

Parent Handbook

Brantford Christian School



THE FEAR OF THE LORD IS THE BEGINNING OF
WISDOM. PROV. 9:10

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**Building
Christian
Students**



Table of Contents

WELCOME TO BRANTFORD CHRISTIAN SCHOOL Page 4

- Message from the Principal
- Introduction and History

FOUNDATIONS OF BCS Page 5

- Vision, Purpose & Mission Statements
- Motto
- Theme Verse
- BCS Society & Structure
- Committees
- Associated Organizations
- BCS Governance Structure Diagram

COMMUNITY AT BCS Page 7

- BCS Events at a Glance
- Special Community Events
- Fundraising Events
- Volunteer Opportunities
- reSource Thrift Shop
- Good Neighbour Campaign
- Opening Assemblies

GENERAL PROCEDURES Page 9

- Daily Schedule
- Office Hours
- Late Arrivals
- Sign-in & Sign-out Procedures
- Attendance & Reporting Absences
- Early Dismissal
- Morning Routine
- Lunch Times
- Dismissal Routine
- Alternative Pick-ups
- Supervision
- Recess Activities
- Inclement Weather
- School Bus Cancellations
- School Closures
- Illness While at School
- Absenteeism & Family Vacations
- Bicycles at School
- Parking

- Dress Code
- Gym Clothing (Grades 5-8)
- Lost & Found
- Personal Equipment – Electronics, Sports, Etc.
- School Supplies & Materials

COMMUNICATION.....Page 12

- *Nuts & Bolts* Weekly e-newsletter
- *Bolts' Buzz* Quarterly Newsletter
- Phone & Email Contact between Staff & Parents
- Phone Calls between Students & Parents
- Remind.com Texting Groups
- School Website
- School Directory
- Grievance Policy
- Parent-Teacher Conferences

EDUCATION & CURRICULUMPage 13

- Curriculum Overview
- Ontario Student Records – Collection of Student Information
- Personal Privacy Policy (PIPEDA)
- Photographs of Students
- Academic Honesty
- Use of Computers & Technology
- Library
- Special Education/Resource
- International Students
- Class Trips

SPECIAL EVENTS & ACTIVITIESPage 17

- Spirit Team
- Sports Teams, Intramurals
- Praise Team
- Chess Club
- Battle of the Books
- Grandfriends' Day
- Halloween
- Remembrance Day
- Birthdays
- Christmas Assemblies
- Christmas Dinner
- Valentine's Day
- Easter
- Mother's Day & Father's Day
- March Break

- Photo Days
- Field Day
- Spring or Christmas Musicals
- Celebrations of Learning
- Private Music Lessons

DISCIPLINE.....Page 19

- Definition & Purpose
- Discipline in School
- Use of Restorative Practice
- Bullying

STUDENT PROGRESS.....Page 21

- Progress Reports
- Learning Reports
- Parent-Teacher Conferences
- MAP Testing – Individualized Testing
- Homework & Studying
- Memory Work
- Grade 8 Graduation
- Graduate Profile

HEALTH & SAFETYPage 23

- Allergies
- Anaphylaxis
- Accidents at School
- Administration of Medication
- Contagious Diseases
- Immunizations
- Head Lice
- Lunches & Snacks
- Custody & Access Right
- Police Checks/Vulnerable Sector Screening for Staff & Volunteers
- Class Trips – Chaperones & Booster Seats
- Surveillance Cameras
- Playground Rules
- Classroom & Hallway Rules
- Fire Drills/Lock-down Drills

TRANSPORTATION.....Page 27

- Bus Routes
- Bus Rules
- Change in Assigned Bus
- Not Using the Bus

Welcome to Brantford Christian School!

Dear Parents and Guardians of BCS students,

First of all, thank you for making the choice of Christian education at BCS for your children! We trust that you and your family will be richly blessed as you are a part of our growing school community.

This handbook will help you navigate your path through the school year with all its complexities as it explains the different aspects of the school – from its foundational vision and mission statements and statements of faith, to its routines, policies, and practices, to its overviews of annual events. While we hope that this handbook will provide answers to most of your questions, we are also available in person, by phone, and by e-mail to answer any further questions you may have.

