

Policies

School Faculty

All members of the faculty and administration bear witness to their faith in the Lord Jesus and in their lives demonstrate dedication to Him. They are well qualified academically for their assignment. Moreover, they are devoted to the training of each child within a Christian philosophy and environment.

Parental Assistance

Parents have a great responsibility and obligation in the education of their children. Parents who are accepting the challenge to “train up a child in the way he should go”, do state that this training will also be carried on in the home. As an extension and enrichment of the child’s learning experiences, field trips and other special events are part of the school’s program. Parents will be asked to assist in various areas of the school program whether it is in transportation, serving on a school committee or any other needed areas. Volunteers will find the work rewarding and render a much-appreciated service to the school.

Parental/Guardian Commitment and Responsibility Policy

Calvary Christian School is a Biblically based, religious organization that supports families who choose to give their children a Christian education based in the Christian worldview and moral convictions expressed in the school's Statement of Faith and Statement of Core Family Values. The school also welcomes students from families that do not hold these beliefs under the clear understanding that:

- Every student will be taught all aspects of the school curriculum including the beliefs outlined in the school's Statement of Faith and Statement of Core Family Values.
- No family will actively seek to alter or undermine the teachings of the school.
- All students will be encouraged to receive Jesus Christ as Lord and Saviour, but no student will be compelled to do so.

Parents or guardians of children attending Calvary Christian School are expected to read and sign the Parent/Guardian Commitment and Responsibility Policy which states that parents/guardians will support and abide by the following statements and that they will support the following teachings of the school:

- The Bible is God’s written communication to us, and the Bible’s instruction supersedes any Incorporation Documents or policies written by man.
- It is a privilege that God has provided the opportunity for our children to be educated at Calvary Christian School and trained in Christian principles.
- It is a partnership with the school and church in educating our children in Christian principles.

- The Incorporation Documents were written to provide guidance for the school, but all decisions are made prayerfully and in the best interest of Calvary Christian School. Members are allowed one vote per person for business purposes. The elected school board has the final say on any issue involving Incorporation Documents or policy issues of the school.
- Parents/Guardians will read and abide by the school handbook and agree to support the policies, training, and procedures outlined in the handbook.
- The Matthew 18 Biblical principle of handling concerns. Academic and classroom issues must be discussed with the teacher first. A further discussion may take place with administration, the teacher and the parent/guardian if the issue is not resolved with the teacher alone. Administration and school board issues must be discussed with the administration first and then a further appeal may be made to the School Board if deemed necessary.
- I Corinthians 6:1 – “If any of you has a dispute with another, dare he take it before the ungodly for judgment instead of before the saints?”, is clear Biblical instruction on how we should handle school concerns. Parents/Guardians agree to promote unity in the school and will avoid gossip and negative discussions about the school. Parents/Guardians will not participate, or allow their children to participate in any defamation of character or harassment through the internet or through any form of communication. All concerns will be addressed with the leadership of the school first.
- Parents/Guardians are expected to handle their concerns with grace and understanding. Any form of communication or response with staff and school families, that includes anger, aggression, and/or intimidation is inappropriate and unacceptable behaviour. Staff and school families should never be subjected to this behaviour in an environment that is deemed to be a "safe place".
- Parents/Guardians will fulfill their financial obligation to Calvary Christian School including tuition, the Activity and Before and After School Supervision accounts.
- Parents/Guardians will support the school in school activities, including student performances, family activities and fundraising.
- Parents/Guardians will attend parent orientation, membership meetings, and special meetings that are requested.
- Parents/Guardians will encourage, support and pray for the school staff, parents/guardians, students and the school board.
- Calvary Christian School is a Christian ministry. Everything that is done in the school or representing the school when out of the school must be done in a Christ-like manner in accordance with our Statement of Faith.
- Parents/Guardians agree and support the teachings of the Statement of Faith and Statement of Core Family Values.

Statement of Core Family Values:

At Calvary Christian School, we believe that the Bible is the inerrant Word of God, correct in all of its teachings. According to our understanding of the Scriptures of the Old and New Testament, we believe the following precepts and will teach them to our students at the appropriate grade levels:

1. We believe that human life begins at conception and therefore an unborn child at any stage of development is a fully human person and should be treated as such.
2. We believe that premarital or extramarital sexual activity or intimacy, either heterosexual or homosexual, including but not limited to intercourse, is morally wrong.

3. We believe that God’s design for marriage is exclusively heterosexual and involves the union of one man with one woman.
4. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological, genetic sex and chromosomes. These two distinct genders together reflect the image and nature of God.
5. We believe that promoting or encouraging hatred against any individual or group is incompatible with the teachings of Christianity and is unacceptable in our school.

