



# Calgary Christian School

## Elementary Parent/Student Handbook 2023 – 2024

### **Elementary Campus**

*Kindergarten – Grade 6*

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# CALGARY SOCIETY FOR CHRISTIAN EDUCATION

## **Welcome**

As parents, we choose Christian Education at Calgary Christian School for our children because we believe that the school should contribute to their spiritual education and growth; because the biblical charge to raise our children to know God includes choosing a school that will work with us to achieve that goal; because CCS teaches from a worldview that clearly demonstrates Christ's claim over all aspects of our lives; because we understand that the choices and sacrifices we make have an eternal impact.

We deeply value the engagement of our families, and are most successful in fulfilling our Vision and Mission when everyone is active and involved. The Christian faith has a relationship at its heart – between the fallen human and our Creator and Redeemer. At Calgary Christian School, we desire a true relationship between our families and our school – one of honesty, respect, and responsibility.

We welcome you to Calgary Christian School with open hearts and open minds. Thank you for entrusting your children to our care, and thank you for partnering with us to create and refine these relationships. It is our desire that the time spent here will be fruitful and enriching as we work together in encouraging our students to ***Learn, to shape God's world.***

## **Mission Statement**

Calgary Christian School is a community, called and dedicated to integrate faith and learning, reaching for excellence in equipping responsive citizens of God's Kingdom through a Christ-centered educational environment.

## **Vision**

Learn, to shape God's world.

## **Vision Statement**

We believe that God is the Lord of all creation. As a community of Christians, together with the support of the home and encouragement of the church, we are dedicated to educating, from a biblical perspective, the children God has entrusted to us.

Within a Christian environment, the school seeks to shape its curriculum and methodology using Christian principles.

Children are unique image bearers of Christ. Therefore, we are committed to developing the gifts of each student. We wish to nurture all children so that they may be led to discover, celebrate and proclaim, both individually and communally, the restorative power of God's work in all areas of life.

We strive to provide knowledge, insight and skills to equip children for a life of faithful and joyous service to God and neighbor.

## **Society Membership**

Each family holds one membership in the Calgary Society for Christian Education (the Society) while their child(ren) attend Calgary Christian School (Kindergarten – Grade 12). Memberships are non-transferable and renewed annually. Additional memberships may be requested. Fees for additional memberships are set by the Society's Board of Directors.

## **Educational Basis and Creed**

The purpose of education at the school is:

- to attain understanding, wisdom, and righteousness and so instill in the child an awareness of God's presence in their life;
- to provide the child with skills and understanding of themselves, their relationship to God, to others, and to the world around them, and to so faithfully serve the Lord in all areas;
- to provide learning experiences suitable to the needs and abilities of each child;
- to achieve excellence in all endeavors, in accordance with the talents God has provided each child.

The Calgary Christian School Educational Basis and Creed is available in its entirety on the CCS website.

## **Five Pillars of Excellence**

The goal of Calgary Christian School's educational program is to motivate each student as they work towards achieving excellence in all they do. At Calgary Christian School 'excellence' means striving for one's own best and fulfilling the potential that God has given each child. It is about challenging preconceived notions of what we are good at and daring to try what might frighten us. It is about developing our gifts and using them to impact the world.

Excellence in education is about developing the whole child – intellectually, emotionally, physically, socially, and artistically. These five elements of excellence are central to the Calgary Christian School's Educational Program, but the cornerstone for each of these areas in the school is the school's spiritual foundation. This document is also available in its entirety on the website.

## **Society Meetings**

The business of the Society is conducted through meetings held in the fall and spring of each school year. All Society members are expected and strongly encouraged to attend. These meetings are an important source of information and the forum for decision making for parents and supporting members. The Fall Meeting (a Special Meeting of the Society) typically includes information on the previous year's financial performance, as well as plans for the current year. The Spring Meeting (the Annual General Meeting of the Society) includes a presentation of the budget approved for the next school year and the election of new Board members. Per the Society bylaws, meeting agendas, minutes and other information is mailed to Society members prior to these meetings.

## **Busing**

A fee-based school bus service for students in Grades K – 12 is provided by a contracted school bus company. Bus routes are designed in July and families are notified of the details of their route in August.

## **School Communication**

The monthly School Newsletter is the main means of communication between Calgary Christian School (CCS) and the home. The whole school “Compass” newsletters are posted on the website every six weeks or so, and delivered through email. There is a CCS weekly email as well, that often contains more time sensitive information.

CCES teachers also send home consistent communication through emails or monthly newsletters that are pertinent to the families of the class members.

### **Parents Who Pray**

Parents Who Pray is a volunteer group that meets each week throughout the school year to pray for the students and staff at Calgary Christian School. Meeting days and times are noted on the website. New participants are welcome anytime. Information on how to forward prayer requests is available on the website.

### **Blessings and Burdens**

Blessings and Burdens is a special ministry that comes alongside families within our school community who are grieving a loss, dealing with illness, or enduring other challenging circumstances. This group also celebrates with those families who have welcomed a new baby or who have attained a major achievement. Through gifts of time, food, and other necessities our school community is supported and blessed by each other. Requests are kept confidential and can be emailed to [blessings@calgarychristianschool.com](mailto:blessings@calgarychristianschool.com).

### **Volunteering and Fundraising**

Volunteer opportunities and fundraising event information is sent regularly to Society members via email. Additionally, it is posted on the CCS website and advertised in the School Newsletter and classroom newsletters.

