

College Heights Christian School
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2019-2020 HANDBOOK

TABLE OF CONTENTS

	Attendance Policy	5
DAILY SCHEDULE	2	
APPLICATION FOR ADMISSION	2	Morning Arrival and Promptness Policy 5
ON-LINE REGISTRATION	2	Peanut-Safe Environment 6
OUR SCHOOL	2	Vacations 6
Mission Statement	2	Homework 6
Philosophy	2	Parent-Teacher Conferences 6
History	2	Supplies 6
Accreditation	2	School Bus Service 6
CHCS Board	2	Inclement Weather & School Closures 6
Early Childhood Services	3	STUDENT LIFE 6
Parent Advisory Council	3	Student Behaviour 6
ADMISSION POLICY	3	Bullying 7
Requirements	3	School Dress Code 7
Privacy Act	3	Graduation Dress Code 8
School Entrance Age	3	Jewellery and Cosmetics 8
Foreign Students	3	Gum 8
Financial Arrangements	3	Fines 8
FINANCIAL INFORMATION	3	School Ground Leave 8
Tuition Fees	3	Discipline 8
Tuition Payment Options	3	Discipline Procedures 9
Family Discounts	3	GENERAL SCHOOL INFORMATION 9
Registration Fees	4	Accident Insurance 9
School Bus Fees.	4	Bicycles and Vehicles 9
Other Fees	4	Computer Use 9
Overdue Accounts	4	Home and School Association 9
Financial Assistance	4	Library 9
Graduation	4	Lockers 9
Late Registration	4	Lost and Found 9
Withdrawing Students	4	Medication Policy 10
ACADEMIC LIFE	5	Parent/Teacher Concerns 10
Academic Excellence	5	Parking Lot – Student Drop Off & Pick Up 10
Grading System	5	School Communication 10
Report Cards	5	School Visits & Security 10
PowerSchool Reporting System	5	Snow Sledding Equipment 11
Credit Classes	5	Telephone 11
Band	5	Volunteers 11

DAILY SCHEDULE

School Begins

Monday - Friday 8:30 am

School Dismisses

Monday - Thursday 3:15 pm

Friday 12:30 pm

Other Regular Schedules

Board Meeting

"CHCS Roundup" Newsletter

Last Monday of the Month - 7:30 pm

Published bi-weekly

APPLICATION FOR ADMISSION

All students (new or returning) must submit a complete on-line registration form which will be reviewed for approval by the CHCS Admissions Committee and Board. Admission is not guaranteed. Transferring students may be subject to an entrance examination in mathematics and/or reading.

ON-LINE REGISTRATION

- DETAILS:**
1. Access the on-line registration form at the CHCS website www.collegeheightschristianschool.ca and click on the Forms Tab. Create an account or login if you have an account and complete an application for each child.
 2. Either upload the following documents with your application **OR** bring to the CHCS office:
 - **Alberta Health Care number** (new students only),
 - **Birth Certificate** (new students only), and
 - **Proof of Citizenship** (of student and parents, if not Canadian),
 2. Complete the financial form, available on the CHCS website, click on the Forms Tab. Provide the CHCS office with the completed financial form. Students will not be allowed to start school until financial arrangements have been secured.
 3. If **bussing** is required, select the appropriate bussing: daily (two payments for the year), or a 20-ride pass, whichever is preferable. No student will be allowed on the bus at any time without prior arrangements and payment.

OUR SCHOOL

MISSION STATEMENT

The mission of CHCS is to "nurture, educate, and equip students to impact their world for Jesus."

PHILOSOPHY

"True education means more than the perusal of a certain course of study. It means more than a preparation for the life that now is. It has to do with the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come." Education, p. 13.

HISTORY

CHCS is an ECS through Grade 9 school located adjacent to the Burman University in Lacombe, Alberta. CHCS traces its roots back to the earliest years of the Alberta Industrial Academy (now known as Burman University) when a group of Seventh-day Adventists began an elementary school as an additional program on the campus. It officially opened in the fall of 1911. This new school building cost somewhere in the neighbourhood of \$325.00 and it housed twenty-five (grades 1-6) students for the 1911-1912 school year.

After having occupied various buildings, a two-room school was built in 1928 on the site where the College Heights Seventh-day Adventist church now stands. In 1947, a new two-room school was constructed just across the road. A gymnasium, music room, and industrial arts facility were added in 1982. A building/renovation project in 1991 - 1992 resulted in the replacement of two portables with four new classrooms as well as an enlarged school entrance complete with new offices, staff work room, and sick bay. The most recent structural change, during the summer of 1995, involved the replacement of the existing flat roof with a sloped roof.

ACCREDITATION

CHCS is a fully accredited educational facility, registered with the Government of Alberta as a "Level 2 Private School" authorized to offer the ECS, elementary, and junior high programs of study. CHCS is also accredited by the General Conference of Seventh-day Adventist Church.