We at Calvary Christian School respect all parents/guardians and children, including those whose beliefs are contrary to ours. However, we encourage those who strongly oppose the beliefs and values taught at our school to seek a form of education for their children that is in keeping with their own convictions.

As the elected leadership body of the school, the Board of Directors of Calvary Christian School reserves the right to suspend Parent/Guardian privileges and involvement in the school if this policy is not adhered to. The Board of Directors of Calvary Christian School also reserves the right to accept or decline enrolment in the school if this policy is not adhered to.

School Calendar

A school calendar will be issued to all parents at the beginning of each school year indicating all statutory holidays, Professional Development days, Christmas and Spring Break.

Transportation

Presently, parents make their own arrangements for getting their children to and from school. Arrangement of car pools has assisted many families. Please park away from the pylons and playground area. In addition, be very watchful of students crossing to their vehicles and drive very slowly in the parking lot and drop off areas at all times.

Bicycle racks are available for children who would like to bike to school. Students who bring bicycles to school do so at their own risk and should make sure that their bikes have locks. At times during the day, the bicycle area is unsupervised, and the school cannot accept responsibility for lost, stolen or damaged bikes.

School Hours

The school hours are as follows:

Pre-K/JK/SK - Grade 8

Monday - Friday 8:50 A.M.- 3:30 P.M.

Classes begin promptly at 8:50 A.M. Note: The exception will be Mondays when we will pray outside together, weather permitting, and Wednesdays when we have chapel. The entrance door will be locked at 8:40 am. Students who arrive after 8:40 will need to use



the entrance by the church offices, report to the school office and wait there until opening exercises are completed. All students are expected to be at the school by that time and to be seated in class at 8:50 A.M. Supervision on the playground will be provided at 8:30 A.M. Pupils arriving before 8:30 A.M. must participate in the Before and After School Supervision program.

Lunch Period

Parents are asked to send lunches and drinks with their children each day. All pupils will eat their lunch in their own class under the supervision of a classroom teacher. The school does not have the use of the kitchen facilities (including microwave) except during special events. Students who live in the area adjacent to the school may go home for lunch when the parent has arranged it with the school. The lunch period is from 12:00 – 12:45 P.M. After lunch there will be an outdoor recess (weather permitting). Supervision will be provided during all recesses. Parents are urged to provide nutritious snacks for their child(ren) that can be eaten during recess periods.

At no time will students be allowed to go anywhere other than home for lunch unless accompanied by a parent who has notified the school office.

Attendance

Absenteeism

Attendance is compulsory as long as the student is enrolled at Calvary Christian School. All absences must be reported to the office prior to 8:30 A.M. Students are required to present a note to the homeroom teacher when returning from an absence of greater than three days stating the reason for the absence. To be excused from school for any reason (i.e. doctor or dentist appointment), a student must present a note explaining the reason for being excused.

Tardiness and Student Safety

Students are considered late if they arrive after 8:50 A.M at which time all classroom doors will be closed. Late students must enter the building through the main church doors, located at the east side of the building, and report to the office where they will remain until after opening exercises. Repeat offenders will be required to extend their day to compensate for lost school time at the discretion of the principal. Parents/Guardians are required to notify the school office of lateness or absenteeism before 8:30 A.M. If notification has not been received, the school will call home after morning attendance has been taken to confirm that the student is safe.

Illness or Accident at School

The principal will make a decision about the student leaving the school based on notification of such matters to the parent for a student who becomes ill or is injured during the day.

Vacation Absenteeism

Vacations during the school year are discouraged because the average student suffers academically when regular classes are missed. Parents are urged to consult the teacher and the principal prior to the vacation so that an unnecessary workload will not be imposed upon the teacher with this disruption of routine. It is expected that parents will undertake a greater degree of responsibility to ensure that missed work is adequately completed.

Inclement Weather

During inclement weather, any decision about school closure, before the school day commences, will be announced on radio station 610 - CKTB, 105.7 EZ Rock, Facebook, and by email.

Care of School Facilities

Students are reminded that God is pleased when we take good care of everything, particularly those things pertaining to home, school and church. The clean appearance of our rooms and grounds is extremely important to our Christian testimony. This includes care of textbooks, desks, tables, chairs, and etc.

Any careless or deliberate damage to any property or equipment will be the responsibility of the parents/guardians to repair or replace. Certain areas of the church are off limits to all students. Students must exercise courtesy, common sense and reverence in proceeding through the church. Students may only enter and exit through the designated entrances.