- Fundraising activities conducted within and for CCS must be approved by the Society’s Executive Director and coordinated through the Community Relations Office.
- The Society’s fund raising activities may include donation drives as well as special events throughout the year. Funds raised may support specific programs, general operations, and/or special capital improvements.
- Volunteering builds community, and family members should consider how they might support CCS with their time or talents. Volunteer Service to the school is essential to provide learning opportunities and program excellence to our students.
- Volunteer policies are set by the Palliser School District.
- Volunteer roles that directly supervise students require a criminal record check. Some roles may require additional permissions such as driver’s abstracts and proof of insurance (\$2,000,000 public liability and property damage coverage). A letter requesting the police check and government issued ID are required to complete the process online or at a local police station. Letters are available at CCS administrative offices.

### **Christian Credit Union Youth Banking Program**

To encourage money management skills and stewardship, Calgary Christian School has partnered with Christian Credit Union to offer student bank accounts. Once an account has been opened, deposits will be accepted on designated days throughout the school year. Complete information is available on the website, under the *Parent* tab.

### **Learning Adventures Preschool at Calgary Christian School**

The mission for the Preschool is to continuously expand each child's innate gifts, to encourage their curiosity and increase their knowledge, skills and creativity through an educationally designed play approach to learning. Each class is led by a trained teacher and a teacher's assistant which allows for plenty of child/teacher interaction and personal attention. The four-year old classes incorporate math and reading readiness to assist in the transition to kindergarten. We believe in a strong, Christian educational environment where love, support, respect and service are the basis of our program. With this foundation we can nurture and help each child to develop socially, emotionally, physically, intellectually, and spiritually.

Questions specifically relating to the Preschool program can be directed to Susan Ohman, Director 403-242-2896 ext. 358, or [sohman@calgarychristianschool.com](mailto:sohman@calgarychristianschool.com).

## **CALGARY CHRISTIAN SCHOOL GENERAL INFORMATION**

### **Teaching Staff**

Calgary Christian School teachers hold Alberta Education certification and are professional, knowledgeable Christian educators. Teachers structure learning environments that challenge students to achieve excellence, encourage creative and critical thinking, and teach a worldview that is founded on the Bible. Teachers are purposeful about discussion of Christian principles and develop teaching styles and methods that match the learning styles and abilities of their students.

### **School Council**

Alberta Education defines the School Council as a collective association of parents, teachers, Principals, staff, students and community representatives who seek to work together to promote the well-being and effectiveness of the entire school community and thereby to enhance student learning. A School Council is a means to facilitate cooperation among all the concerned participants in the local school. School Council meeting dates and meeting minutes for the Elementary and Secondary campuses are available on the school website at [www.calgarychristianschool.com](http://www.calgarychristianschool.com)

### **Differentiated Instruction**

Through an inclusive school environment, all students are appreciated for their unique gifts and are encouraged to participate and contribute to the school community. A wide range of instructional strategies and modifications are used to provide students with tools to succeed in the classroom. Calgary Christian School draws upon school staff and other professionals to ensure that, to the best of their ability, the needs of the students are being met.

### **School Boundaries**

CCES students are required to stay on campus for both recess and lunch. Lunches are eaten in classrooms and supervised by teachers.

### **Dress Code**

Students are encouraged to use good taste and judgment in their mode of dress and grooming. Standards of dress present our person to the community. The CCES dress code is largely based on that of CCSS, in part so that as students move from one campus to another, there is consistency of expectations.

The following are more specific aspects of the code:

- Clothes must not reveal visible undergarments (visible straps are allowed) and should be made of opaque fabric, not transparent.
- Shorts/skirts/dresses need to fully cover underwear and buttocks
- Pants should not be worn so low at the waist that undergarments are visible
- No low cut tops or muscle shirts
- Shirts/tops need to be long enough to cover midriffs (front, back, and sides)
- Ripped jeans are permitted, as long as underwear and buttocks are not exposed
- Footwear should be safe and appropriate; non-marking shoes are to be worn inside the elementary campus building.
- Messages on clothing should not display any words or symbols that depict discrimination, hate, violence, profanity, and inappropriate or restricted substances

Students who are in violation of the Dress Code will be asked to change their clothes, cover the clothes, or turn offending clothes inside out.

### **Student Owned Devices**

Palliser Regional Schools believes that technology can be a powerful tool to enhance learning, enabling students to access, work with, and communicate knowledge and information. Consistent with this thinking is our goal for students to develop self-regulation skills at developmentally appropriate times. While there are potential issues associated with the use of technology, we believe that the benefits far outweigh these issues. We try to take every measure possible to ensure the safe and appropriate use of technology and the Internet by providing a safe and secure wireless network for all users. To complement this, all students, staff, and parents must adhere to established standards of acceptable use when using the school's technology or access to the Internet.

A "Student Owned Device User Agreement", available at the school office, must be completed in a limited number of special situations, in order for CCES students to be allowed to bring their own devices to school and have access to the school's wireless network.

### **Students with Allergies/Medical Conditions**

School personnel may not administer medication to students without appropriate authorization and training. Parents may request that school staff administer medication to their students by completing a "Request for School Assistance to Administer Medication" form. If a student suffers from a life-threatening allergy or condition, parents should submit a "Medical Alert Form". These forms are available at the school office.