CHCS BOARD

The CHCS Board members are elected by the College Heights SDA Church and the Lacombe Community Church to serve a term of office up to three years with an option of re-election. It serves to implement the policies and operation

of the financial, administrative, and admission procedures of the school and to ensure a nurturing, rich academic and spiritual atmosphere. Monthly board meetings are convened on the last Monday of each month (September - June, except December). Parents and constituent members of the church are welcome to attend as observer/s providing prior arrangement is confirmed through the school office. An observer cannot voice opinions or vote on motions.

EARLY CHILDHOOD SERVICES

The ECS program adopts the school philosophy as stated, emphasizing parent/guardian involvement and accentuating learning and responsible decision making.

PARENT ADVISORY COUNCIL

The Parent Advisory Council is an elected body composed of parents/guardians as defined in the CHCS Bylaws. The responsibility of the Parent Advisory Council is to advise the School Board in regards to the wishes and concerns of parents/guardians and staff in any area relating to CHCS.

ADMISSION POLICY

REQUIREMENTS

CHCS is sponsored and supported by the constituent members of the Seventh-day Adventist Church at College Heights. Anyone who sincerely desires a Christian education and is willing to uphold the standards and purposes of this school is invited to apply.

It is understood that when applications are made for admission to the school all students thereby pledge themselves to follow the regulations and policies of the school.

PRIVACY ACT

The *Personal Information Protection Act* (PIPA) ("the Act") protects the personal information of the public and employees of private sector organizations operating in Alberta. It governs the collection, use and disclosure of personal information by organizations in a manner that recognizes and balances the right of an individual to have his or her personal information protected, and the need of an organization to collect, use or disclose personal information for purposes that are reasonable.

CHCS is bound by the requirements of this Act and collects, uses or discloses personal information in accordance with its provisions.

To this end, parents will be requested to sign a permission form for their child(ren) as part of the Registration process to acknowledge acceptance of the privacy policies of CHCS.

SCHOOL ENTRANCE AGE

Students entering **ECS (Kindergarten)** must attain the age of 5 years old by December 31.

Students entering **Grade 1** must attain the age of 6 years old by December 31, or has completed a qualifying ECS program.

FOREIGN STUDENTS

Students whose parents are not residents of Canada may be required to pay higher tuition fees. When we are not able to access government funds for them, they may need to pay the regular tuition fees **plus** the government grant equivalent. These fees must be paid in advance of the school start date.

FINANCIAL ARRANGEMENTS

Acceptance is conditional upon meeting the financial requirements outlined in the Application for Admission. Financial help may be available for those who apply and qualify. (See "Option 3", page 3 and "Financial Assistance", page 4.)

FINANCIAL INFORMATION

TUITION FEES

ECS	-	Free
Grades 1 - 6 Tuition	-	\$2150.00 per year
Grades 7 - 9 Tuition	-	\$2390.00 per year

TUITION PAYMENT OPTIONS

At registration time the method of payment option, chosen on the Financial Commitment section of your application form, must be taken care of. Payment can be made by cash, certified cheque, or set up online. The methods of payment options are as follows:

- OPTION 1 Registration fees and tuition paid **IN FULL** at registration time by cheque or credit card, or online payment in Rycor. (**3% discount if paid by October 30**)
- OPTION 2 Registration fees and first month's tuition paid in September with balance in 9 monthly payments by cheque or in Rycor.
- OPTION 3 Details on an attached Student Aid Request Form, available in the school office. A copy of you and your spouse's 2018 income tax return or assessment must also be attached for verification. (The Student Aid Request Form must accompany the Application Form **by October 30**).

FAMILY DISCOUNTS

Families having, students in Grades 1-9, of three students will receive a 5% discount. Families having, students in Grades 1-9, of four students or more will receive an additional 50% discount for each child beyond three students. This discount applies to tuition costs only.

REGISTRATION FEES

Registration fees cover the Student Planner, class fund fee,

technology fee and classroom expenses. Registration fees for ECS students is \$325 per student and for Grades 1 – 9 students is \$205 per student, due in September. Registration for 3rd and additional students in the one family will be adjusted for credits. There is a replacement fee of \$10 for a Student Planner..

SCHOOL BUS FEES

The CHCS bus runs in the City of Lacombe, Rosedale Valley and Blackfalds. **No student will be admitted on the bus without having made one of the following prior arrangements** (Option 1 or Option 2 arrangements should be made during registration.)

OPTION 1 For users who ride frequently/regularly to a maximum of 2 students/family:

- **Lacombe, Rosedale Valley and Blackfalds - \$170.00 per student per pay period:** Sept. to Jan. and Feb. to June.
- A bus pass is not issued for daily bus users. Daily bussing arrangements must be made and paid for in advance.