In His Service,

Justin DeMoor
Principal
jdemoor@bcsbrantford.ca

Introduction & History

On September 26, 1955 a meeting was held to talk about establishing a Christian school. Thirty-nine people signed up as members and a board was elected. A three room school was constructed in 1963. After much hard work and many prayers, BCS opened in September of that year with 38 students enrolled. Three years later one classroom and a hallway were added as enrolment reached 100 students. In 1968 one more classroom was built as the school population increased by another 20 students. Enrolment in the years following declined due largely to the poor economy in Brantford and the impact that had on the financial position of families. In 1979 that trend reversed and enrolment grew back up until 1989 when the number of students reached 140. In 1989 two portables were bought and placed east of the school to accommodate the increase in students. Plans began during that time for an expansion to the building and in 1991 four classrooms, a library, gym, offices, kitchen, staff lounge, and supply room were added. New playground equipment was also purchased and installed.

Enrolment continued to grow steadily through to 2008 requiring more changes to the facility which included two portables being added and an expansion to the library and computer lab. Following small enrolment declines in 2008 and 2009, mainly due to the economy, BCS continued to grow reaching 200 students for the first time in 2013. Growth has continued over the five years since with most years having a record number of students and families. In 2014 BCS celebrated its 50th anniversary and plans for a facility expansion were developed. A year later, the Brick by Brick capital campaign was officially launched. Over the years the expansion plans evolved from a \$1 million addition to a \$2.1 million expansion to a \$3.5 million project as a result of very successful fundraising and continued enrolment growth. At a meeting on November 16, 2017 the members of the school's society voted unanimously to move forward with the expansion project based on the budget of up to \$3.5 million. The expansion includes new junior and senior kindergarten classrooms, six new classrooms, a large multi-purpose room, new office spaces including a conference room and to make the building fully accessible with an elevator and barrier-free washrooms. During the 2017-2018 school year, the student population increased to over 220 for the first time in school history while projecting enrolment at more than 250 students for the 2018-2019 school year.

Foundations of BCS

VISION - As a community of God's people, we educate our children to glorify Him in every aspect of life.

PURPOSE - In obedience, our purpose is to glorify God by providing a learning environment for children of parents who believe the biblical directive that they are responsible for providing a Christ-centred education. The children are taught about His world, exercising stewardship in that world, and working to restore the Kingdom of God. In all these things, we are guided by the word of God – the Bible; the Word made flesh – Jesus Christ; and God with us – the Holy Spirit.

MISSION - As a community entrusted with the care of God's children, Brantford Christian School endeavours to guide these children to commit themselves, academically, spiritually, emotionally, socially and physically, to responsible service to the LORD in every area of life.

MOTTO - "Building Christian Students"

THEME VERSE - Standing in the awe of the Lord is the beginning of wisdom. Based on Proverbs 9:10

BCS SOCIETY & STRUCTURE

BCS is operated by its Society which is made up of members. All individuals must meet the eligibility requirements of a member as outlined in BCS' Membership policy to become a member. Membership carries with it the opportunity to vote at society meetings, nominate other members to serve on the Board of Directors, or participate themselves on the Board of Directors or other school committees.

There are two annual **Membership Meetings** – one in the spring and one in the fall. At these meetings, the various committees give reports on their current projects. Everyone is welcome at these meetings and there is an opportunity to respond to the presentations. Members have the opportunity to approve agenda items such as the Financial Statements, the new Board members, and reports when necessary.

*Please refer to the **BCS Governance Structure** on page 6.*

COMMITTEES

Each of the committees provides the Board of Directors or the Administration with minutes or reports. There are also adhoc committees, which exist for a limited time and deal with an assigned topic. Adhoc committees provide the BOD or Administration with advice or suggest direction for the Board or Administration to take. For more information about the role of each committee and how to be involved on a committee, please contact the school office.