### **Behaviour Expectations**

- By following the standards outlined in the Partnership Agreement, a behaviour contract that is included in the enrolment process, students are expected to be courteous, considerate, and respectful in their interactions with teachers, school staff, volunteers, and other students.
- Students are expected to be responsible in their use of school resources, equipment, and property; to respect their own belongings; and to respect the belongings of others.
- Students are accountable to all teachers, school staff, volunteers, and each other while on school premises, on buses, and on all school related activities.
- Calgary Christian Elementary School is a "contact-free" school: this means hitting, kicking, shoving, and the like are not permitted. Foul language will not be tolerated.

- When corrective action becomes necessary, the school strives to use discipline that is restorative. Teachers will encourage positive behaviour and hold students accountable for negative behaviour.
- The school and home will work together in situations where major disciplinary action is required. The Superintendent of Palliser Regional Schools is the final authority on all major disciplinary action, including expulsions.

As indicated above, engaging in physical contact, inappropriate student behaviour, or using inappropriate language in the common areas (e.g., the playground, hallways, lunchrooms), is prohibited. If such behaviour occurs, the CCES Behaviour Policy will be implemented. The policy is outlined in Appendix One: CCES Behaviour Policy.

### **Inclement Weather**

Closure of Calgary Christian School due to weather will be at the discretion of the Superintendent of Palliser Schools with input from the Principal. If closure is necessary, a notice will be posted on the CCS website homepage. Additionally, local radio stations will be notified to help broadcast this information.

Bus routes may be cancelled during extreme weather OR unsafe road conditions. When reliable public sources report Calgary temperatures below -35°C at 6:00 a.m., buses will be cancelled for both the morning and afternoon routes. If cancelling bus routes becomes necessary due to inclement weather, information will be posted on the CCS website and each family on the route will receive an email and/or text message.

**The cancellation of bus services does NOT mean the school is closed. These are separate decisions. Parents are encouraged to check the CCS website and social media to confirm the status of bus and school operations.**

When temperature including wind chill is -25C or colder, elementary students will be given the choice to remain indoors during their recesses. When it is raining steadily, students will remain indoors. When it is raining, parents are encouraged to send students to school dressed appropriately, with boots, umbrellas and rain jackets, so that if it is raining lightly the students are still able to go outside at recess times.

### **Family School Liaison Program**

The Family School Liaison Program offers one-on-one counseling with students, provides support to families dealing with challenging circumstances, assists teachers in meeting students' needs, and liaises with social workers, pediatricians, and other community agencies. A request for counseling can be initiated by students, parents, or teachers. Students under the age of 16 must have written consent from a parent to receive counseling.

### **Class Lists**

Class lists are made at the end of the school year, taking into account many factors, including gender balance and student friendships. In late August emails are sent out to parents informing families which classes students are in. Due to the many factors considered, when made, class lists are final.

### **Community Health Nurse**

The Calgary Health Region assigns a Community Health Nurse to Calgary Christian School. This nurse coordinates the student vaccination schedules, relays information to the school regarding

communicable diseases, and keeps in touch with the school regarding general public health concerns.

### **Volunteers and Visitors**

All volunteers who would be left unattended with students at CCES (e.g., on a field trip) are required to have a current “Criminal Record Check” each year. Details on this process can be found on the CCS website on the Parent Page. Letters to apply for a police check can be obtained from [ccesoffice@pallisersd.ab.ca](mailto:ccesoffice@pallisersd.ab.ca), or by contacting an administration office at either campus.

### **Chapels and Assemblies**

All students at Calgary Christian Elementary School attend and participate in devotions and chapels on a regular basis. Chapel times take place once a week during a scheduled period and are led by Pastor Rachel Jesse. They may center around our school theme verse and include application into the classrooms. Additional activities and projects are prepared and used in classrooms through our Teaching for Transformation program.

### **Fire Drills – Evacuation Procedures**

In the event of an emergency evacuation, students and teachers use the nearest and most direct exit route from their location. Routes are posted by each classroom exit. If the most direct path is blocked, the next nearest and direct path should be chosen. Upon exiting, staff and students proceed to muster points as directed, and assemble in their classes so that the teacher can ensure all students are accounted for. Nobody re-enters the building until the all-clear is sounded by the Principal. The fire alarms are rung according to school-wide informed schedules for short periods of time to further familiarize students with the aspects of the evacuation process. Fire drills are held regularly as directed by Palliser Regional Schools’ Administrative Procedures.

### **Lockdown Procedures**

In the Palliser Regional Schools Crisis Response Manual, a critical incident is defined as a traumatic incident outside the realm of normal human experience that is markedly distressing. It impacts individuals, as well as the educational process itself, because the people in that system experience confusion and disorganization. Should a critical incident occur, the school will ensure a safe and caring school environment by focusing on the key areas of prevention and early intervention. The school administrator or Calgary Police Service may initiate a lockdown. A lockdown means that students remain in their classrooms or other designated safe areas with precautions taken to minimize their visibility. School and classroom doors remain locked for the duration of the lockdown. Police will advise the school when the lockdown status can be lifted.

Should the police advise, a School Alert Status may be implemented rather than a Lockdown. School Alert Status would retain a locked school and classrooms but the minimal visibility restriction would be lifted. Students could remain in their desks and could be escorted from their classrooms to use washroom facilities.

- If a lockdown situation arises at our school during classes, an announcement will be made over the PA system.
- Students that are not in class should proceed immediately to the nearest lockable room.
- During the lockdown, students are to keep away from doors or windows and remain silent.
- Once an area or room has been secured, no one is to be let in or out until directed to do so from the school office.
- Authorities will announce when it is safe to come out of lockdown.
- Once the all-clear announcement is made, subsequent directions will be provided.