OPTION 2 For users who ride regularly, but infrequently:

- **\$57.50 bus pass good for 20 rides**
 - a) This pass must be purchased in advance.
 - b) This pass must be presented to the bus driver at each boarding of the bus. The pass will be punched once for each time the child rides the bus.
 - c) Keeping this pass safe is the responsibility of the rider. A lost 20-ride pass will not be replaced by the school.
 - d) The pass is only valid for the current school year.

OTHER FEES

1. The following “**option fees**” will be charged to your account during the school year and are due as they appear on your monthly statement:
 - a) There will be a rental fee per month for musical instruments owned by CHCS.
 - b) Additional charges for Jr. High Options Class will be charged on a per class basis depending on options chosen.
 - c) Swimming - Elementary
Students in Grade 1-6 may participate in Red

Cross Aquaquest swimming classes as part of their PE program. Each student will be charged based on the cost of the program.

2. The following “**miscellaneous fees**” will be charged throughout the year:
 - a) Outdoor School - Gr. 5 & 6 and Gr. 7-9
Students participate in the Alberta Conference-wide Outdoor School. The Grade 7-9 Outdoor School is usually in the fall and Grades 5 & 6 Outdoor School is in May or early June. There is an additional charge for these activities which lasts several days. Costs range approximately \$50 per student.
 - b) Outdoor Education Rental Fees - Gr. 7 - 9
 - Some equipment is available for rent for Outdoor Education activities. These rental fees are to be paid directly to the student’s respective teacher at the time of the outing.
3. When a “**library book/textbook**” is lost or damaged, the student will be charged for the book’s replacement value or \$10.00.
4. A **\$5.00** fee will be charged to students who use school locks for their lockers and do not return them at the end of the school year. (See “Lockers”, page 9.)

OVERDUE ACCOUNTS

All prior accounts must be paid in full before a child will be accepted for the new school year.

FINANCIAL ASSISTANCE

Financial assistance may be available to families who complete the necessary Student Aid Request Form available in the school Finance Office. This request form for financial assistance must be completed and submitted along with an Application for Admission Form. The request will be reviewed by the CHCS Finance Committee and the College Heights S.D.A. Church Student Aid Committee for dispersal of available funds. All those applying for financial assistance must realize that there will be a financial commitment on their part to help cover a portion of the tuition and bus fees (if needed). All other fees are not included.

GRADUATION

In order for a student to participate in graduation, all school fees/fines and tuition (according to the Financial Commitment payment option parents/guardians have chosen) must be paid in full or financial arrangements for payment needs to be confirmed.

LATE REGISTRATION

Students enrolling after the first week of school pay the full class fund fee, plus the first month's tuition based on the number of school days attended in that month. A financial commitment, based on one of the payment options outlined on the Application for Admission form, must be made for the remainder of the school year.

WITHDRAWING STUDENTS

Any parent/guardian withdrawing a student from school

before year end must notify the school office, in writing, of their intent and the student's last day of school. Any student withdrawing from school before year end, but receiving a final grade, is expected to pay a full year's tuition. Any student transferring to another school to complete the same grade will qualify for a tuition refund based on the amount of prepaid tuition, the number of school days attended in the month of withdrawal plus the remaining months in the school year.

ACADEMIC LIFE

Through its philosophy, admission policies, curriculum, and facilities, CHCS strives to provide an optimal Christian learning environment for each student.

CHCS is a provincially certified ECS through Grade 9 school. In our school, religious studies are integrated with the provincially authorized curriculum as it is our goal to bring God into all aspects of student activity.

ACADEMIC EXCELLENCE

At the end of each trimester, the marks of each student in Grades 7 through 9 will be examined and those receiving an average of 85% and above, with no grade below a C, will have their names published on a school Honour Roll. Those maintaining an honour standing for at least two of the three trimesters and maintain an 85% or higher average with no grade below a C, will receive an award at the end of the school year.

GRADING SYSTEM

For Grades 4 to 9, the following grading system applies:

Excellent

A+ = 96-100%
A = 90 -95%
A- = 85-89%

Above Average

B+ = 82- 84%
B = 78-81%
B- = 75-77%

Satisfactory

C+ = 70-74%
C = 65-69%
C- = 60-64%

Below Average

D = 50-59%

Unsatisfactory

F = 0-49%

REPORT CARDS

Report cards will be issued for each tri-semester. If information regarding the progress of a student is desired other than at these report times, please contact your child's teacher and he/she will be glad to make available the information you desire.

PowerSchool REPORTING SYSTEM

CHCS is making use of an on-line school reporting system called PowerSchool. Through PowerSchool, parents can access information about their child(ren)'s grades, and overdue assignments at anytime from anywhere they have access to the Internet. Students and parents can get immediate feedback regarding the student's progress. Families who do not have access to the Internet are welcome to come to the school to access this information. Details for accessing PowerSchool are provided by the

school office.