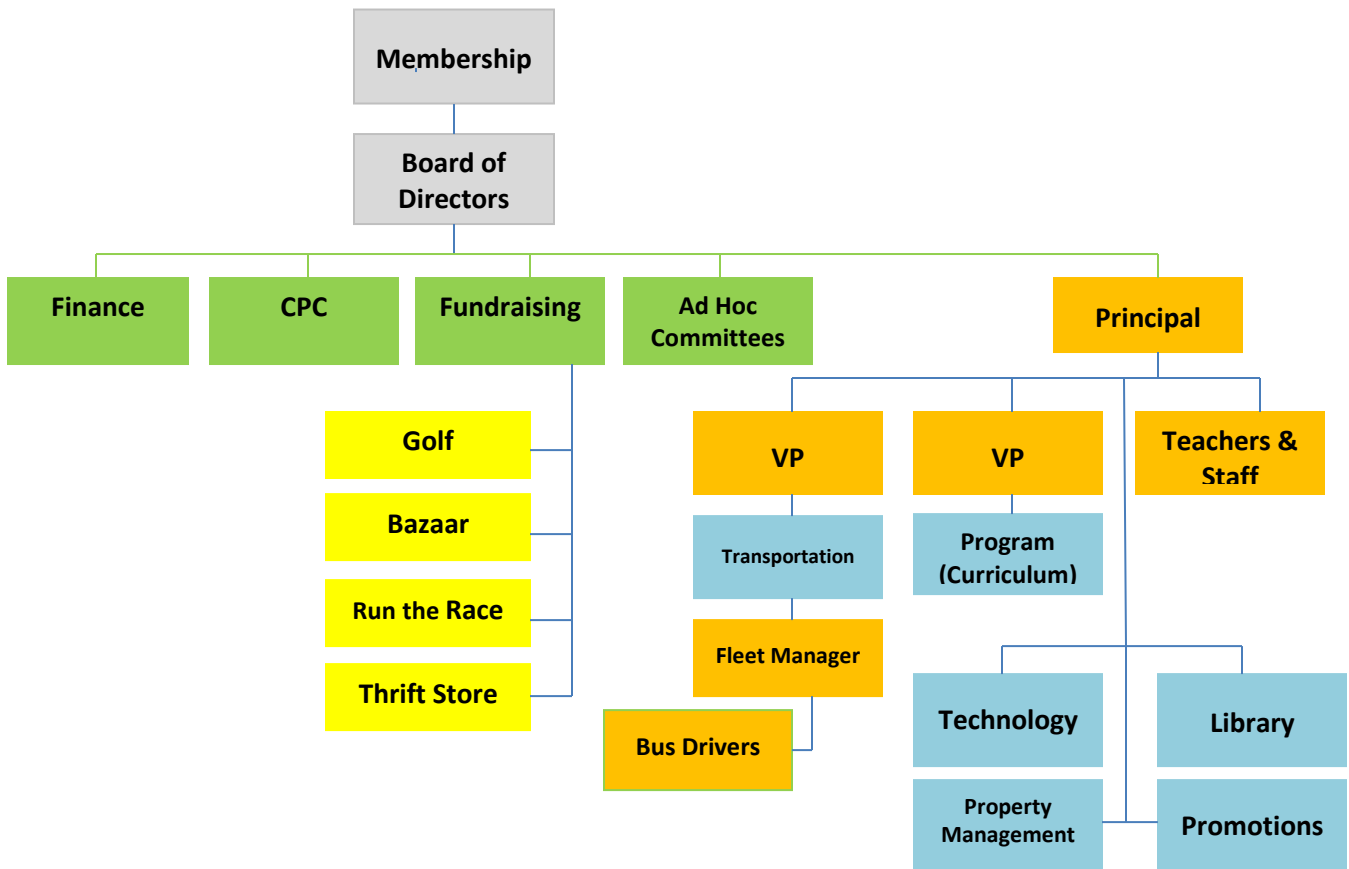
ASSOCIATED ORGANIZATIONS

Brantford Christian School is a member of the Ontario Alliance of Christian Schools. The basic purpose of the OACS is to promote and strengthen Christian education in eastern Canada. Recently, the OACS amalgamated with Edifide (a teachers' association) and OCSAA (Ontario Christian Schools Administration Association). The details of this amalgamation are still in the process of being worked out.

BCS is also a member of Christian Schools International (CSI) which is an international service organization providing help and leadership to more than 350 member schools. CSI provides Christian education curriculum materials, administers Christian School Pension Plans and Health and Dental Insurance Packages, and makes available a number of additional services to interested schools.