Glenridge Bible Church members, visitors and guests in the building must be respected at all times. The vast number of church and school programs requires that all school events are organized well in advance and that the appropriate reservation of space is completed with the church administrator.

Medical Information

A medical information form is required for school files and must be completed for each student attending the school.

Regular Daily Medication

If a student requires regular medication to be given during school hours, the parent is required to fill out a request form for school personnel to administer this medication. No medication will be allowed in the classroom including headache or allergy medicine. All medication must be administered through the school office.

Student Insurance

Student insurance is provided and included in tuition.

Public Health

A Public Health Nurse from the Regional Health Unit visits the school regularly, testing students as deemed necessary and consulting with faculty and parents concerning the needs of students.



Upon registration, all students starting school for the initial time must have all immunization records updated and made available to the school.

Smoke Free Ontario Act

This act has now come into effect and prohibits smoking and vaping of tobacco, e-juice and cannabis (medical or recreational) on school property and also requires that smoking and vaping is prohibited within an additional 20 meters of the school property. This legislation applies at all times to staff, students, parents, guardians and visitors and includes parking lots, in vehicles and on sports fields. Any individual who violates the Smoke Free Ontario Act may be charged and if convicted, face a maximum first offence fine of \$1,000 or a \$5,000 fine for a further offence.

Health & Safety Policy

These policies cover Staff, Students, visitors, and other users of the premises. The Management Team of the School is committed to ensuring that all reasonable steps are taken to provide for the Health and Safety of those involved in the school.

We aim to:

- a) Take all reasonable steps to ensure the health, safety, and welfare for users of the premises and all participants on school trips.
- b) Establish and maintain safe working procedures for Staff and Students.
- c) Provide and maintain safe school buildings and safe equipment for use in school.
- d) Develop safety awareness among Staff, Students, and others who help in the school (by appropriate training if necessary).
- e) Formulate and implement effective procedures for use in the event of fire and other emergencies.
- f) Investigate accidents and take steps to prevent re-occurrence.

School Safety Practices

- a) Annually update and review all school safety practices including a review of the School Code of Conduct.
- b) Complete administrator or designate checklist;
- c) Conduct monthly safety inspections of site (plant and yard) and monthly Joint Occupational Health and Safety Workplace Inspections, in order to recognize and control hazards to students and Staff. Take corrective actions. In the meantime, advise Staff and students of any potential/actual dangers, including school-wide communications.
- d) Maintain a Safe Arrival Program to ensure that all unaccounted student absences have been checked.
- e) Have signage at the main entrance, indicating that all visitors must report to the office. Maintain a visitor “sign in” and “sign out” record. Have a badge system for identifying legitimate volunteers/visitors.
- f) Ensure that all volunteers have participated in the Volunteer Screening Process which includes a Police Vulnerable Sector Check (PVSC) and Plan to Protect training.
- g) Ensure appropriate on-going training of Staff including how school communication works (i.e. WHIMIS, non-violent crisis intervention).
- h) Promote good housekeeping practices and school communications. This will reduce the possibility of disease and injury, particularly if any type of emergency occurs. As well, this practice eliminates areas to hide explosive devices.

- i) Implement the regular use and maintenance of school walkie-talkies for quick communication on a secure channel with the office in case of emergencies and in areas where it is difficult to hear alarms or PA announcements.

Plan to Protect Policy

A Protection Plan for Children and Youth

Calvary Christian School has a spiritual, moral, and legal obligation to provide a secure environment for children and youth participating in school programs that are under the auspices and authority of the school. Child abuse is a criminal act and a violation of human conscience and dignity. It is a violation of God's moral law within the trusted context of relationship. It is criminal behaviour that causes emotional, physical, and/or spiritual trauma to victim and has destructive consequences for abusers. The devastating effects on the credibility of the school ministry and the name of Christ make it essential that the school take all appropriate steps to prevent abusive incidences from occurring.



Preamble:

Our students are very important to us, we understand that Children and Youth are not only our future; they are a valuable part of the community today.

However, our students are also vulnerable. Sadly, because of their lacking strength, awareness, and knowledge, they are at risk to be taken advantage of and worse, victims of abuse. Therefore, it is imperative as a school that we be proactive in protecting them and in providing safe environments.

We must, as well, protect those who work with our students. Our School Personnel need the security of knowing that they are working in a setting where processes and procedures are in place to minimize any possibility of an erroneous accusation.

This Plan to Protect® Policy establishes the criteria for the provision of a safe environment for Children and Youth, and School Personnel.

Emergency Procedures

Lockdown Guidelines:

These guidelines should be put into action in the event of a lockdown or during a lockdown drill.