ATTENDANCE POLICY

Regular attendance is essential for success at school, therefore regular and prompt attendance at all school appointments is expected of each student. Absences disrupt the continuity of the instructional process and often result in lowered student achievement.

It is the parents/guardians responsibility to see that students are present and on time in each of their classes throughout the day. **If it is necessary for a student to be absent or late, parents/guardians are asked to phone the school office first thing in the morning on the date of the absence or tardy or submit a written note/email.**

Excused absences will be granted for the following reasons:

1. illness
2. compassionate leave (sickness, death)
3. medical appointment (When possible, we encourage medical appointments to be scheduled outside of school hours).

Parents/guardians who take their child(ren) out of class, for whatever reason, are responsible for collecting missed assignments when their child(ren) return(s). Consideration will be given by teachers to assist in covering missed work. In general, teachers will not give out assignments prior to student's leaving.

Students should arrive on time. Students are expected to go directly home after dismissal each school day. The school will be closed a half hour after dismissal time.

Teacher supervision begins 15 minutes before classes start and ends 15 minutes after classes dismiss. Parents or guardians who bring or pick up their child(ren), please do so within these times.

If a student should become ill during a school day, the parents/guardians will be notified so that the child may be picked up as soon as possible.

For attendance records and security reasons, if a student is leaving school early, the parent/guardian must sign their child out in the office and sign them back in when returning to the school during school hours.

If a student is absent because of illness on a day of a sporting event (i.e. Volleyball game), they will not be permitted to play in the game that day.

MORNING ARRIVAL AND PROMPTNESS POLICY

Dependability and promptness to appointments are extremely important life skills. For this reason, it is expected that students be at school on time each day and ready for each class to begin. Once the 8:30 a.m. bell has rung, students not in their classroom must go to the Office to receive a late slip before being admitted to class.

PEANUT-SAFE ENVIRONMENT

CHCS is a peanut-safe environment due to severe health

threats to some students. We appreciate your support as we attempt to make the school environment safe for all students.

VACATIONS

Please follow the school calendar in planning your vacations (as found on the CHCS website/Facebook). This will help the student gain the most from the education program and assist the teachers in planning their presentations. Refer to the school website/Facebook calendar for up to date information regarding school events and activities.

HOMEWORK

Students should expect homework responsibilities, with the amount of homework depending upon the grade level of the student. Student homework will be regulated to ensure proper completion of the curriculum. When planning family activities we ask that parents/guardians and students consider homework responsibilities.

To help students get, and stay organized in their school assignments, each student from Grade 1-9 will be provided with a Student Planner for homework. The school will provide the Student Planner to the student. (See "Registration Fees", page 4.) We ask parents/guardians to support their child(ren) in using these books to help students develop positive and healthy study habits. Replacement cost for a lost Student Planner is \$10.00.

Work missed for illness or compassionate leave will be provided but not necessarily the same day. **Please do not expect to get homework before school starts or immediately after school.** Teachers are generally teaching all day long and may not have time to put homework together until after 3:30 p.m. Therefore, parents/guardians or students should not come in and request the day's assignments during the regular teaching day.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are essential for a successful school year. CHCS has parent-teacher conferences scheduled following the first two terms of the school year. We recommend that parents/guardians take advantage of this opportunity to become better acquainted with teachers and discover the methods used in the evaluation of their child(ren)'s school experiences.

Communication between teachers and parents/guardians is not limited just to these conferences. Parents/guardians are encouraged to communicate with teachers or administration anytime there is a question or concern. Appointments should be made in advance.

The success of the school year, to a large degree, depends on the relationship between the school personnel and parents/guardians. The staff of CHCS requests the support of parents/guardians in all school matters. If a child reports having a problem at school, parents/guardians are encouraged to contact the teacher to hear both sides of the story. Effective communication between home and school can solve many potential problems.

SUPPLIES

Students are to purchase school supplies according to the "Supply List" provided by their home room teacher. ("Supply Lists" will be given to students with their final report card and/or if teachers do home visits before school starts). The supply list is available at the school office or on the school website.

SCHOOL BUS SERVICE

School bus service is available to students in the City of Lacombe and Rosedale Valley. Students that ride the bus occasionally require a 20 ride bus pass. (See "School Bus Fees", page 4.)

All riders are asked to follow common sense safety rules when riding the bus. They are asked to not distract the driver by acting in any manner that will take the driver's attention away from the road. A complete set of bus behaviour rules is posted in the bus. Disregard of the posted rules may result in a bus-riding suspension or other disciplinary proceedings administered by the bus driver in consultation with the Principal, as needed. (See "Discipline" on page 8).

