuously change, it is best to seek Principal permission prior to bringing them to school. Playing Cards are permitted, but not certain games such as poker. Toy guns or water guns are not permitted.

4.13 Attendance Policy

The student is required to attend ALL classes in ALL subjects. Absence from class may be excused for sickness, doctor's appointment, or other similar emergencies; but the absence must be verified by a note by a parent or guardian. If a student must leave during the school day, he/she must bring a parental note to the teacher and/or office before leaving. Students who fail to meet the attendance requirements will, undoubtedly, suffer in the evaluation process because participation and achievement cannot be fully assessed. Both attendance and active participation are important components of the evaluation process in all subjects. Parents are encouraged to ensure their child is punctual since much work or instructions can be missed even when it is only a few minutes into class time.

4.14 Boundaries

Students are to remain in the confines of the school area including classrooms, supervision, school hallways, and the area designated by the pylons.

4.15 Computer Games

It is expected that students will not be in possession of computer games of a questionable nature (violent, occult related, pornographic). Parents are asked to monitor their child's collection of computer games. Any student found in possession of an offensive game on school property will be issued a conduct report and parental contact will be made.

4.16 Containers

Due to the safety factor and our desire to eliminate as many potential problems as possible we require that no glass containers be sent to school. This would pertain primarily to juice bottles that may break if dropped either indoors or outside.

4.17 Electronic Devices

Beepers, "Walkmans", Mp3, ipods, CD players, as well as "Gameboys", hinder the social interaction of students and are a distraction, and are therefore not permitted to be worn or used on school property or during school trips. Cellular phones have proven to be a convenient way for some parents to contact their child before or after the school day. However, these are not to be in the classroom or used during school

hours. Any electronic device may be confiscated under the above policies and returned to the parent at a later time.

4.18 Entrance/exit

Students are to use only the east doorway. If you need assistance at the office please have your child come through the east door and then, if necessary, have them come with you to the office. The school wants to ensure that the students form a habit of only using this exit/entrance.

4.19 Fighting/Aggressive Behaviour

A student may receive a minimum one-day suspension for any physical action toward another student (younger children will be dealt with in-line with their developmental stage). This not only entails fighting, but any aggressive action that is displayed toward a fellow student that is deemed to be unwanted. Students who may be facing this kind of situation must seek out the help of a teacher and avoid any physical confrontation with the other student in order to avoid the consequence. Students carrying and/or using a weapon, or using an object as a weapon, will result in an automatic suspension and possible expulsion. No situations are ever the same and therefore the principal has discretion to deal with any situation as deemed necessary.

4.20 Games/Toys/Balls

Students who bring any games/toys/balls/equipment will be responsible for their safekeeping. Students sharing their items do take a certain amount of risk and the staff can only encourage all students to be mindful of someone else's property. In case of damaged/lost items the school will investigate to determine if there was wilful destruction. If this is the case then the offending child's parent would be contacted and restitution would be recommended. Otherwise accidental damage/loss cannot be addressed to the extent that some students would like to see. Please label all articles, as unmarked items will become the property of the school.

4.21 Hat Policy

Hats are not to be worn inside the school building while the school is open. This applies to non-uniform days as well as to regular school days. Any student wearing a hat inside the building will have his/her hat confiscated for the remainder of the day.

4.22 Leaving the School

Students who must leave school early because of an appointment must notify all the teachers whose classes they will be missing. The student is expected to show their teachers a note explaining their absence as well as finding out what homework will be given that day. Parents must sign out their child/ren in the office upon departure.

4.23 Lost and Found

Students should report to the school office to report a lost item or to retrieve one. We advise students/parents to label items in order to help return them to their rightful owners. Items that labelled will be returned to the owner. Students or parents cannot expect the school personnel to determine ownership of unlabeled items. If every article that is brought to school were to be labelled, we would be able to eliminate this department. The School will not be responsible for any items that have not been claimed within two weeks. If for any reason your child brings home an article of clothing that does not belong to them please return it to the office.

4.24 Music

Music was created by God and is one of the most influential forces in our society today. Unfortunately, popular secular music presents a message contrary to the will and statutes of God. Such music is detrimental to the spiritual well being of the listener and is offensive to many Christians. Students therefore should not bring any clearly offensive CD's, DVD's, clothing, posters, magazines or related literature to school. The school expects that parents will monitor their children in this area.