If an intruder is identified:

Green Zones: more secure - rooms that have doors that lock.

Red Zones: open areas, including gymnasiums and auditorium.

1. Do not pick up the phone receiver, dial 520, and press the Dial button on the telephone. A whistle and "CODE BLUE" (meaning Lockdown) will automatically announce and repeat. If not near a phone, use your walkie talkie to announce, "CODE BLUE" (Lockdown).
2. School office will call 911 when they have heard "CODE BLUE".
3. Assigned staff will sweep bathrooms and hallways and escort students to closest classroom.
4. Turn off lights and lock the classroom and stairwell doors. Cover the windows in doors.
5. Huddle students in corner of classroom where least visible (away from windows). Remain

- calm and very quiet. Make the room appear unoccupied by people. Silence cell phones.
6. Walkie talkie the school office "CODE BLUE" (meaning Lockdown) and state the class/grade, waiting for office staff to acknowledge the call. Announce any extra or missing students in the classroom.
 7. Do not unlock your classroom door unless you receive permission for police, firemen, or administration.
 8. Circumstances and details of the drill will be recorded and kept on file. It is strongly recommended to have a debriefing with participants and keep notes of these debriefings on file.

Fire Evacuation/Fire Drill Guidelines:

These guidelines should be put into action in the event of a fire or during a fire drill.

Identify green zones and red zones.

Green Zones: safe place on school grounds, but away from the building

Red Zones: areas too close to the school.

1. Post fire escape routes in each classroom and office.
2. As soon as the facility is put on "Fire Alert", the designated person in charge will ensure that a fire alarm in the school is sounded.
3. A designated person in the office will immediately call 911, unless it is a situation where the police or fire department first alerted the school.
4. All those in the school must evacuate the building as quickly as possible. They will proceed to the nearest Green Zone.
5. Prior to leaving their classrooms, those in charge of classrooms should ensure that there are no individuals left in their classrooms and will instruct anyone walking the halls within their classroom's proximity to evacuate the school with them. The door should then be closed.
6. Once at a Green Zone, attendance will be taken, including a list of all missing and extra students in the room. This list will be communicated to the Principal and if the teacher has no way to communicate with the Principal, they will wait until she/he receives further instruction.
7. Designated Personnel will check all washrooms in the facility, remove any individuals who may be within, and close the washroom doors.
8. Everyone is prohibited from leaving green zones until they are instructed to do so by the designated person in charge or a police officer/fireman. Those in charge of classrooms are to remain with their students, maintain silence, and keep the students calm.
9. Once the police or fire department arrive on the scene, they have the ultimate command of the incident and their instructions will be followed without protest.
10. At least six times during a school year, Administration will perform a fire drill. Administration will notify the fire department of the drill.

Transportation:

1. Whenever possible, when planning off-site activities, commercial school carriers will be rented, using the Bus Requisition Form. Our first concern in transportation is the safety of our students. Drivers must obey all the rules of the road including the speed limits. Reckless or unsafe driving will not be tolerated.
2. All drivers transporting students during School activities must complete the following prior to the event:
 - Be pre-approved by the Administration,
 - Provide a copy of their valid driver's license,
 - Provide a copy of their current automobile insurance policy, and,

- Have a minimum of five (5) years driving experience in good standing.
3. The number of occupants in vehicles transporting students during School sponsored activities must not exceed the number of seats.
 4. Preferably, at least two (2) School Personnel should be in each vehicle transporting students during School sponsored activities. Students must never be left alone in a vehicle. Exceptions to this policy should only happen when approved by the principal and the parents/guardians.
 5. A copy of the 'Trips and Off-site Travel Form will accompany the group with the original left in the School office and filed permanently consisting of:
 - Names and phone numbers of all participants
 - Location of event and phone number(s)
 - Drivers and vehicles involved

First Aid:

1. Program Leads and School Personnel are to be encouraged to be certified & trained in first aid & CPR.
2. The names and contact information of individuals who are certified in first aid and CPR are to be posted in the Resource Room and Bookkeeping Office areas for easy access with a Master List maintained by the Office Administrator.
3. Administration and School Personnel must be informed of any individual(s) having severe allergies.
The information will be posted in the student's classrooms and in the Bookkeeping Office for easy access. School Personnel who have the individual(s) in their care will be informed.

A. Immunizations:

All students must stay current with their immunizations as recommended by Health Canada and the Public Health Agency of Canada. It is the responsibility of the parent/guardian to ensure immunizations are current. At such time that Administration is alerted to the need of an immunization, a written notice will be sent home. Students without up-to-date immunizations will be suspended from the school until such time as proof is produced that the immunizations are current.