To ensure the ongoing security of students, Calgary Christian School operates an alarm and security system at both campuses that includes cameras, locked doors, and passkey technology.

### **Parking**

Calgary Christian School is committed to being an “Idle-Free” zone – please turn off your vehicle when dropping off or picking up students at the school.

#### Elementary Campus

- Parents are to use the parking lot of Emmanuel Christian Reformed Church (on the corner of 30<sup>th</sup> Avenue and 51<sup>st</sup> Street) to drop off and pick up their children, or if parking in order to visit or volunteer at the school. Backing into the spots on the ECRC parking lot is encouraged. Please follow posted traffic flow and parking signs. Do not park along 30 Avenue, 49 Street, or 50 Street when dropping off or picking up students, or when visiting or volunteering at the school. Please do not make a U-turn at the T-intersection of 30 Avenue and 50 Street. CCES staff members are to park in the school or ECRC parking lots.
- School buses park in designated Bus Zones on 30 Avenue and 49 Street to drop off and pick up students.

## CALGARY CHRISTIAN ELEMENTARY SCHOOL Kindergarten – Grade 6

## Staff and Support Staff

Executive Director	Ken DeWyn
Principal	Mr. Magnan
Vice-Principal	Mrs. Jullion
Admin. Assistant	Mrs. VanderPlaat
Admin. Assistant	Mrs. Bettin
Kindergarten – M/W	Mrs. deGroot-Jonker
Kindergarten – T/TH	Mrs. Parschauer
Kindergarten – T/Th	Mrs. Groot
Grade 1W	Ms. Wolfe
Grade 1G	Mrs. Garnett
Grade 1B	Mrs. Bowen
Grade 2V	Mrs. van Dyk
Grade 2B	Ms. Bachinski
Grade 2C	Mrs. Cassidy
Grade 3B	Mr. Bird
Grade 3S	Mrs. Steinke
Grade 3M	Mrs. Mihai
Grade 4W	Mrs. Williams
Grade 4J	Ms. Janz
Grade 4V	Ms. Vandermeer
Grade 5JH	Mrs. Elchuk/Mrs. Homann
Grade 5V	Mr. Vriend
Grade 5T	Mrs. Thompson
Grade 6G	Mrs. Gillard
Grade 6M	Ms. Makila
Grade 6SG	Mrs. Gooliaff
French	Madame Yu
Music	Ms. Bolink/Mrs. O'Brien
PE	Mr. Heppner/Mrs. Hussey
Learning Support Teacher	Ms. Visser
Family School Liaison Counsellor	Mrs. Lerner
Making Connections Worker	Miss Ekubazgi
Librarian	Mrs. Thiesen
Librarian	Mrs. Bettin
Community Development	Ms. Schaap
Educational Assistant	Mrs. Bonk
Educational Assistant	Mrs. Halford
Educational Assistant	Mrs. Unrau
Educational Assistant	Mrs. Van Sloten
Educational Assistant	Mrs. Fan

**Student Drop Off / Arrival time**

Children must not be dropped off at school before 8:15 a.m., as outdoor supervision starts at 8:15 a.m. Students may access the building from multiple entry points between 8:20 and 8:30 a.m. (please see below). The school day begins at 8:30 a.m.; at that time all exterior doors will be locked. After that time students need to enter by the front doors (they will be buzzed in) and proceed to the main office, where they will be noted by the Admin. Asst. as late before going to their classroom.

When picking up students after school, please arrange ahead of time where you will meet your child, and do not be late. Please wait for the student outside the doors or at your vehicle. Teachers will help students exit serially by classes. Regular dismissal is from 3:28 - 3:32 p.m., but Friday dismissal is from 12:35 a.m. - 12:40 p.m. There is supervision after school for 15 minutes, so student pickups need to occur within that 15 minute window.

Door Assignments/Entry and Exit Points:

- KJ, KP, KG, 1G, 1B - upper north door by playground
- 1G, 2B, 2M, 2C - front entrance facing 49th Street
- 3M - west corridor
- 3S, 3B, 4V, 5T - lower north door by portables
- 4W, 4J - west door by gym
- 5EH, 5V - south entrance
- 6M, 6SG, 6G - west door

**Attendance/Lates**

Please notify the school of student absences or late arrivals as soon as possible. If notice is not given the parent will receive a phone call to ascertain the whereabouts of the child. Parents can use the CCS website to advise the school office about student absences and lates; the website is mobile-device friendly. Another alternative is to call in to the office to report if a student will be late or absent. If a child arrives at school with less than half the morning classes left, s/he will be considered absent for the morning. Also, please inform the school office when a child needs to leave class early, or if there is a change in transportation arrangements, as it is crucial for the safety of the children that the home and school know where each student is.

CCES attendance policy mirrors that of Palliser Regional Schools, and follows the pertinent sections of the *School Act* (13, 14, 15, 60). Consequently, in cases of excessive absences (more than 15%), if necessary, the matter will be referred to the division's Attendance Officer and subsequently to the Attendance Board. For further information in this regard, please see below in the Handbook Appendix Two: Palliser Regional Schools Administrative Procedure 330 - Student Attendance.