4.25 Possession of Occult or Satanic Material

Satan is an active force in the world today, and he desires to destroy the work of Christ and His followers. As Christians, we must stand against Satan and his devices. Any Satanic or occult materials, such as tarot cards, Ouija boards, symbolic jewellery, or Satanic/occult literature found on school property will be confiscated and returned to the parents.

4.26 School Trips

From time to time, the staff will organize field trips, and it is expected that students participate in these trips as part of the school program. Information will be sent to you as the excursion date draws near. Parental

permission will be required prior to the trip. Failure to provide the proper permission will result in the student not participating. Parental involvement may be required for supervision purposes and we welcome parents to volunteer and be a part of the program. Usually each trip requires a minimum number of supervisors and the teacher will determine the number prior to the trip. Therefore not all who volunteer will actually be required. In addition, a volunteer cannot “substitute” another adult in their place. Only parents can act as supervisors. Some exceptions may apply but clearance with the teacher is required. We ask that all parent volunteers follow the trip requirements as a support to the teacher in charge. Due to the supervisory role of a parent, younger siblings cannot be a part of the trip. Students are expected to conduct themselves in a respectful co-operative manner. They are to be dress according to the uniform policy unless specific alternative instructions have been given. Students are to remember that when they are on a field trip or some other activity that they are representing: 1) their parents, 2) their school, 3) the Christian faith.

4.27 Use of the Gymnasium

No student may engage in sports activities in the gym unless a teacher is supervising the activity.

4.28 Vital Information

It is imperative that you keep our office informed of any changes regarding home address and phone number and business numbers. This would also apply to the emergency number information.

4.29 Dress Code

The intent of this policy is to assist us in creating a school environment that is attractive, safe and conducive to learning”. KCA has an attractive uniform that distinguishes our students at all times. During the school day and at recognized school functions the only acceptable dress is our school uniform. All items of clothing must be labelled with the student’s name; and all uniform shirts (excluding gym/golf shirts) must be long enough to be easily tucked in. Shirts must be tucked in at all times, excluding recess.

The administration of KCA reserves the right to make the final decision concerning all aspects of the dress code, including the appropriateness of all non-uniform clothes, adornment, hair style, length and colour. Students not adhering to the rules may be asked to return home to make the necessary changes.

School Uniform

Girls

- * Tunic (JK-3)
- * Kilt (4-8); an optional X-kilt is available (built-in short)
- Navy blue shorts to be worn under the tunic or kilt for modesty
- * Embroidered Oxford buttoned down shirt (long or short sleeve)
- * Crested Cardigan or v-neck pullover
- Black indoor shoes (hard-soled; if possible non-marking; black running shoes not acceptable)
- * Navy blue pants for winter season (dates to be announced based on weather forecasts)
- Navy socks, nylons or tights

Boys

- * Navy blue pants (pull-up pants available for JK/SK)
- *Navy blue walking shorts (dates TBA based during times of extreme heat)
- * Embroidered Oxford buttoned down shirt (long or short sleeve)
- * Tie (except JK/SK)
- * Crested Cardigan or v-neck pullover
- Black indoor shoes (hard-soled; if possible non-marking; black running shoes not acceptable)
- Navy socks

Optional Casual Dress Uniform (Every Tuesday and Class Field Trips)

Girls

- * White embroidered golf shirt and navy blue pants

Boys

- * White embroidered golf shirt or buttoned oxford shirt without the tie.

Gym Uniforms: (mandatory for grades 4-8)

Boys/Girls

- * Navy blue shorts and shirts
- * Navy blue warm-up jacket and pants
- Non-marking running shoes

Gym clothes should be stored in a pull-string cloth bag in their locker when not in use. Bags are to be taken home on Fridays to be washed and returned on Mondays.

Optional Dress-Down Days (all students)

As part of a small fund-raiser, the last Friday of each month, students may purchase the privilege of wearing their street clothes (modest attire) for the cost of \$2/event. Students who neglect to bring in the required funds will then be charged \$3. Clothes are to be neat and clean. Clothes and caps are not permitted to advertise or promote any alcohol or cigarette companies or display sexually suggestive slogans, pictures or gestures or any other inappropriate or lude topics. Sleeveless tops must have complete shoulder covering. Tube tops or halter tops are not permitted. All tops must cover the entire mid section. Clothes need to fit properly. Pants are to fit comfortably around the waist and be an appropriate length.