BCS GOVERNANCE STRUCTURE



Board Led Committees

Admin Led Committees

BCS Employees

Fundraising Sub-Committees

Community at BCS

BCS Events at a Glance	
Event	Date Scheduled/Time of Year
School Kick-off, New Family Orientation	Wednesday evening before 1 st day of school
Run the Race	3 rd Friday in September
Kindergarten Potluck	Early in October
BCS Cross Country Invitational	Thursday before Thanksgiving weekend
Educator's Convention	Last Thursday and Friday in October
Grandfriends' Day	First Friday in November
Christmas Bazaar	First Saturday in December
Christmas Dinner	Last day of school before Christmas break
School Skate	Third Friday in January
Celebration of Learning	March (before March break)
BCS Field Day	Friday before Victoria Day
Golf Tournament	First Saturday in June
Graduation	Friday before the last week of school in June

Special Community Events

1. **SCHOOL KICK-OFF:** Prior to the beginning of our school year, BCS hosts an evening when students and parents are invited to the school to view the classrooms and become familiar with the space wherein the students will spend the rest of the year. Information regarding your child's space designation and supplies will be sent to you in advance which will allow for a more prepared start for your child. Any paperwork required for the school start, such as internet permission forms, classroom trip permission or other specific and sensitive information can be addressed on this evening. The evening begins with devotions in the gym and then you are free to roam the school and meet the classroom teacher.
2. **NEW FAMILY ORIENTATION:** On the same evening as the School Kick-Off event, families who are new to BCS are invited to arrive early and enjoy a meal together. At this time, information regarding the way we function at BCS is shared, and an opportunity to ask questions and mingle with other families is provided.
3. **KINDERGARTEN POTLUCK:** Our kindergarten teachers organize a potluck dinner in the early fall to facilitate a time where the parents and their children, who are part of the kindergarten class, can socialize and make connections with other families.
4. **SCHOOL SKATE:** Every January, our school rents a local arena and invites parents to come skating with their children for an afternoon. All children are required to wear helmets and mittens or gloves while on the ice.

Fundraising Events

1. **RUN-THE-RACE:** Although the event is called “Run-the-Race”, what actually happens is an event where students collect sponsors to support the number of kilometres they walk or bike on the rail trail that runs behind our school property. This event occurs on a Friday afternoon in the latter half of September. Parents may bring their child(ren)’s bike(s) to school on Thursday evening or Friday morning in preparation for the Friday afternoon and are invited to ride along with their child(ren). After the walking and biking are completed, students return to the school where they are joined by their parents for an evening of fellowship. A bar-b-que meal is provided as well as activities for the children, such as a bouncy castle. This is a major fund-raising event for our school and in the past we have raised in excess of \$20 000. More information will be sent home in early September or at the Kick-Off.
2. **CHRISTMAS BAZAAR:** On the last Saturday of November, a Christmas Bazaar is organized by a Committee of dedicated volunteers. It begins in the morning and comes to a close by mid-afternoon. This event allows for all our school members to volunteer for a time in a variety of different ways. It is also a wonderful way in which to connect with our community and have a time of fellowship. Again, this is a major fundraiser and has generated more than \$40 000.
3. **GOLF TOURNAMENT:** Every June, BCS hosts a golf tournament. Volunteers approach sponsors, gather prizes and organize the day to make this a very successful fundraiser. Anyone from within or from outside the community is welcome to register a team and all are welcome to the dinner following the tournament, even if you have not played in the tournament. Proceeds have been in excess of \$30,000.
4. **TRIP:** Tuition Reduction Incentive Program consists of buying gift cards for specific vendors and a portion of the proceeds go directly to the school.

VOLUNTEER OPPORTUNITIES: We offer many opportunities to volunteer in our community and we do require a police check. Forms can be requested from the office and must be completed in order to participate in any activity that involves the students. The following list represents some of these opportunities.

- **Strong Start:** This program involves working one on one with kindergarten and Grade 1 students and targets literacy skills. A ten week commitment is expected and training is provided in advance.
- **Coaching:** Our school participates in a number of tournaments and we train teams for cross country, soccer, volleyball, basketball, hockey, ball hockey and track and field. Presently, we have a junior team, consisting of grade 5 & 6 students and a senior team made up of grade 7 & 8 students in some of the sports. We welcome our members to share their expertise, as a coach in any of these areas. Also on some of our tournament days, we need people to help in a variety of ways from score keepers to marshalls on our cross country course.
- **Library:** We have a library at BCS that emphasizes the importance and joy of learning through reading. Volunteers help by signing out books for the students as well as keeping the shelves organized and recommending new books.
- **Grandfriends’ Day:** Every November, we invite our grandfriends to BCS to share in a day with the younger generation. Volunteers are needed to help with refreshments and clean up.
- **Dinners:** A number of organizations host their annual appreciation dinners in our gym. We also host different events that involve a meal or refreshments. Volunteers help prepare and serve the food. These opportunities offer times of fellowship and strengthen community.
- **Governance:** At BCS, a Board of Directors is the governing body who volunteer their time and skill to make decisions and delegate responsibilities. Committees or Project Teams may also require volunteers from time to time.
- **Classrooms:** Teachers may request volunteers to help with specific events, such as a chaperone on a class trip, or helping with a project in a number of ways.