According to the Calgary Christian School Partnership Agreement, which is signed by all Parents/Guardians upon application, parents will "Ensure my/our child(ren) regularly attend(s) school and arrive(s) at school on time". CCES students should be in class and seated at their desks by 8:30 a.m. The buzzer indicating entry to school will sound at 8:15 a.m., and a second at 8:30 a.m., signalling the locking of the exterior doors. Students arriving on time experience a smooth transition to the school day, and demonstrate respect to the class; conversely, students arriving late disrupt the classroom activities.

## **Homework Expectations**

Homework assignments contribute to the educational growth of the student. Homework is assigned to complete work begun in class and to reinforce classroom learning.

Students in Kindergarten to Grade 3 are frequently assigned daily reading assignments that are recorded in a Home Reading record. Grade 3 functions as a transition year, and in preparation for Division II the amount of homework increases as the year progresses; a number of projects are assigned to be worked on both at school and at home, particularly in the latter part of the school year. Once students are in Division II, they can expect to devote an average of 30 minutes daily to their homework/reading.

## **Student Illness**

Children must not come to school when they are ill with vomiting, nausea or diarrhea; they are considered contagious for up to 48 hours after they feel better. For further information regarding specific illnesses, including the exclusion periods, please see the AHS documents informing the school policy at the end of this Handbook in Appendix Three: AHS Communicable Diseases Documents.

## **Scent Awareness**

At Calgary Christian Elementary School we strive to keep our environment as “scent free” as possible. We ask that everyone be considerate of those who may have allergies or other respiratory sensitivities and avoid the use of scented products when possible.

## **Nut Awareness**

- CCES strives to be a “nut-aware” environment. Lunches, snacks, treats, or food gifts should not contain nuts.

## **Volunteering**

Please consider volunteering at CCES for hot dog or pizza days. In order to do so, look for the Sign Up Genius “Quick link” on the CCS website.

## **Provincial Achievement Tests**

Students in Grade 6 will write tests in English Language Arts, Math, Science and Social Studies this year in May and June.

## **Supervision**

Children are supervised outside at lunch and recess time by Teachers, Learning Assistants, and often an Administrator as well. Students are encouraged to try to deal with issues themselves, and will receive teaching in this regard through the Second Step social-emotional learning program (please see Appendix One: CCES Behaviour Policy below).

CCS strives to be a bully-free environment. Incidences of bullying are taken very seriously. Teaching positive interaction strategies as a proactive measure in this regard is also part of the Second Step social-emotional learning program.

## **Home / School Communication**

Communication between the home and school is an opportunity to bring honour to our Lord.

What your child's teacher will communicate to you:

- Positive encouragement as well as areas in which to grow
- Progress and challenges: report cards and interim reports
- Classroom events and activities via the classroom newsletters, websites, email and the school website

Report cards for Grade 1-6 are sent home at the end of November, near the end of March, and the end of June. Parent/Teacher conferences take place in October and again in February.

Kindergarten follows a slightly different schedule than Grades 1-6. There is interim communication in October. Parent / Teacher conferences are in the latter part of November mid-March. Report cards go home at the end of January and June.

How the parents can help build a positive and healthy home/school relationship:

- Speak positively about your child's teacher and the rest of CCES staff. Follow the principle of Matthew 18. Speak first to anyone with whom you have a complaint.
- Consider every communication with the teacher as a 'bridge building' opportunity.
- If a significant concern arises, it is best to arrange to speak to the teacher in person.
- A positive relationship between parent and teacher is what is best for the child.
- Get involved in the CCES School Council

The Freedom of Information and Protection of Privacy Act requires that consent be obtained for the collection and use of personal information that is not authorized under the School Act. Please see the Palliser Regional Schools document in Appendix Four in this regard.

## **Electronic Communication**

Palliser has developed rules for electronic communication which set high standards. Administrative Procedure (AP) 140 states that: "While using any Electronic Resources the user shall use ethical and respectful behaviour when emailing or posting material." All members of the CCES community, including staff members, students and parents are to adhere to this policy, to the end that electronic messages should be respectful and clear. Users may not send offensive or harassing material through electronic mail, or via electronic messaging.

## **Library**

Students are assigned library borrowing privileges based on grade level. While there are no overdue fines, there will be borrowing restrictions for students who are late in returning books. There will be replacement charges for lost or "damaged beyond repair" books.

## **Hot Dog & Pizza Lunches**

One day per week, during the lunch hour, parent volunteers prepare and sell hot dogs to students. One day per month, pizza and milk are sold to students. Proceeds from lunch sales are directed towards various projects and initiatives at the Elementary Campus.

## **Personal Property**

Student bicycles are to be parked and locked in the bike racks provided. For safety reasons, bicycles, skateboards, and rollerblades may not be ridden during the school day or at the recess times on school property. Students are strongly encouraged not to bring valuable items such as electronic games and collector cards, or amounts of money to school. Cell phones are to be switched off and stored for the entire school day. Lunch Boxes, school supplies, instruments, and clothing should be labeled with the student's name. Unclaimed "Lost and Found" items are donated to the Bibles for Mission Thrift Store.

## **School Patrol Program**

Calgary Christian School partners with the Calgary Police Service to provide Grade 6 students the opportunity to participate in the AMA School Safety Patrol program. Student school patrols learn lifelong skills, such as responsibility, accountability, teamwork, and leadership.

## **Elementary Christmas and Easter Concerts**

A Christmas concert and an Easter concert will take place each school year. Grades K-3 will present one concert and Grades 4-6 will present the other concert, alternating each year.