Students may not be permitted in class without the proper uniform. All items designated with an asterisk (*) **must** be purchased at McCarthy's. A small "rental shop" will be available for some items in the school office/classroom at the cost of \$2/day.

Adornment

All students wearing rings, necklaces, earrings and other body adornment must do so with modesty, and without drawing undue attention. Permanent or temporary tattoos are not permitted. It is highly recommended that adornment of great value (emotional or financial), should not be worn to school; it can be easily lost, misplaced or stolen. For student safety, adornment must be removed for physical education classes and all team sports.

Girls are permitted to wear:

1. Watches, rings, bracelets, necklaces and earrings. One ring per hand is permitted, with a maximum of one necklace and two bracelets per wrist.
2. Earrings on pierced ears only. Earrings must be stud or small loops located only in the lobe. Only two adorned holes per lobe are accepted.
3. Fingernails can be only polished with a clear polish. False nails are not permitted.
4. Lip balm (or lip covering of any kind) needs to be without colour.
5. Grade 7/8 girls are permitted to wear, not bring to school, a limited amount of make-up. Sparkles on any part of the body are not permitted.

Boys are permitted to wear:

1. Watches, two bracelets per wrist, one necklace and one ring per hand.
2. Earrings and make-up are not permitted.

Hair

Boys and girls are to have hair that is neat, clean, and styled in a manner that does not promote undue distraction or attention to self or others (length may not be an issue but must always be out of their eyes). Extreme hair styles or unnatural hair colours are not permitted.

Winter Attire

Kleinburg Christian Academy requires all students to dress appropriately for winter weather. For those in the junior grades, this includes snow pants or a snow suit, warm boots, a winter jacket, gloves and a warm hat. Seniors are required to wear boots, a winter jacket, gloves and a warm hat (not a baseball cap). Optional attire may include a scarf or snow pants (for seniors). It is the policy of Kleinburg Christian Academy that all attending students spend their recesses outside. A doctor's note is required to stay inside during recesses.

SECTION V DISCIPLINE

Respect for God and His Word, respect for authority, respect for others and respect for oneself are essential for Biblical discipline. (1 Peter 2:17). Discipline at Kleinburg Christian Academy is intended to be primarily redemptive rather than punitive. This means that the school will try to help a student overcome a problem that has resulted in the need for discipline.

5.1 Circumstances Requiring Correction

1. When the learning process is about to be or is disrupted.
2. When, if not corrected, a potentially harmful situation could develop for an individual or for the others.
3. When actions or words would detract from a student's Christian witness.
4. When school rules or policies are not adhered to.
5. When conduct out of school violates our lifestyle requirements.

Students Responsibility to Authority

All students at Kleinburg Christian Academy must learn and adhere to the basic principle of obedience as taught in the Word of God. It is our desire to see each individual exhibit obedience in order that they may be used of God in His plan.

Scriptural Basis

"Children, obey your parents in everything, for this pleases the Lord." Colossians 3:20

"Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you."

Hebrews 13: 17

5.2 Behaviour

A record of those students who display inappropriate behaviour will be established and disciplinary action will be taken in accordance with the established Discipline Policy. In many respects this problem will be evident in their level of achievement and their own personal relationship with God. The policies already established will be effective. It is important that a proper process is maintained in order to have a healthy respect for each person involved. Discipline is training; consequences are the result of a student not complying with the established training. The goal is to ensure that students are trained properly, rather than tracking them down for punishment.

5.3 The Simple, The Fool and The Scorner

The book of Proverbs describes four kinds of people: the Simple, the Fool, the Scorner and the Wise. To be most effective in our discipline it is vital that we deal with the student according to where he/she fits among the first three categories. A mocker will not respond in the same way as a simple person. It is obvious that if a student is behaving wisely that corrective discipline would not be necessary. It is also assumed that age-appropriate consequences are carried out in order to be most effective.

The Simple student – one who lives without thinking – basically needs reproof and instruction. He/she must be taught to listen, detect wrong actions and attitudes and to foresee consequences.

The Fool has moved beyond simplicity and innocence. He/she has experienced the taste of rebellion and likes it. Perhaps a work detail, an assignment, suspension etc. may be required.