When mechanical failure or driver illness prevents the school bus from operating, it is the responsibility of the parents/guardians to arrange for transportation to and from school. Families will be notified by phone, email or text message if the bus is not operating.

INCLEMENT WEATHER & SCHOOL CLOSURES

In the event of a blizzard, dense fog, or other inclement weather, the school follows the same **school closure** and **bussing** procedures as the schools in the Wolf Creek Regional Division and/or the City of Lacombe schools. Parents/guardians will be notified of any closures through the SwiftReach school notification system, using communication channels (email, voice and SMS text messaging). Closures will also be posted to the school website and the Lacombe radio station Sunny 94.1 FM or Red Deer radio stations BIG 105.5 FM, Shine 90.5 FM or CKGY 95.5 FM as they will announce which schools will be closed and which busses will not be running.

STUDENT LIFE

STUDENT BEHAVIOUR

Principles of Christian conduct are upheld at CHCS. Honesty, courtesy, reverence, purity, obedience and anti-bullying are emphasized. It is understood that when applications are made for admission to the school, all students thereby pledge themselves to follow the regulations and to live in harmony with the ideals and policies of the school. Students are encouraged to practice the principles:

- showing respect for God, the Bible, and the religious ideals of the Seventh-day Adventist Church
- showing respect for self and others by refraining from:
 - the infliction of injury
 - insubordination (rebellion)

- bullying
- cheating, stealing, dishonesty
- inappropriate association with members of the opposite sex
- showing respect toward the property of the school and the property of others
- using language that is free from profanity
- attending school punctually and regularly
- maintaining a cooperative attitude
- seeking out constructive entertainment, recreation, and leisure time activities
- bringing to school only those items required for regular school use and approved activities (items such as knives or weapons, matches/lighters, occult objects, and obscene literature are not acceptable)
- refusing to possess or be under the influence of any mind-altering substance such as alcohol, tobacco, marijuana or non-medical drugs
- keeping electronic devices such as personal sound systems, cell phones and electronic games out of use during the school hours of 8:30 a.m. - 3:15 p.m. (teacher's permission must be given for the use of personal electronic devices for school use)
- CHCS provides screened use equipment for academic research school purposes. Student's ability to use these devices will be based on responsible behavior and management by the student. This privilege may be withdrawn for misuse. Students are encouraged to use personal lockers for personal storage. Students are provided with combination locks for personal lockers.
- having proper authorization before leaving school grounds or taking other students from the school grounds during school hours of 8:30 a.m. to 3:15 p.m. (See "School Ground Leave", page 8.)
- refraining from the entry of locked facilities
- refraining from the misuse of fire alarms or extinguishers

Students who demonstrate an unwillingness to cooperate in maintaining the school standards, including the support of the above principles, seriously jeopardize their privileges at CHCS.

BULLYING

Bullying is any unwelcome physical or verbal behaviour. Bullying occurs when such conduct undermines another individual's personal dignity by causing embarrassment, discomfort, humiliation or offence; or such conduct interferes with an individual's work performance or learning opportunities by creating an intimidating or hostile work or learning environment.

We are committed to providing an environment in which all individuals are treated with respect and dignity. Each individual has the right to work and to learn in a safe setting which promotes equality of opportunity and which prohibits discriminatory practices.

Policy for Bullying Prevention

College Heights Christian School believes that all students have a right to a safe and healthy school environment. The school and community have an obligation to promote mutual respect, tolerance, and acceptance.

College Heights Christian School will not tolerate behaviour that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behaviour includes direct physical contact, such as hitting or shoving, verbal assaults such as teasing or name-calling; social isolation or manipulation, and cyber bullying such as posting harmful material or engaging in other forms of social cruelty using the internet or other digital technologies.

The CHCS School Board is committed to providing an environment in which all individuals are treated with respect and dignity. Each individual has the right to work and to learn in a safe setting which promotes equality of opportunity and which prohibits discriminatory practices.

College Heights Christian School expects students and/or staff to immediately report incidents of bullying to the principal or a vice-principal. Staff members are expected to immediately intervene when they see a bullying incident. Each complaint of bullying should be promptly investigated. This policy applies to students for any activity on school grounds while traveling to and from school, during the lunch period or any other school-sponsored activity.

Suggested Student Code of Conduct should include, but not be limited to the following actions and consequences:

- Any student who engages in bullying may be subject to disciplinary action.
- Students are expected to immediately report incidents of bullying to the principal, vice-principal or teacher.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

If the complainant student or the parent of the student believes that the investigation or complaint was not resolved appropriately, the student or parent of the student should contact the principal or the school office. The school prohibits retaliatory behaviour against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behaviour include, but are not limited to the following:

- The school will make reasonable efforts to keep confidential a report of bullying and the result of the investigation.
- Parental concerns regarding acts of bullying toward their child will be logged and investigated, followed by feed-back to the parents.
- Staff members will immediately intervene when they see a bullying incident occur.
- People witnessing or experiencing bullying are encouraged to report the incident. Such reporting will not reflect on the victim or witness in any way.

