



Parent and Student
Handbook

A Great Place to Grow...

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SECTION I GENERAL INFORMATION

1.1 Note to the Handbook

Thank you for taking time to read our Parent/Student Handbook. Our school policies are written with the intent to provide a safe and respectful environment in which students thrive.

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

1.2 Mission Statement

Our school mission statement was developed to reflect our desire to partner with parents, providing a positive learning environment where students can discover, learn and develop to their greatest potential. Our mission statement is as follows:

To nurture academic excellence and personal growth through Christ-centered education, in partnership with parents.

Our mission mantra is “KCA, a great place to grow!”

1.3 Purpose

Kleinburg Christian Academy’s ultimate goal is the development of Christian character and personal integrity in a positive and enriching school environment. Kleinburg Christian Academy desires to assist students in developing a lifestyle that is pleasing to the Lord, and encouraging them to accept responsibility for their words and actions. KCA commits to directing students toward academic excellence and promises to educate students with the highest standards in both academic and spiritual education.

1.4 History

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

1.5 Associations

Kleinburg Christian Academy is a member of the Ontario Alliance of Christian Schools (OACS). This organization outlines Christian principles for participating schools, provides continued education opportunities for teachers and administration through conferences and seminars, gives curricular guidance and support to participating schools, and organizes tournaments and competitions for sports teams and clubs. The OACS district office is located in Ancaster, Ontario. For more details visit www.oacs.org

1.6 Academic Standards

Kleinburg Christian Academy is officially registered with the Ministry of Education as an operating Private School, and as such does not qualify for provincial government funding in Ontario. The curriculum at Kleinburg Christian Academy meets and/or exceeds Ministry guidelines. In addition, KCA offers a limited Resource program, in order to meet a variety of student learning needs.

1.7 Admission Policy

Kleinburg Christian Academy welcomes applications from all families. When considering students for enrolment, preference is given to siblings of families already established at KCA. Secondary preference is

given to students transferring from other Christian schools. Following that, applications are administered as received. Families who wish to attend KCA must successfully complete the following stages:

1. Completion of enrolment applications
2. Interview with the principal (student and parents)
3. Signed agreement with our Statement of Faith
4. Signed agreement with our Tuition Policy
5. Admission test at the discretion of the principal (grades 1-8)
6. Transfer of past report cards and standardized tests of previous school

Note: Kleinburg Christian Academy reserves the right to determine who will be granted admission and/or invited back the following year. Factors taken into consideration, but not limited to, are academic standing, behaviour, and spiritual matters.

1.8 Teachers

Qualified, dedicated and certified teachers are prayerfully selected on the basis of spiritual devotion, knowledge of curriculum and teaching practices and competence. KCA teachers bring specialized gifts and abilities, and are responsible for encouraging children to discover and develop to their maximum potential in a Christ-centered, academic environment. The school will hire those with Ontario teacher qualifications, including those who have completed training at Christian universities/colleges. In addition, the kindergarten program may employ teachers with Early Childhood Education (ECE) certification. There are also those who may qualify based on a specific skill/ability combined with experience that would enhance a specific program.

1.9 Tuition Fees

Tuition fees for the upcoming school year will be communicated at the time of re-enrolment in early spring of the current school year. Tuition fees cover all educational instruction, textbooks, workbooks, agendas, in-school standardized testing, participation in sports teams, and most clubs and activities.

Tuition fees do not cover before/after school childcare, school uniforms, transportation to and from school, class trips and musical instrument rentals (intermediate students). Parents are strongly encouraged to participate in fundraising activities that add resources to the school.

1.10 Specialized Testing

Testing of an academic nature is available in-school. Psycho-Educational testing requiring a psychologist, when needed, is the responsibility of parents.

1.11 School Hours

Before School Supervision	7:00 to 8:30 am. (fees apply)
Start Time	8:45 am.
Chapel	Friday mornings from 9:00-9:45 am
Morning Recess	10:25 to 10:45
Lunch	12:10-12:35
Recess	12:35 to 1:00
Drop Everything And Read (D.E.A.R)	1:05 to 1:20 pm. All grades
Dismissal	3:30 pm
Excel Club (after school tutoring)	3:30 to 4:15 Wednesdays
After School Supervision	3:30 to 6:00 pm. (fees apply)
Sports Practices	3:30 to 4:30 pm Tuesday/Thursdays or as scheduled by coaches.