## **Recess and Playground Equipment**

The playground area is equipped with two play structures, a baseball diamond, soccer field, two basketball courts, and painted lines for student games. Bicycles, scooters, ripsticks, skateboards and other wheeled toys are not allowed to be used on school property during school hours.

## **Miscellaneous Information**

Please be aware that with close to 500 students in the school, administrative assistants should not be asked to deliver personal messages to students unless it is an emergency.

If a student's end of day routine is to be changed (e.g., s/he will not go on the bus, or a different adult will be picking him/her up), please call the office prior to 3:00 pm., in order to insure the message is able to be relayed to the proper classroom. The end of the school day is usually very busy in the office, and Administrative Assistants are not always able to take all phone calls at that time. There is usually only one Administrative Assistant working at the end of the school day, and as a result, if end of school day changes are not communicated to the office prior to 3:00 pm., the school cannot guarantee that those messages will be relayed.

If any personal information changes throughout the year (phone numbers, email addresses, home address, etc.), please be sure to let the office know.

# **Appendix One: CCES Behaviour Policy**

Our aim at CCES is to promote the good behaviour that has been encouraged at home, and thus create a happy, safe, and secure school atmosphere for all students to learn and play. We expect students to demonstrate respect for

- staff - listening, obeying, answering when called
- one another - kind words, sharing, politeness, cooperation
- the different school environments - classroom, library, art room, hallways, washrooms, gym, music room, and playground.

Each CCES teacher has a classroom behaviour policy that includes both consequences for misbehaviors and rewards for good behaviours.

The CCES School Behaviour Policy, however, is enforced particularly in the common areas, such as the **hallways, foyers, washrooms, lunchrooms, playground, and buses (for field trips)**, by all staff members. The policy has both proactive and reactive aspects, to teach and encourage positive behaviours, and to provide consequences for misbehaviours that lead to appropriate conduct in the future.

The CCES Behaviour Policy incorporates the Positive Behaviour Interventions and Supports (PBIS) system for schools developed in particular by Dr. Terry Scott. A link to a presentation by Dr. Scott about PBIS follows <https://www.youtube.com/watch?v=prFot3RecQ>.

The CCES Behaviour Policy also incorporates the Second Step social-emotional learning program. A link to the scope and sequence of Second Step lessons from Early Learning (preschool) to Grade Eight follows [http://www.secondstep.org/Portals/0/store-assets/documents/EL-G8\\_Scope\\_Sequence\\_SS.pdf](http://www.secondstep.org/Portals/0/store-assets/documents/EL-G8_Scope_Sequence_SS.pdf).

The Second Step social-emotional learning program dovetails with the Relationship Choices General Outcome of the Alberta Education Health and Life Skills Program of Studies for Grades K-6.

## **Positive Behaviour Program**

Proactively, both parents and students are given instruction, guidance, and support in positive and appropriate school behaviours.

- The CCES Behaviour Policy is explained to parents by means of the Parent/Student Handbook, emailed to parents on the first day of school. It is also explained to all students on the first days of school by the administrators and teachers.
- Appropriate touching with regard to play is taught in P.E. classes to all children in the school in September and reinforced periodically throughout the school year.
- **Three simple rules govern the program:**
  - **We Respect Ourselves**
  - **We Respect Others**

### o We Respect This Place

- Social skills are taught throughout the school year using the Second Step social-emotional learning program, which teaches positive behavior and problem-solving.

## **Protocol for Severe Misbehaviours**

- Sustained non-compliance
- Serious Fighting/Physical Assault
- Ongoing harassment/bullying
- Theft/vandalism
- Verbal threats to harm/kill

### **Procedure:**

1. Students who engage in severe misbehaviours will be referred to an administrator for immediate corrective action.
2. A red slip will be filled out with the “referral to administrator” line checked off.
3. After consulting as necessary with the pertinent school personnel and the parents, the principal or vice-principal will put in place appropriate consequences, and facilitate corrective action designed to help the student improve his/her behaviour.
4. Consequences for severe misbehaviours may include but are not limited to:
  - Restitution as necessary
  - Behaviour contract/plan
  - In-school suspension
  - Out-of-school suspension

## **Protocol for Common Misbehaviours**

Reactively, other measures sometimes have to be taken to deal with misbehaviours. The following is the CCES policy for dealing with inappropriate behaviours.

### Common Area Misbehaviours

- Not keeping hands/feet to oneself
- Inappropriate Speech
- Running in the Hallways
- Entering/Exiting improperly

### **Procedure:**

1. Students who engage in such misbehaviours may be asked by any staff member (teachers, educational



assistants, office staff, etc.) to

- a. Identify the inappropriate behaviour
  - b. Say what they need to stop
  - c. Describe the appropriate replacement behaviour (keep hands to yourself, walk quietly, etc.)
2. The incident will be documented using a “red slip” (see below) which will be signed /initialed by the reporting staff member.
  3. The red slip information will be recorded in a database and the slip returned to the homeroom teacher’s mailbox. The homeroom teacher files the slips by child to keep track of the number of infractions per student within a five-day period.
  4. Restitution is made as necessary.
  5. After three slips within a five-day period, the student will receive a consequence of some kind, as it is indicative of a pattern of misbehaviours.
  6. Students will also complete an Action Plan (see below). The plan is then sent home for the parent’s signature and returned to the school.

## **Red Slips**

*\*Refer to the procedure above*

Red Slip cards can be found by each outside entrance and along the hallways in card pockets.

Teachers still contact parents about big issues as they happen. However, the use of Red Slips with the Action Plan keeps parents informed about their child’s day-to-day behaviour as it is warranted.