SCHOOL DRESS CODE

At CHCS we encourage students to choose clothing using the guidelines of neatness, modesty, cleanliness, healthfulness, and appropriateness. Clothing that meets this

description is considered acceptable classroom attire.

The following are considered unacceptable:

- tattered clothing
- messages or graphics displaying non-Christian values
- tight-fitting clothing (such as spandex material)
- visible undergarments
- pants / slacks that are revealing
- shorts and skirts that are more than several inches above the knee
- clothing with low necklines or where the midriff is exposed
- immodest swimwear
- sleeveless shirts, dresses, or blouse with shoulder straps less than 3-finger wide (of the student).
- for safety, flip flops, sandals or any shoe that does not completely surround the foot will not be allowed for gym class. Students may be asked to not participate if adequate footwear is not provided.

It is the prerogative of the faculty to interpret styles of dress and grooming consistent with the standards of the school. Those who violate these guidelines may be asked to return home to change or may be provided with alternate clothing for the day.

Students are required to remove hats/caps when in the school. Hats/caps are acceptable outside, and may be worn for Hat Day.

Elementary students are asked to provide 2 pairs of shoes - one pair for outdoor use and one pair of running shoes for indoor and gym use.

The cooperation of parents/guardians in guiding their child(ren) in these areas is greatly appreciated.

GRADUATION DRESS CODE

In keeping with standards of modesty, girls' graduation attire must receive approval.

The following guidelines will be followed:

- a) Sleeveless dresses may be worn if they are modest, and the shoulder straps are a minimum of 4 cm.
- b) Spaghetti straps may be worn if covered with a jacket or shawl-like covering which is secured.
- c) Material of the dress should be opaque.
- d) Length should conform to existing school policy.
- e) Neckline (front and back) should be above the armpit.
- f) Tightness of the skirt should exemplify modesty.
- g) Since graduation is a school function, the jewellery and cosmetics policies are in effect.
- h) Young ladies should have graduation dresses available for dress check by June 1.

Young men will wear dress pants that are not jeans.

JEWELLERY AND COSMETICS

CHCS requests that students maintain a natural, wholesome

appearance.

Non-functional jewelry of any kind such as rings, earrings, bracelets, and necklaces should not be worn at school or school functions.

GUM Elementary students are asked to leave gum at home.
FINES

Anyone tampering with safety equipment, fire extinguishers, or security apparatus may be charged a **\$50.00** fine.

In the event that wilful or careless damage is done to school property, it will be the responsibility of the parents to pay the cost of repair.

SCHOOL GROUND LEAVE

In the interest of student safety, students will not be allowed off CHCS school grounds during school hours (8:30 a.m. to 3:15 p.m.) unless the school has received written permission from a parent/guardian.

Unless the student is leaving to go home for lunch daily, a note will be expected for each leave. At the beginning of the school year, each student going home for lunch on a regular basis must bring a note from their parent/guardian indicating this fact.

DISCIPLINE

(A student is considered subject to school discipline at all times he/she is on the school property or at all school functions.)

Parent/guardian cooperation is vital to the effective discipline of students. Close contact with parents/guardians when students are having behavioural problems forms a major part of our discipline policy.

Students have the right to be heard, to present their cases and to have reasons given to them. However, the teacher has the right to choose the appropriate time and place for this meeting.

A teacher may temporarily suspend a student from the classroom who is insubordinate or disruptive in class.

The principal may suspend a student from school for reasons such as gross insubordination, persistent violation of school regulations, or disruptive behaviour. Parents / guardians will be notified of such suspension and may be requested to appear at the school before the student is reinstated. Students who are suspended from school are barred from all school functions during the period of suspension. Parent/guardian cooperation is especially solicited in the implementation of this policy.

The School Board has authority to expel a student. Such action is recorded in the student's permanent record.

Parents/guardians are urged to contact the student's teacher and/or principal whenever any disciplinary action is questioned. Should further clarification be required, parents/guardians may request a meeting with the Discipline Committee of the Board.

DISCIPLINE PROCEDURES

When school regulations are not observed, one or more of the following procedures will be used:

- a) The student is removed from the problem situation to discuss the problem with the teacher or principal.
- b) Staff members will discuss the problem with the child's parents or guardians.

If the above procedures do not result in a change in the problem, one or more of the following procedures may be implemented:

- a) A creative, individual solution for the problem may be worked out in consultation with staff members, the student, parents or guardians, the CHCS Board Discipline Committee, and possibly a counsellor.
- b) The student may be assigned to complete his or her class work in another classroom for one to three days.