1.12 Transportation

Student transportation to and from school is the responsibility of the parents. Class trips may require parental assistance with driving or a bus may be rented. The cost of transportation, class trips and related expenses are factored into the cost of the trip and are the responsibility of the parent.

SECTION II ACADEMIC POLICIES

2.1 Homework

Homework is an integral part of the school curriculum. Work completed at home and its subsequent analysis and evaluation plays an important role in the learning process. Research indicates that elementary school student attitudes towards homework, as well as parental involvement, are significant factors in a student's future academic success. Homework serves to demonstrate that formal learning takes commitment, effort and discipline that extend beyond each day's classroom experience. It is our policy to assign homework from Monday to Thursday only. We value and respect family time, and make every attempt to honour weekends and holidays as times of rest and togetherness for parents and children.

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

Objectives:

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

Teachers will communicate to parents and the principal if a student is not meeting homework requirements. Homework in grades one to four consists of unfinished classroom work, reading, spelling list practise, Bible memory work and review for tests. Homework in grades five to eight consists of unfinished classroom work, home projects and assignments, reading, practice of band instrument and review for tests, quizzes, and in grade seven and eight, exams. A standard time frame for homework is 10 minutes per grade level (i.e. Grade 5 = $10 \times 5 = 50$ minutes). Parents who observe their child consistently exceeding these limits should approach the teacher.

2.2 Academic Excellence

Working to the best of one's ability is an expectation of Kleinburg Christian Academy students. Students scoring below 70% on a test may be required to review and rewrite the test (or another test based on the same information). When poor preparation or an improper attitude is the cause for poor testing results, the teacher is under no obligation to alter the mark earned on the first test, regardless of the mark earned on subsequent attempts.

Extra help is available from classroom teachers during the school day, informally after school, or during weekly Club Excel. Club Excel is designed to provide a forty-five minute small-group instruction/review time, in addition to regular classroom hours. Students will be invited by their teacher to attend for a single time or on a regular basis. Students and their parents may also request an invitation to Club Excel.

2.3 Student Evaluation

Report cards are the official means of communicating student progress. Parents receive an Interim Report in October, indicating student successes as well as "next steps" for student success. Report cards are filed in each student's Ontario Student Record (OSR) folder, as mandated by the Ministry of Education. Official reports will be distributed at the end of each term: November, March, and June. Term report cards communicate cumulative results of quizzes, tests, daily work, projects, and other formal and informal assignments. Student participation and study habits play an important role in student success, and are communicated in term reports. Parent/teacher interviews are offered at the end of Term One and Two. However, regular, positive communication is encouraged between parents and teachers as questions or concerns arise at any time throughout the term.

2.4 Agendas

Each student in Grade One through Grade Eight is provided with a student agenda, the purpose of which is to assist in organizing daily class work, homework, additional responsibilities, and extra-curricular activities. Agendas are another vehicle of communication between teachers and parents. A weekly overview of curriculum and important deadlines will also be communicated via KCA's Friday newsletter, the *Weekly Connection*.

2.5 Academic Requirements for Extra-Curricular Activities

Students at Kleinburg Christian Academy are expected to do their very best and achieve to the best of their ability. We understand that each student is an individual and that their results may be quite varied. It is expected that students are to meet classroom and behavioral expectations in order to participate in school sports, field trips, musicals or clubs. As a rule of thumb, students not working at their full potential due to inappropriate behaviour/attitude will be placed on academic probation by the principal until appropriate attitude and academic results have been achieved.

2.6 Student Awards

Kleinburg Christian Academy acknowledges student successes in a number of ways. There is a dedicated "We Caught You Being Awesome" section in our Weekly Connection newsletter. Staff is encouraged to communicate positive gains, achievements and attitudes to students and parents in a timely manner by phone, email or note. At the close of each school year, students are presented with a "Win-It" certificate acknowledging team participation, academic success, attendance, positive attitudes and character traits. Emphasis will be on strong work ethic and continual improvement as well as high achievement. Major awards for the Grade 8 class will be presented at Graduation. In addition to subject awards, the Grade 7/8 class will choose a Class Historian and a Valedictorian to represent them at Graduation.