The Scorner or Mocker is shrewd, using gullibility of the Simple or the indiscretion of the Foolish to accomplish his/her goals. He/she poisons the group by causing strife, but it is seldom possible to link him/her with specific wrong doing because of his/her craftiness. The most effective discipline for the Scorner is removal from the group.

The first step in the discipline process is to assume that the student fits the Simple category. Their response and subsequent actions will determine how the student will be handled in future situations requiring discipline.

Ordinarily, students are first counselled. Counselling may also include discipline such as detention, work assignments, etc. If counselling fails to bring about the desired results, a student may be suspended from classes. The length of the suspension will reflect the severity of the misdemeanour. Expulsion may become necessary when other methods of discipline have been unsuccessful or in the case of a very serious misbehaviour. In certain cases, suspension and/or expulsion may be required on the first offence, depending on the gravity of the offence, the behaviour of the individual student and the influence on other students. Discipline for minor offences may be administered by any staff member. Discipline for serious offences (such as those normally requiring suspension or expulsion) will be determined and administered by the school

administration. No student will be permitted to be involved in any extracurricular activities while serving a suspension. Discipline takes priority over extracurricular school functions. This means that the obligations of the discipline must be met before a student may participate in extracurricular programs of any type.

5.4 Discipline Procedures

At KCA we believe in firm but loving discipline. We believe that the most effective method is the relational approach. This means that time is taken to speak to the student privately and correction is administered in love with a sense of justice as well as grace. Detentions and disciplinary actions are used sparingly and for the appropriate age levels. Students need to learn that wrong actions will result in consequences, yet our goal is not just punish the wrong action, but rather find the reason for the wrong action and bring correction to the root of the problem.

An office referral policy is in effect at KCA. Any adult who is a part of KCA can issue referral reports. A teacher or student will bring the OFFICE REFERRAL to the office, where the Principal will review it. The Principal will then discuss the situation with the student(s) in question.

OFFICE REFERRALS can be issued for such things as fighting/aggressive behaviour, cheating, lying, profanity, excessive talking during class, lack of respect for teachers and peers, disobedience, open rebellion, and skipping classes. Students should refer to "KCA - Standards and Expectations" for other behaviours that may warrant a referral report. The Principal will then decide if a CONDUCT REPORT and/or a call home should be issued. A CONDUCT REPORT is a written notification of the circumstances and facts of a situation that will be brought home to the parent by the student.

The initial course of action taken in most discipline situations is a student-teacher discussion. If this does not solve the problem, however, referral reports will be issued for repeat offences.

Parental involvement will be necessary during the process and the discipline procedure will be in accordance with the established policies of the school. Consultation with other staff may be necessary in order that everyone is equally informed.

SECTION VI OTHER INFORMATION

6.1 Weekly Newsletter

A Newsletter will be issued each Friday to the oldest child in the family. Newsletters will be posted on our school website as well. The purpose is to keep parents informed of special activities, upcoming events, concerns, general information of the school, and a weekly overview of the classroom curriculum and major deadlines.

6.2 Parent/Teacher Information Meetings

This function, held at certain times throughout the year, allows parents and teachers to communicate on many different topics. Meetings may involve listening to an informative speaker, visiting classrooms and teachers, taking part in specialty events and other topics. The evenings are informal and very informative. The first one of each year is held in September and focuses on curriculum and classroom routines and procedures.

6.3 Interviews with Parents

The staff of Kleinburg Christian Academy keeps the parent body aware of pupil progress (positive and negative) on an ongoing basis. Interviews occur after the first term and second term report cards. Interviews may be requested by parents or teachers any time there are concerns or when student progress is in question.

6.4 Lunches

Students are required to eat lunch in their classrooms (JK/SK) and in the gym (Grades 1-8). The Friday Hot Lunch program will be in the gym for all grade levels). A teacher will be on supervision at all times.

* To ensure a continually safe classroom, we ask that no glass containers be included with lunches.

Hot Lunch

The KCA Hot Lunch Program takes place every Friday. A list of the meals will be sent to each home and an opportunity given to sign up for the desired meals. This program is operated by parent volunteers and acts as a service and a fundraiser.