If the above procedures are not effective in changing the problematic behaviour of the pupil, one or more of the following procedures will be implemented:

- a) The student is required to be absent from the school premises (suspension). A principal may suspend a student from one or more class periods, one or more courses or school programs, school, riding on a school bus, or participating in an activity sponsored or approved by the school. When an out of school suspension is implemented, the parents and Discipline Committee of the board are involved and notified.
- b) If no other solution can be found, expulsion may be implemented. The School Board, upon receiving a written report from the principal, has the authority to reinstate or expel the student under suspension. Parents and students have a right to question and make representation prior to the final decision of the board. In the event of expulsion CHCS shall continue to be responsible for the student's education until alternative studies are determined or corrective steps are implemented. CHCS will transfer government funding to a new school if applicable.

GENERAL SCHOOL INFORMATION

ACCIDENT INSURANCE

Each student is covered by twenty-four hour accident insurance with Industrial Alliance Pacific Insurance Financial Services Inc. This insurance does not duplicate Alberta Health Care coverage. Payment is included in the tuition fee.

If a student receives an injury, or is involved in an accident which could be covered by accident insurance, contact the school office for more information and to receive an accident claim form.

BICYCLES AND VEHICLES

Students using bicycles to travel to and from school must park them upon arrival and leave them so until school is dismissed. An exception will be recognized for students who go home for noon lunch. For safety reasons, students are asked to not ride or use their bicycles, scooters, skateboards or rollerblades on the school grounds during school hours. Failure to comply with these regulations may result in forfeiting privileges. In compliance with existing laws, students are required to wear proper bike helmets.

The school assumes no responsibility for bicycles or motorized vehicles at the school beyond the customary playground supervision at recesses and noon.

COMPUTER USE

The use of the Internet and computers provides real educational benefits to students. Access to computers and the Internet is given as a privilege to students who agree to act in a considerate and responsible manner under the direction of the teacher. We require that students and parents or guardians read, accept and sign an Acceptable Computer Use Policy Agreement at the beginning of the school year.

HOME AND SCHOOL ASSOCIATION

The Home and School Association has been established to promote understanding and cooperation between parents/guardians and teachers. All parents/guardians, teachers, and other interested adults are invited and encouraged to attend regularly the meetings and programs of the association. Please watch for announcements in the Roundup and in the church bulletin.

LIBRARY

Students are encouraged to make use of the books in our library. We ask that books be handled with care and returned by the due date. Any fines issued for overdue books or charges issued for lost/damaged books must be paid before report cards will be released. (See "Other Fees", #3, page 4.)

LOCKERS

The school provides lockers or cubbies for the students' personal use. The school, however, cannot take responsibility for the contents in the lockers. Valuable property should not be brought to school. The school retains its ownership rights to the lockers and may at any time inspect the lockers and confiscate articles which should not be on school premises.

Students who use locks on their lockers must use one of the school's combination locks or if using their own lock, must provide a second key or the lock combination to the school office. A \$5.00 fee will be charged to students who use school locks for their lockers and do not return them at the end of the school year (See "Other Fees", #4, page 4.)

LOST AND FOUND

Please check the Lost and Found box periodically. Several times a year the lost and found box will be emptied and the contents will be put on display. Any unclaimed articles will be donated. Valuable and small lost and found items will be

kept in the office. Students may ask for a lost item at the office during office hours.

MEDICATION POLICY

At registration, a health statement, including allergies or any other special medical issues, must be filled out by the parent / guardian. The parent / guardian of the student assumes responsibility for informing the Principal of any change in the student's health.

The school will not supply medication for students. It is the parents' responsibility to provide any medication that a student requires.

The school will generally not administer medication to students. However, if as an activity of daily living, a student is required to take medication during school hours and the parent / guardian cannot be at the school to administer medication, a staff member in the presence of an adult witness, may assist by overseeing the child administer pre-measured doses of medication provided by the parents. The following regulations will be adhered to. Written instructions signed by the parent / guardian and physician are required and will include the following: student's name, name of medication, purpose of medication, time of medication, dosage, possible side effects and procedures to follow in case of an adverse reaction, and termination date of administering the medication. **Parents who request the school to assist with medication will be required to fill out the "Administration of Medication" form.**

It is the parents' responsibility to notify the principal in writing of any medical issues their child may have, initiate medication at home, and notify the principal in writing of any change in medication or medical condition.

The CHCS Board (and school) retains the right to reject requests for administration of or assistance with medicine.

PARENT/TEACHER CONCERNS

From time to time there are parents or others who have questions regarding something which they don't understand or agree with in regards to a particular classroom or teacher. While this situation is perfectly normal, there are some great concerns about the way these misunderstandings are aired.