SECTION III STANDARDS AND EXPECTATIONS

3.1 Rules for Students

Kleinburg Christian Academy has a define Code of Conduct which define how our students will act and interact while at school. Students' behaviour should reflect their awareness of God in their lives and character traits (biblical, Fruits of the Spirit) that include Love, Joy, Peace, Patience, Kindness, Goodness, Gentleness, Faithfulness and Self Control. Students are to behave in a manner that represents themselves, their families and Kleinburg Christian Academy in a positive light.

KCA CODE OF CONDUCT

Arrive on time

Be prepared for class

Work hard to be successful

Watch your words

In our halls, walk quietly to the right

Show Respect

...for Canada, for classmates, for teachers, for visitors, for property, for yourself

Wear a smile...Have a good attitude

3.2 General Rules

1. Use courteous and respectful language.
2. Walk, don't run (exception is the gym area).
3. No gum chewing at any time during the school day.
4. Be obedient and show due respect to all adults, including using respectful tone of voice and body language.
5. Remain in supervised areas, both indoors and outdoors.

3.3 Classroom

1. Enter the classroom in an orderly fashion and quietly prepare for class to begin.
2. Raise your hand when requiring assistance or answering a question.
3. Keep your area of the classroom tidy.
4. General classroom routines must be followed, as set down by the teacher.
5. Differences of opinion with the teacher or another student should be resolved privately and respectfully after class.
6. Listen to others and wait your turn before speaking.

3.4 Hallway Safety

1. No running or loud noise in the hallway.
2. When moving from one class to another, do so in a quiet and orderly manner.
3. Keep your belongings in an orderly fashion, with shoes under the bench and coats on hooks.
4. Lockers are to be kept clean and organized.

3.5 Courtesy, Manners, and Respect for Others

1. Common courtesy and respect must be exhibited to peers, staff and visitors.
2. Teasing and gossiping are unacceptable.
3. The uttering of physical threats is considered to be a serious action, both by school and the Law, and will result in immediate action.

3.6 Playground Rules

1. Play fighting is not permitted.
2. Do not pick up other students.
3. Tag games are not allowed on the playground equipment for safety reasons.
4. Students are to respect the space of others.
5. When the bell ending recess rings, students are to line up quickly and quietly.
6. Snow/snowball throwing is not permitted

3.7 Office Area

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

3.8 Washrooms

1. There may be no loitering in the washroom.
2. Washrooms are to be kept tidy.
3. During gym, clothing is not to be left in the change room areas.
4. Lights are to remain on during the school day.

3.9 School Property

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

3.10 Operating Conduct

Biblical Principles for Conflict Resolution

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

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

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

When you are the source of conflict:

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

When others are the source of conflict:

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

3.11 Expectation/Responsibility

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

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

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

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

Student Expectations

The student can expect from the school:

1. To have Christian teachers who will understand, care for, and encourage them.
2. To have a Christian environment in which she/he may find a quiet and secure place to work.
3. To be offered a place where mutual respect is evident amongst the students and staff.

Student Responsibilities

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

Parent Expectations

The parent can expect from the school:

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

Parent Responsibilities

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

Teacher Expectations

The teacher can expect from the school:

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

Teacher Responsibilities

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

SECTION IV SCHOOL POLICIES

4.1 Lateness

Students arriving after 8:45 a.m. are considered to be late. With our security system, doors to the building will be locked and those students who arrive after 8:45 a.m. will need to access the building through the main school office door. In order that classes are not interrupted, students who arrive after 8:50 a.m. will not be allowed entrance to the classroom until after morning announcements. Students will be detained at the office area where they will be dismissed at 9:05 a.m. in order to be ready for the 9:10 a.m. bell. Students in the hallway at the 8:55 a.m. bell will also be considered late. These students must stop and wait until the announcements are over before proceeding to class with a late slip.

4.2 Early Dismissal

Students that require early dismissal for any reason must present permission from home. If a student becomes ill or is seriously injured during the day, the parent will be informed. Each student leaving early is required to have a parent or guardian sign them out at the school office.