B. Illness:

A student who is ill and could therefore expose others to illness is not to be received into the classroom. Factors and symptoms to consider are:

- Fever, unusual fatigue, irritability, coughing, sneezing, runny nose and eyes, vomiting, diarrhea, inflamed mouth and throat
- Individual(s) with a known communicable disease

C. Medications:

- School Personnel are only authorized to give or apply medications when the following procedures are in place.
- Only medications with a Doctor's prescription on the bottle will be given/ administered. In this case written parental permission is required and a log will be kept, signed and dated, of the medication that was distributed.
- Personnel are not to give over-the-counter medication without written authorization from the parent/guardian.
- Parents must complete the medication forms prior to the event and sign the dosage instructions.

- Medication given to Administrative Personnel on duty.
- The original forms will be filed permanently. Medication is not to be left in a classroom. When an individual brings medication, the medication is to be kept in the possession of Administrative Personnel in the office.
- In the extreme case where Epi-pens and puffers are needed for allergies or asthma, written instructions are to be provided by the parent/guardian. Requests should be written, signed, dated, and filed permanently.

D. Dealing with Cuts or Injuries Involving Blood:

1. Blood pathogen policies will be posted in the departments.
2. When a student is injured, they are to be separated from others. The area where the injury occurred or where any blood may have dropped on the floor or toys is also to be isolated.
3. School Personnel need to ensure that no other individuals have had contact with any of the blood from the cut or injury.
4. Non-latex gloves are to be used when bandaging the injury, avoiding contact with mouth, ears and eyes.
5. Extreme care will be taken in cleaning up all blood and bloody bandages and the safe and secure removal of waste and disposal of gloves to a secure waste removal container. Hands are to be washed carefully with sterilizing soap available in the first aid kit.
6. When with a student is known to have HIV or Aids, specific guidelines for the education and care of these individuals will be developed and followed.

E. Emergencies:

1. Emergency evacuation procedures will be reviewed annually by the Administration. These procedures are to be posted in a visible place in each classroom stating the planned route of escape to the nearest exit.
2. Administration, in cooperation with the School Personnel, will arrange for annual fire and evacuation drills.
3. A first aid kit will be kept in each classroom with School Personnel being educated on the kit's contents. Each kit will contain a pair of disposable non-latex gloves, disinfectant towelettes, two or three 4" x 4" gauze pads for blood absorption, small scissors and band-aids.
4. A parent/guardian will be contacted when a head or significant injury, accident, or medical emergency occurs. Incident Reports are to be completed for any and all accidents. Injuries are to be reported to the Administration.

Gender Statement and Student Physical Privacy

In our Core Family Values we state that we believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological, genetic sex and chromosomes.

We believe that God created people male and female, in His image. Gender is part of that creation, determined and designed by God and unchanging.

Given the pervasive effects of the fall into sin on all creation, we believe that gender dysphoria is not part of God's original plan for creation, but that it is morally neutral, similar to a physically challenging condition. We do not condone any mistreatment, abuse or disparaging of individuals who are experiencing gender dysphoria. At the same time, we will encourage those who are experiencing gender dysphoria to accept and respect God's design and creation, even with respect to gender. We affirm God's love for the people He has created in His image. We

believe that each person has inherent human dignity, flowing from creation in God’s image and the love of Christ. We will treat each person with respect and grace, acknowledging their human dignity and God’s love for them.

As part of our Health and Safety Policies and in recognition of student physical privacy rights and the need to ensure student safety and to maintain public decency and school discipline, this policy is enacted to advise school site staff and administration regarding their duties in relation to student use of washrooms, change-rooms, and other school facilities or settings where students may be in a state of undress in the presence of other students (e.g. changing costumes for a school performance).

For this reason, this school limits access to washrooms and change-rooms to persons having the biological/chromosomal sex associated with the facility in question.

For greater clarity and for example, access to the girls’/ladies’ washroom is limited to biological/chromosomal females having female reproductive organs, while access to boys’/men’s change-rooms is limited to biological/chromosomal males, having male reproductive organs. Other student physical privacy accommodations may include access to a private, one-stall washroom.

Privacy Policy

Calvary Christian School’s goal is to maintain a professional level of confidentiality and privacy. Calvary Christian School does not provide family information to third parties without consent from the school family. As well, any information provided to our school family directory, is not to be used by any school families, employees, volunteers, to solicit for sales by mail, phone, internet or any form of communication. All use of this information must respect confidentiality and privacy and promote a positive and unified school family.