An accompanying concern is the attitude with which many questions are brought. Experience has shown that whenever an inquirer comes with a predetermination of wrongdoing or with an argumentative spirit, resolution is often difficult to achieve.

The counsel of Matthew (found in Matthew 18:15-17) is a guideline which serves the Christian well in these circumstances. The apostle clearly points out the necessity of dealing directly with the person, one on one, prior to any other procedure. As a companion to this procedure, it would be helpful to all concerned if the one who has a question would approach the teacher with an attitude of helpfulness and love. Please note that classroom interruption is considered inappropriate. Therefore, the following steps are recommended:

Initial discussion can be initiated between yourself and the teacher and to discuss your observations and feelings. Appointments for this meeting should be confirmed through the school office. Following this discussion, it might be helpful to follow it up with a short note reviewing the points covered and the agreements reached.

Should further concern exist, a meeting with the Principal, the teacher and the parent can be scheduled. Following this contact, the Principal should, as a matter of course, correspond with the teacher as the parent had done in step one.

The Principal may involve the Conference Educational Superintendent. The alternative to this would be to inform the parents that they could elect to appear before the local school board Executive Committee and state their case.

It is hoped that the parent who follows these procedures will experience complete satisfaction and understanding of the problem. Should the Principal, Superintendent and/or the Executive Committee validate the philosophy and procedures of the teacher, the parent is asked to cooperate with the program. Should the teacher be counselled to change certain things, further written professional evaluations will monitor these changes.

PARKING LOT - STUDENT DROP OFF AND PICK UP

Please do not park, drop off or pick up your child(ren) on the north (College Avenue) side of the school, this area is clearly marked and has been reserved for school bus usage and staff parking. You may utilize the parking lots east and west of the school for parking, drop off and pick up purposes.

SCHOOL COMMUNICATION

CHCS has several main sources of communication with parents/guardians throughout the year:

- E-mail
- Our newsletter, "**CHCS Roundup**"
- Our website - www.collegeheightschristianschool.ca
- PowerSchool
- Facebook

The Roundup is usually published twice monthly. It is available on our website in full colour, and by email. A black and white copy will be sent home by request only. We encourage parents/guardians to read each publication since it contains not only newsworthy items, but changes in schedules, notices of field trips, various requests, and notices of important events in which students are involved.

SCHOOL VISITS & SECURITY

Parents who wish to visit with a teacher are asked to do so after school hours. Making an appointment will ensure that the teacher is available. Parent visits before school are strongly discouraged as teachers need to be available to greet students and help them get ready for a prompt school start at 8:25 a.m. Thanks for your help.

We ask visitors (non-staff or students) to please sign-in at the office when entering the school during school hours and sign-out when your visit is over. This is for security and safety reasons.

CHCS students wishing to invite a relative or friend to school must first make arrangements with the teacher(s) involved.

Students from other schools are to do their visiting after school hours only.

SNOW SLEDDING EQUIPMENT

Students are expected to be outdoors for their recess and noon break. Students may bring snowboards, sleds and carpets provided they are made of the soft plastic/foam type materials (hard plastic or wood products is not permitted).

TELEPHONE

A courtesy phone is provided in the office for students to use during school hours when they need to make personal phone calls. They will need to bring the phone pass from their teacher to do so.

If parents/guardians need to call their child(ren) or teacher(s), it would be preferred that they call at recess, noon break, or after school.

VOLUNTEERS

The role of volunteers is to assist College Heights Christian School (CHCS) in providing curricular, extracurricular and other school-related activities and services. Volunteers shall not be used to provide services that would result in the displacement of an employee. Volunteers can be engaged in activities such as:

- Listening to students read
- Working with small groups of students
- Working alongside individual students and supporting individual needs
- Undertaking art and craft activities with students
- Supporting after school clubs and athletics
- Accompanying school field trips

All volunteers in the school must be approved by the CHCS principal in consultation with the staff. All volunteers must complete a volunteer application form, successfully complete a criminal record check and provide CHCS a copy of the criminal record check at least every five years, or at the request of the principal and sign the CHCS volunteer agreement form.

Volunteers agree to notify CHCS if for any reason, criminal or otherwise, when they may become ineligible to serve as a volunteer. If they fail to notify the school of such activity CHCS has the obligation and authority to break the volunteer agreement without notice or warning.

CHCS also maintains the right to enter into or break the volunteer agreement at its' sole decision at any time.

Volunteers must:

- Adhere to the bylaws, policies and regulation of the CHCS Board.
- Speak and act with respect.
- Deal judiciously with students.
- Respect complete confidentiality with regard to any student matters that they may come in contact with.

- Report all incidents of student or personal injury to staff.
- Maintain confidentiality with regard to personnel matters.

If planning to drive for school field trips, volunteers must provide proof of 2 million public liability vehicle insurance. A copy must be kept at the school office.