4.3 Morning Drop-off/Afternoon Pick-up

The front foyer under the awning will be used as a Kiss and Go drop-off every morning. Students will proceed into the school gym as directed by the teacher/principal on duty. If further business is required in the school, parents must proceed to the south parking lot and enter the school from the south administration entrance. Students arriving before 8:30 a.m. must be registered in the Before/School Program (fees apply.)

Following school dismissal, the east parking lot will become a pick-up area (the area will be closed to traffic). Parents must park in the south parking lot and receive their children from the pylons at the parking lot entrance. Dismissal at the end of the day **is not considered an extra recess** and therefore students will be required to wait in the designated area for pick up. Students not picked up by 3:50 p.m. will be registered in the After/School Program. Inclement weather will mean the pick up area is the gym. Parents should enter from the south entrance doors under the carport. Look for the large orange pylons to determine the location of pick up. If in doubt, ask at the office.

Please do not engage a teacher in conversation after 8:45 a.m. as they are responsible for their class at this time. Please inform the principal of urgent matters. Other matters can be communicated to the teachers via email or voicemail, or by appointment after school hours. Due to a busy hallway, parents are not permitted in the school hallway at 8:45 and 3:30. JK/SK students may require assistance with hanging up coats/boots etc. for a period of time. Once independence has been achieved, we ask that parents refrain from further assistance. We want to foster independence and confidence in our students, and extra time is allotted in the halls for young students to learn these skills.

On occasion, a student may be held back a few minutes beyond dismissal time. This will be communicated to the supervision duty person.

4.4 Winter Weather

It is the policy of KCA that all students participate in recesses for the duration of the school year. During very cold winter conditions, outside exposure may be reduced or cancelled completely. When the outside temperature drops below -20 Celsius or in combination with the wind chill factor, the administration may reduce or cancel outdoor recess.

4.5 Accident/Pupil Illness Procedure

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

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

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

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

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

An illness that comes upon a student suddenly will initially be assessed by the classroom teacher and the student sent to the office if necessary. Students presenting with vomiting, diarrhea or fever are not permitted at school. Parents will be contacted and asked to pick the student up from the school. In more severe situations involving loss of consciousness, extreme bleeding, seizures or other serious medical conditions, Emergency Medical Services (911) will be contacted. The parents will be contacted immediately following contact with EMS. An Accident/ Illness report form is completed following any communication with EMS.

4.6 Medication

If at all possible, we encourage all medication to be administered at home. We understand that a student may require frequent or infrequent medication as they recover from an illness. When this is the case, medication must be brought to the office in the original container with a note letter detailing how it is to be administered, when it is to be administered, the possible complications, and permission for Kleinburg Christian Academy staff to administer the medication. All medication will be kept in the office, except medication that requires refrigeration. The school secretary or principal will administer all medication. Students requiring an EpiPen are required to carry it on their person at all times. Parents are required to supply a second EpiPen for safe keeping in the school office.

4.7 Nut and Other Allergies

There are a number of children with severe allergies to nuts, nut products and other allergies. Products containing nut or products **must not** be sent to school. If a staff member is aware of a nut product at school they will place the item in a sealed bag with a "No Nuts Please" reminder note, which will then be sent home to parents. Student allergy information will be posted in the school office, staff room and in the student's classroom. When a child within a class has noted allergies, special regulations for that class only may apply.

4.8 Student Safety

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

Security

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

Highlights of the system:

1. A bell will ring at 8:55 a.m. at which time the doors to the school will be locked. O Canada will begin the school day. Period 1 begins at 9:05 am.
2. Parents/students arriving after 8:45 am will need to access the building through the front door in order to receive a late slip.

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

4.9 Lockers

Junior-Intermediate students will be issued a locker. Certain responsibilities and expectations have been given to these students to ensure safety, cleanliness, compliance of rules and privacy. Responsibilities are as follows:

1. Lockers are the property of KCA and are on loan for one year to students.
2. Students may choose to supply a combination lock for his/her locker. The lock's combination will also be held by the school administration and/or teacher.
3. Students must keep lockers clean and free of waste.
4. The following items are allowed to be posted: timetable, small mirror and appropriate pictures.
5. Lockers are to be used only at designated times of the day.
6. Students are not to use or enter any locker other than their own.
7. Students are not to write in/on, scratch or mark lockers.
8. Random and unannounced visits by administration/teachers will take place to ensure complete compliance with above rules.