- **Other Opportunities:** At times a request may be published in our weekly Nuts & Bolts for volunteers. Please let us know if you would like to help in any way.

RESOURCE THRIFT SHOP: Brantford Christian School is blessed to be supported by the re-Source Thrift Shop which was started in 2013. The Thrift Shop is located at 320 N. Park St. - a location which has one of the highest people density rates in Brantford. The shop is blessed to have about fifty volunteers who contribute to the success of the store and also is supported by families at BCS one of whom is assigned to help out each Saturday.



Over the years BCS has received \$150,000 from the shop.

GOOD NEIGHBOUR CAMPAIGN: Our school participates in a program called the Good Neighbour Campaign. Each class is paired with a community service project and contributes to their cause in some way. A letter will be sent home prior to your child participating in this activity explaining the organization and expectation. This has been a very rewarding experience for all those involved.

OPENING ASSEMBLIES: On the first day of each new school week, we begin with an assembly. Usually we have a speaker present a short lesson relating to a Biblical principle, followed by a time of praise and worship. Some of our assemblies are led by students and focus on a particular theme, for example in October one of the classes leads the school in a Thanksgiving assembly. Announcements are also made at this time and it presents an opportunity to recognize student achievements.

General Procedures

DAILY SCHEDULE:

AM	8:30	First Bell – line up to come inside
	8:35	Classes Begin
	10:30	1 st Nutrition Break
	10:45	Outdoor Recess
	11:15	Bell – line up to come inside
	11:20	Classes Begin
PM	12:45	2 nd Nutrition Break
	1:00	Outdoor Recess
	1:30	Bell – line up to come inside
	1:35	Classes Begin
	3:30	Bell – students go to buses
	3:35	Final bell
	3:35	Pick up for non-bus students
	3:40	Buses depart from BCS

OFFICE HOURS: 8:00 a.m. – 4:00 p.m.

LATE ARRIVALS: All students must obtain a late slip from the office if they are late at the beginning of the school day or coming back to class after the second bell. Students from K to Gr. 3 must have their parents accompany them to the office to obtain a late slip. The second bell rings 5 minutes after the first bell. If students are not in their classrooms by the second bell they are required to obtain late slips from the office. To avoid disruption to the class, please try to keep late arrivals to a minimum.

SIGN-IN & SIGN-OUT PROCEDURES: All visitors (including parents) must report to the office upon entering the building and sign in the log book. All approved visitors should wear a “Visitor” tag. Visitors are defined as persons not enrolled or employed at BCS.

ATTENDANCE & REPORTING ABSENCES: Please note that the only legal absence is for illness, doctor appointments, instruction out of school or bereavement in the family.

Please call the school or send an email to the office by 8:15 a.m. in the case of absence of your child. You may leave a message on the answering machine if you cannot reach someone in the office. If your child has not arrived at school and we have not been notified, we will call home. This is a safety measure.

Students who go on extended vacations are expected to catch up on their schoolwork when they return.

EARLY DISMISSAL: Students who need to leave school property early must be accompanied by a parent or guardian. The school office and classroom teacher must be notified ahead of time by phone, note or email. Parents/guardians must also sign their child/ren out at the office when they come to pick them up. The parent/guardian will be given an “Early Departure” form which will be given to the teacher.

MORNING ROUTINE: When the first bell rings at 8:30, students are to line up at their designated building entrances to be allowed into the school. They will then enter the building and remove their outdoor shoes and outer clothing. Once they have done that, they proceed to their seats in class before the second bell rings at 8:35. After 8:35, class devotions begin followed by morning announcements over the PA system.

LUNCH TIMES: Fifteen minutes is provided at the beginning of every recess for students to eat their snacks or lunches. They are not allowed to go outside until after the second bell at the start of each recess time.

Most students remain at school for lunches. A few students live nearby and have permission to go home for lunch. Please remember that BCS is a **nut aware** school. To be friendly to our God-given environment, please provide reusable containers for your child’s lunch as much as possible.

DISMISSAL ROUTINE: When the first bell rings at 3:30, students are dismissed from their classes. The bus students make their way to their respective buses. Students in JK to grade 3 that do not ride the bus must meet their parents/guardians in the front foyer. Students in grades 4-8 may exit out the south doors to the parking lot where their parents/guardians will pick them up.