## **Red Slip**

CCES Behaviour Documentation			
Date _____	Time _____		
Student _____	Class _____		
1. ___ Hands/feet to oneself			
2. ___ Inappropriate language			
3. ___ Running in the hallway.			
4. ___ Other			
___ Hallway	___ Foyer	___ Washroom	___ Lunchroom
	___ Playground	___ Bus	
_____			
Staff signature _____	___ Referral to Administrator		

## Reflection/Action Plan

## Reflection /Action Plan - Red Slips

# Appendix Two: Palliser Regional Schools AP 330 - Student Attendance

## Administrative Procedure 330 - Student Attendance

### Background

Student attendance is critical to a student's academic success. In accordance with the *School Act*, regular school attendance is required and expected of all students from the age of 6 to 16. Each school will define the school's attendance policy and communicate this with parents/guardians at the start of the school year.

### Procedures

1. An accurate daily record of attendance shall be kept for each student by the school.
2. Schools are expected to have in place a system for verifying reasons for non-attendance on a daily basis.
  - Absences will be reported to the office.
  - Attendance shall be done at the beginning of the morning and the afternoon for elementary and middle/junior high students. Attendance shall be done for every class block in senior high.
  - All unexplained absences during the school day shall be reported to the office immediately after the absence becomes apparent. All reasonable efforts must be immediately made to determine the whereabouts of students reported absent.
3. As schools are often asked to document student absence/attendance, it is strongly recommended that any student absence be explained by a note signed by a parent or guardian and that the notes shall be retained for at least one (1) year.
4. Parents should be encouraged to take the initiative in advising the school when students are absent.
5. Telephone calls from a parent or guardian regarding student attendance should be documented and filed for at least one (1) year or retained in SIRS/Teacher Logic.
6. In cases of unexplained absences, suspected truancy or excessive absences occurring (more than 15%), the principal shall contact the parent or guardian as soon as a pattern of poor attendance becomes evident, as determined by the school's attendance policy.
7. Initial investigation of reasons for extended student absence from school shall be the responsibility of the school principal or designate. An annotated log is to be kept of each contact with the home. These subsequent steps may be taken to

- remedy the situation:
- Automated phone calls directly to the home (School Connect) for each absence;
  - Phone calls directly to the home (personal);
  - Initial letter of concern, including attendance record and expected attendance rate;
  - Additional phone calls to the home (personal).
8. After all possible avenues of remediation have been exhausted at the school level, subsequent absences by the same student shall result in the principal referring the matter to the division's attendance officer. At that time, the principal will send a final letter to parents/guardians indicating the impending referral to the Attendance Board. The district template letter should be used.
  9. The attendance officer may initiate steps to have either a court order served by a judge or justice of the peace to the student in the presence of the parent or guardian or refer the case to the Attendance Board for action, in accordance with the *School Act* and its regulations.

## References

***School Act, Section 13, 14, 15, 60***

## Appendix Three: Alberta Health Services Communicable Diseases Documents

### Noroviruses (Norwalk Viruses)

#### What are noroviruses?

Noroviruses are also called Norwalk-like viruses and caliciviruses.

#### What causes infection with noroviruses?

Noroviruses typically spread through contaminated water and foods, although they can also pass from person to person. Water becomes contaminated if human waste enters drinking water because of flooding or from a sewage system that isn't working properly. You may become infected by:

- Eating foods or drinking liquids that are contaminated with norovirus. Shellfish and salad ingredients are the foods most often infected with the viruses. Food other than shellfish may be contaminated by food handlers.
- Touching surfaces or objects contaminated with norovirus, and then placing your hand in your mouth.
- Having direct contact with someone who is infected. For example, if you are a caregiver or share foods or utensils with someone who is ill, you may become infected.

#### What are the symptoms?

- The symptoms of gastroenteritis caused by the noroviruses include nausea, vomiting, diarrhea, and abdominal (belly) pain. Diarrhea and vomiting can cause dehydration. You may have a headache and fever. A mild and brief illness usually develops 24 to 48 hours after you eat or drink the contaminated food or water and lasts for 24 to 60 hours. Only in rare cases does a person get very sick or have to go to the hospital.

#### How are infections with noroviruses diagnosed?

- Most norovirus infections are mild and pass in a few days. So most people do not go to their doctors for a diagnosis. You can often diagnose foodborne illness yourself, if others who ate the same food as you also become ill.
- If you do go to your doctor, he or she will make the diagnosis based on your symptoms, a medical history, and a physical examination. Your doctor will ask where you have been eating and whether anyone who ate the same foods has the same symptoms. A stool test is sometimes done.

#### How are infections with noroviruses treated?

- You treat gastroenteritis caused by noroviruses by managing complications until it passes. Dehydration caused by diarrhea and vomiting is the most common complication. Do not use medicines, including antibiotics and other treatments, unless your doctor recommends them.
- To prevent dehydration, take frequent sips of a rehydration drink (such as Pedialyte). Try to drink a cup of water or rehydration drink for each large, loose stool you have. Soda and fruit juices have too much sugar and not enough of the important electrolytes that are lost during diarrhea, and they should not be used to rehydrate. In cases of severe dehydration, fluids may need to be replaced through an IV (intravenously).
- Try to stay with your normal diet as much as possible. Eating your usual diet will help you to get enough nutrition. Doctors believe that eating a normal diet will also help you feel better faster. But try to avoid foods that are high in fat and sugar. Also avoid spicy foods, alcohol, and coffee for 2 days after all symptoms have disappeared.
- If you had diarrhea caused by noroviruses, **you should stay home for 2 to 3 days after your symptoms end before going back to work or school.** This will help prevent spread of the virus.