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

4.10 Use of Telephones

Students will not be allowed to use the school telephone unless their business is urgent. All requests will be evaluated by the secretary/teacher.

4.11 Visitors

All visitors are to report to the school office upon arrival at the school. If any visitor is staying any length of time, a visitor pass will be issued. Any volunteers working at the school will also be required to attain a volunteer badge from the office.

4.12 Cards/Games/Toys

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

4.13 Attendance Policy

Students are required to attend all classes in all subjects. Absence from class may be excused for sickness, doctor's appointment, or other similar emergencies; absences must be verified by a note from a parent or guardian. If a student must leave during the school day, parents are asked to notify the school office. Students will only be dismissed to a person designated by parents on the *Permission to Release Form*. Both attendance and active participation are important components of the evaluation process in all subjects. Parents are encouraged to ensure their child is punctual since much work or instructions can be missed even when it is only a few minutes into class time.

4.14 Boundaries

Students are to remain in the confines of the school area including classrooms, school hallways, designated learning areas and outdoor spaces.

4.15 Computer Games

It is expected that students will not access or be in possession of computer games of a questionable nature (violent, occult related, pornographic). Computer technology is supplied by the Parents are asked to monitor their child's collection of computer games. Any student found in possession of an offensive game on school property, the game will be seized and held in the office. Parents will be contacted.

4.16 Containers

Due to the safety factor, no glass containers/water/juice bottles are to be sent to school. Students are encouraged to bring a refillable water bottle with them each day. A water bottle refilling is available in the main hall.

4.17 Electronic Devices

Electronic devices are not to be brought to school or used on school trips unless specific permission is granted by the school administration/teaching staff. Cellular phones have proven to be a convenient way for some parents to contact their child before or after the school day. However, these are not to be in the classroom or used during school hours. Any electronic device may be confiscated under the above policies and returned to the student at a later time. Special agreements may be made by classroom teachers for students to bring their personal devices into the classroom for educational purposes. A contract outlining usage and expectations will be provided to parents and students before devices are used in class.

4:17B School Technology Usage

Each KCA student will be issued an email account. These accounts are the property of the school and will be monitored for appropriate and respectful usage. Technology that is damaged with in malice or neglect of care/handling expectations will be the responsibility of the student's parents.

4.18 Entrance/exit

Students are to enter the school by either the front awning door before 8:45 or at the office door after 8:45. For safety reasons, students must exit the school from the east door, except when accompanied by parents/guardian, or with express permission from school staff. It is the parents' responsibility to escort their child safety across the parking lot to and from their vehicle.

4.19 Fighting/Aggressive Behaviour

Fighting and aggressive behaviour do not belong at school. A student who chooses these behaviors will be immediately removed from the situation and sent to the school office. An in-school or at-home suspension may result. Students carrying and/or using a weapon, or using an object as a weapon, will result in an automatic suspension and possible expulsion. No situations are ever the same and therefore the principal has discretion to deal with any situation as deemed necessary. Parents will be contacted

4.20 Games/Toys/Balls

Students who bring any games/toys/balls/equipment will be responsible for their safekeeping. Students sharing their items do take a certain amount of risk and the staff can only encourage all students to be mindful of someone else's property. Please label all articles clearly with your child's name.

4.21 Hat Policy

Ball caps/hats are not to be worn inside the school building. This applies to non-uniform days as well as to regular school days.

4.22 Leaving the School

Students who must leave school early because of an appointment are responsible for missed work. Parents must sign out their child/ren in the office upon departure.

4.23 Lost and Found

We advise students/parents to label all clothing, lunch containers, knapsacks and other items clearly with the child's name. If for any reason your child brings home an article of clothing that does not belong to them please return it to the office. A lost and found box can be found at the east entrance door.

4.24 Music

Music was created by God and is meant to be enjoyed. It is expected that students are careful to make positive music choices if required to contribute music selections to classroom learning. Clearly offensive CD's, DVD's, clothing, posters, magazines or related literature are not permitted at school.

4.25 Possession of Occult or Satanic Material

As a Christian school, any satanic or occult materials, such as tarot cards, Ouija boards, symbolic jewellery, or satanic/occult literature found on school property will be confiscated.