Treat Lunch

It is always a treat for students when their regular lunch is replaced with a lunch from their favourite eating establishment. While Kleinburg Christian Academy allows these lunches, we ask that parents limit them to Fridays only.

Snacks

Students are permitted to eat one healthy snack during our first recess break (10:30 a.m.). Examples of a healthy snack may include fruit, vegetables, muffins, raisins, yogurt or a vegetable drink etc. Other less "healthy" snacks or desserts may be consumed at lunch or after school.

Litterless Lunch

Please ensure that every effort has been made to reduce, reuse, recycle and eliminate as much garbage as possible. KCA does recycle blue box items.

6.5 Birthday Celebrations

Birthdays are special and it gives us opportunities as families to celebrate and remember. Tradition is a good thing because it allows us to build a sense of security and strength from our past. Birthdays are family related and thus as a school we need to place limits on birthday celebrations here. The reason is quite simple – precious school time can be lost because of birthday celebrations, which at times can become too elaborate and competitively driven. In order to alleviate potential conflicts the school will allow (if the parent so chooses) a "celebration" during the lunch period only. If a parent wants to provide a lunch or treat contact with the teacher is essential so that other parents are aware of what would be provided on the particular day. It is imperative that the lunch/treat is provided on time (lunch begins at 12:20 p.m.). By adhering to this policy it will keep everything in check, but still give opportunity to recognize a special day. Thank you for your co-operation in this matter.

6.6 Student Activities and the Selection Process

KCA is involved in any number of activities, which may require a selection process. Team sports, spelling bee/speech meet competitions, and public presentations (i.e. concerts) are the major activities that usually require competition for placement. Not all students try out for positions, but ultimately there are times where not everyone can be selected. The staff endeavours to make selections that will bring the best results for KCA. It is our intent to provide a positive, healthy environment where all students have equal opportunity, not only to try out, but to improve. Equal opportunity does not mean equal selection. The selection process does include careful consideration as to who has participated during the current school year.

6.7 Care of School Facilities

Students are responsible to help keep their classroom/lunchroom clean and orderly. Paper and trash must not be dropped or thrown on the floor or school grounds. The cleanliness of rooms and playground is important to the tone of the school. Each room is to be carefully tidied at the close of each school day.

6.8 Volunteers

Kleinburg Christian Academy appreciates the many parents who give their time to assist in many areas around the school. Before volunteering, a volunteer badge must be obtained from the office. Strictest confidence must be kept when volunteering with classroom work, or when confidential information is seen or overheard. Examples of volunteer work include:

- Hot lunch
- Parents in Action Committee (fundraising, marketing and hospitality)
- Driving to a sports tournament or class trip
- Supervising during a class trip
- In-class reading groups
- Assisting a teacher with certain class work
- Outside grounds work (i.e. snow removal, recess supervision etc.)

6.9 School Cancellation

Severe winter weather can lead to school cancellation. The cancellation of school is the responsibility of the principal. As well as radio communication, our web page (www.kleinburgchristian.ca) will also display a notice if school has been cancelled prior to 7 a.m.

The rule of thumb is this: If York Region Board of Education cancels their busses due to inclement weather, then KCA will be closed. Parents can check www.schoolbuscity.com by 6:00 a.m. to get an early heads up. Shortly thereafter it will appear on KCA's website. Please read or listen carefully, cancellation may be "region wide" or "municipality specific".

* If neither the radio stations, York Region Board of Education website (stating busses cancelled) or our web page shows school to be cancelled, assume that school is proceeding as usual.

6.10 Fire Drills

Ontario regulations require that all schools have at least six fire drills each year. Fire drills may take place with full school warning, with limited warning or with no warning. Mock fire simulations may take place with full emergency services present. All teachers and students are made fully aware of emergency exits and fire drill classroom procedures. Ontario regulations require all building inhabitants to exit the building during any fire drill or mock simulation.

6.11 Consumer Protection Information

Government regulations require that all schools provide information to parents and legal guardians concerning their rights as consumers. The Ministry of Consumer and Business Services has provided a web site and telephone number if any information is required. Please contact www.cbs.gov.on.ca or telephone (416) 326-8800, or toll free at (1-800) 889-9768 if you require further information.

6.12 Parent Acknowledgement

After having read this document through, we ask that you the parent take some time to discuss the information within this document with your child in order that everyone is made fully aware of the expectations and standards that we have put in place.