### **How can you prevent infection with noroviruses?**

You can help prevent infection by doing the following:

- Wash your hands often, especially after using the washroom and before handling food.
- Wash fruits and vegetables and steam oysters before eating them.
- If you suspect that your drinking water is contaminated, boil water for 1 minute (3 minutes at elevations above 6,500 feet). Then cool and refrigerate it. Water filters will not remove noroviruses.
- Clean and disinfect contaminated surfaces immediately after vomiting or having diarrhea by using a bleach-based household cleaner.
- Immediately remove and wash soiled clothing or linens after vomiting or having diarrhea. Use hot water and soap.
- Flush vomit and/or stool in the toilet. And make sure that the surrounding area is kept clean.
- Do not prepare food if you have symptoms of foodborne illness and for 3 days after you recover.

## **Appendix Four: Palliser Regional Schools Freedom of Information and Privacy (FOIP)**

Parents/Guardians Please Read Carefully

The Freedom of Information and Protection of Privacy Act requires that consent be obtained for the collection and use of personal information that is not authorized under the School Act. Palliser Regional Schools believes that the uses listed below are part of a vital, healthy and functioning school and participation of all students is important and encouraged.

Personal information means recorded information about an identifiable individual that may include but is not limited to: student name, age, grade, address, phone number, etc. As part of the school's digital citizenship plan, students will be taught to limit, and consider the privacy implications, of sharing their personal information online.

The following are some examples of how personal information may be used by Palliser Regional Schools. This list is not intended to be all-inclusive.

- Student records, report cards, attendance
- Photographs or videos ( e.g. individual, class, team, club) that feature students and are used within the school
- School newsletters
- Yearbooks, identification cards, library cards
- Classroom or program assignments and activities
- Assignment of a Palliser Gmail account and the use of educational tools such as Google Suite (GSuite)\*\*, which may require student information to log-in
- Parent/guardian contact information for absenteeism, emergencies, etc.
- Transportation services
- School-sponsored activities such as fine arts productions, presentations, fairs, celebrations, clubs, sports activities, field trips
- To determine eligibility or suitability for an award, scholarship, athletic program, etc.
- Video surveillance cameras on school buses or at schools
- Law enforcement and or matters relating to safety and security

\*\* Google Suite (GSuite) is used to communicate and collaborate electronically. GSuite includes Google Drive, Sites, Groups, Gmail and Calendar. All other public and third party apps are not available through GSuite.

Parent/guardian consent is required for student information to be used for purposes beyond educational programming and student safety. See the following form: CONSENTS FOR INFORMATION DISCLOSURE

Parents and independent students are under no obligation to provide consent by signing these forms. Consent may be withdrawn at any time by notifying the school principal in writing. If you have any questions about the collection or the intended uses of this information, please contact the school principal.

**Please note:** Photos, videos or images of students attending or participating in school activities (e.g. sporting events, concerts, cultural programs, clubs, field trips, graduation or other ceremonies), which are open to the public, may be taken by anyone in attendance without prior consent. Palliser Regional Schools cannot control or prevent the further distribution or use of these photos, videos, images or other personal information by those who access the information. Information posted online may be transmitted to and stored on servers outside Palliser Regional Schools, including locations outside of Alberta and Canada. Palliser Regional Schools cannot guarantee protection of information against possible disclosure resulting from illegal activity or under foreign access laws.

### **Frequently Asked Questions:**

*Why am I being asked for personal information about me and my child on the school's registration form?* The school requires this information in order to provide an education and a safe learning environment as required by the School Act and Alberta's Freedom of Information and Protection of Privacy Act (FOIP).

*What does that mean?* Examples as to how this information may be used include:

- receive education funding from the Government of Alberta;
- check on the child if they are absent;
- create newsletters or yearbooks for the school;
- recognize your child's achievement on an honour roll; and
- manage and validate school passwords and email accounts.

*Will pictures or videos be made of my child without my permission?* Your child's teacher may wish to take pictures or videos for use within the school community. If you signed the Internet /Website and Media Information Disclosure Consent, pictures or videos may be posted on public websites or shared outside of the school community. Your school or classroom teacher will provide additional information as required.

*What if the media comes to the school?* Your child will not be recorded by the media unless you sign the Internet /Website and Media Information Disclosure Consent allowing this to take place. However, if your child is on a field trip at a public place, photos may be taken by the public or the media without permission. If this is a concern for you, please let the school know.

*Will my child's picture or name be on the Internet?* If you signed the Internet /Website and Media Information Disclosure Consent, pictures or videos may be used on public, external websites or shared outside of the school community. Your school or classroom teacher will provide additional information as required.

*Will I be contacted by the school council or does my school council have my contact information?*

Only if you have given written consent to the school by signing the School Council Information Disclosure to allow this information to be shared with the school council.

*I have additional concerns about my child's information being shared. How do I let the school know?*

Contact the principal about your concerns.

*What is GSuite (Formerly known as Google Apps for Education – GAFE)?* GSuite provides an online environment for students to collaborate and work in. The following Apps are available for students: drive, sites, groups, Gmail and calendar. There is no advertising and the information is not made public. Access to Google Apps accounts and the content is only for registered Palliser Regional Schools students.