4.26 School Trips

KCA students will enjoy learning outside of the classroom, in the form of excursion and field trips. It is expected that students participate in these trips as part of their learning. Information will be sent to parents as the excursion date draws near, and written parental permission will be required for the student to attend. Parental involvement is welcomed in the form of volunteer supervisors, the number to be determined based on need. All who volunteer may not be required. In addition, a volunteer cannot "substitute" another adult in

their place without express permission from the teacher. We ask that all parent volunteers follow the trip requirements as a support to the teacher in charge. Due to the supervisory responsibilities of trip parents, younger siblings are not permitted to accompany the supervising parents. Students are expected to conduct themselves in a respectful co-operative manner. They are to be dress according to the uniform policy unless specific alternative instructions have been given. Students are to remember that when they are on a field trip or some other activity, they are representing: 1) their families, 2) their school, 3) Kleinburg Christian Academy.

4.27 Use of the Gymnasium

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

4.28 Vital Information

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

4.29 Dress Code

The intent of this policy is to assist us in creating a school environment that is attractive, safe and conducive to learning. KCA has an attractive uniform that distinguishes our students at all times during the school day and at recognized school functions. Button front shirts must be tucked in; golf shirts need not.

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

School Uniform

Girls

- * Tunic (JK-3)
- * Kilt (4-8)
- Navy blue shorts to be worn under the tunic or kilt for modesty
- Embroidered Oxford buttoned down shirt or crested golf shirt (long or short sleeve)
- Crested Cardigan or v-neck pullover
- Black indoor dress shoes (non-marking)
- Navy blue pants for winter season
- Navy socks, nylons or tights

Boys

- Navy blue uniform pants
- Navy blue walking shorts (optional)
- Embroidered Oxford buttoned down shirt or crested golf shirt (long or short sleeve)
- Crested Cardigan or v-neck pullover
- Black indoor dress shoes (non-marking)
- Navy socks

Gym Uniforms: (mandatory for grades 4-8)

Boys/Girls

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

Gym clothes should be stored in a pull-string cloth bag in the student's locker when not in use. Gym clothes are to be taken home each Friday to be washed, and returned on Monday.

Optional Dress-Down Days (all students)

The last Friday of the month is a non-uniform day. Clothes are to be neat and clean. Clothes and caps are not permitted to advertise or promote any alcohol or cigarette companies or display sexually suggestive slogans,

pictures or gestures. Sleeveless tops must have complete shoulder covering and cover both midriff and undergarments.

Adornment/Jewellery

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

Girls are permitted to wear:

1. Watch, ring, bracelet, necklace and earrings, with moderation.
2. Earrings must be stud or small loops located only in the lobe.
3. Fingernails may be polished with a clear or light coloured polish. False nails are not permitted.
4. Grade 7/8 girls are permitted to wear, not bring to school, a limited amount of make-up.

Boys are permitted to wear:

1. Watch, bracelet, necklace, ring, with moderation.
2. Earrings and make-up are not permitted.

Hair

Students' hair must be kept neat, clean, and styled in a manner that does not promote undue distraction or attention to self or others. Length may not be an issue but must always be out of the eyes. Extreme hair styles or unnatural hair colours are not permitted.

Winter Attire

Kleinburg Christian Academy requires all students to dress appropriately for winter weather, including snow pants, warm boots, a winter jacket, gloves and a warm hat. It is school policy that students spend their recesses outside. A doctor's note is required to stay inside during recesses.

SECTION V DISCIPLINE

Respect for God and His Word, respect for authority, respect for others and respect for oneself are essential for Biblical discipline. (1 Peter 2:17). Discipline at Kleinburg Christian Academy is intended to be restorative and redemptive rather than punitive. This means that school staff will work through a discipline problem with a child(ren) in order to establish ownership of the problem, consequences for actions, restore relationships, and encourage personal reflection and growth.

5.1 Circumstances Requiring Correction

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

Students Responsibility to Authority

All students at Kleinburg Christian Academy must learn and adhere to the basic principle of respect for God, authority, others and self.

Scriptural Basis

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

"Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you." Hebrews 13: 17

5.2 Behaviour

A record of those students who display inappropriate behaviour will be established and disciplinary action will be taken in accordance with the established Discipline Policy.

5.3 Discipline Procedures

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

Classroom teachers are responsible for the daily operation of their class, including classroom management. Should he/she deem it necessary, the teacher may ask another teacher or the principal to assist in developing appropriate consequences and/or restorative practices.

Teachers or the school principal will decide when a call home is warranted. In the presence of the principal, the student may be asked to call home to explain their behaviour as well as restorative practices or consequences decided upon. The goal is that students learn from their actions and change their behaviours.

SECTION VI OTHER INFORMATION

6.1 Weekly Newsletter

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

6.2 Parent/Teacher Information Meetings

Parent-Teacher meetings are offered throughout the year, allowing parents and teachers to communicate on many different topics. Meetings may involve listening to an informative speaker, visiting classrooms and teachers, or taking part in specialty events. Meetings designed to be informative. The first one of each year is held in September and focuses on curriculum and classroom routines and procedures.

6.3 Interviews with Parents

The staff of Kleinburg Christian Academy keeps parents aware of pupil progress on an ongoing basis through notes, face to face conversations, phone calls and regular academic reporting. Parents receive an Interim Report card in October, followed by formal interviews that coincide with first and second term report cards. Interviews may be requested by parents or teachers any time there are questions, concerns or when student progress is in question.

6.4 Lunches

Students in JK/SK eat lunch in their classrooms, and students from Grades 1-8 eat lunches at tables in the gym at tables. Please be mindful of allergies and refrain from sending food containing nuts, peanuts or nut products.

Hot Lunch

An optional KCA Hot Lunch Program is available each day. A list of the meal options will be sent to each home and an opportunity given to sign up for the desired days. This program is operated by parent volunteers and acts as a service and a fundraiser. Payment must be made at the same time as orders are placed.

Snacks

KCA has a healthy snack policy. Students are encouraged to eat a healthy snack during recess breaks: fruit, vegetables, muffins, raisins, yogurt or a vegetable drink etc. Please save sugary drinks and snacks for home.

Litterless Lunch

Please help us go GREEN by using reusable lunch containers and refillable water bottles.

6.5 Birthday Celebrations

We celebrate each child's birthday with a birthday greeting on the morning announcements. Parents are welcome to send a small birthday treat with their child to share with classmates. Treats must be marked nut/peanut free. If you intend to send a birthday treat to school, please arrange this with the classroom teacher ahead of time.

6.6 Student Activities and the Selection Process

KCA students are encouraged to participate fully in extra-curricular and intramural activities. Some of these activities may require a try-out and selection process. Team sports, speech meet competitions, and public presentations (i.e. concerts) are the major activities that usually require competition for placement. Not all students try out for positions, but ultimately there are times where not everyone can be selected. The staff endeavours to make selections that are encouraging for students and will best represent KCA. It is our intent to provide a positive, healthy environment where all students have equal opportunity, not only to try out, but to improve their skills.

6.7 Care of School Facilities

Students are responsible to help keep their classroom, lunchroom and playground clean. Garbage and recycling receptacles are located in every room and outdoors.

6.8 Volunteers

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

- Hot lunch preparation
- Parents in Action Committee (fundraising, marketing and hospitality)
- Driving to a sports tournament or class trip
- Supervising during a class trip
- In-class reading groups
- Assisting with projects and special events (Scholastic Book Fair, musical, chapels)
- Outside grounds work (i.e. snow removal, recess supervision etc.)
- Library volunteers

6.9 School Cancellation

Severe winter weather can lead to school cancellation. The cancellation of school is the responsibility of the principal. In the event of a school closure, a bulletin will appear on our school web page, a school phone chain will commence, and notification will be given on radio/TV station CP24 and 680 AM. Otherwise, assume that school is proceeding as usual.

6.10 Fire Drills

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

6:10 B Code Red Drills

Ministry regulations require that all school have two Code Red drills per year, one in the fall and one in the spring. Code Red is a response to an emergency situation such as an intruder or weather related incident. Students and staff practise staying in place in the classroom, with window blinds closed and doors locked.

6.11 Consumer Protection Information

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

6.12 Parent Acknowledgement

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