ALTERNATIVE PICK-UPS: If you plan to designate another person to pick up your child/ren from school, you must notify the office of his/her identity by phone, email or a note prior to pick-up. Students who do not regularly take the bus home must have prior permission from their parent/guardian if they need to take the bus for a play date or birthday celebration. The **office** has to be made aware of this in advance.

SUPERVISION: Before and after school and during both recesses, at least two teachers or a parent and a teacher will be on duty on the playground. They can be recognized by their orange safety vests. The duty supervisors have full authority and are expected to apply playground rules and guidelines.

RECESS ACTIVITIES: Recesses are intended for fresh air activities which are beneficial to student performance. We encourage group games and sports activities outside. If students bring their own toys or sports equipment, they need to take responsibility for their safekeeping. The school will not be held responsible for any loss or damage which may occur.

INCLEMENT WEATHER: Students are invited to stay inside during rain or very cold weather. Three short bells will indicate indoor recess.

SCHOOL OR BUS CANCELLATIONS: If school is cancelled due to inclement weather, parents will be notified of the school cancellation by way of a text sent through Remind.com. The cancellation will also be posted on the school website. Should a bus not be running, a text from Remind.com will be sent to those on the affected route.



SCHOOL CLOSURES: If school must close early, you will receive a message through Remind.com and we will call parents or guardians. In the event of inclement weather or any other school related emergency, the school may be closed. You will be contacted through Remind.com early in the morning should there be a school closure or cancellation of classes or a school event. An announcement will also be posted on the school's website. In the event of an emergency school closure, a staff member will contact you by phone.

ILLNESS WHILE AT SCHOOL: When students become ill and are not well enough to continue with the program at school, every effort will be made to notify you. Please ensure that you keep your contact numbers (home, work, and cell) updated with the school office. Sick children can be picked up either from the classroom or the office. In the event of minor illnesses or injuries, first aid will be provided by a staff member. Over-the-counter medication can also be given if consent from the parents/guardian is given.

ABSENTEEISM & FAMILY VACATIONS: Frequent absenteeism hurts the child's learning process. Therefore, we urge parents to schedule vacations to coincide with school holidays as much as possible. If your child must be absent due to vacation plans, please notify the school office and classroom teacher well in advance. Please be aware that it is often difficult or impossible for the teacher to give work in advance and that missed work may be reflected in the student's evaluation. When the student returns, any assignments or assessments missed during vacation must be completed as soon as possible.

BICYCLES AT SCHOOL: Students must walk their bicycles on the school grounds and then place them in the bicycle racks. Bikes are to be left alone by everyone else except the owner.

PARKING: Please park your vehicle in the marked spaces in the main parking lot. The handicapped accessible parking spaces are reserved for those with a permit. Buses and emergency vehicles must always have access to the cul-du-sac and the loading and un-loading zones. Parking in front of or near the fire hydrant is never permitted.

DRESS CODE:

1. Students require two pairs of shoes – one for outdoor and one for indoor. Indoor shoes should be non-marking and appropriate for physical education classes. All outdoor shoes should be close-toed.
2. Wear clothing that reflects Christian modesty:
 - Shirts with sleeves (no tank tops) and no plunging necklines
 - Shirt length needs to be longer than your waist
 - Shorts should be just above the knee and no mini skirts
 - Clothing should be free of inappropriate language and graphics
3. Gym Clothing for Grade 5-8 ONLY – Grade 5-8 students are expected to wear a gym uniform as part of the Physical Education program. Special t-shirts with the BCS logo are purchased through the school office. Athletic shorts should be worn with the t-shirts.



LOST AND FOUND: All items collected can be found in the storage bench outside of the gym entrance doors. Each month, items are laid out in the foyer for students and parents to look through and identify their belongings. All unclaimed items are donated to charity. Please label all of your child's belongings.

PERSONAL EQUIPMENT – ELECTRONICS: No cell phone or other Personal Electronic Devices (PED) may be used in the school during regular hours unless the teacher grants consent to use the device(s) for specific educational purpose. If these items are brought to school, they must remain in the student's backpack and if found during school hours, they will be confiscated. All confiscated items will be returned to the student at the end of the school day.

Students may not take pictures without the teacher's permission and without the permission of those being photographed. Pictures may not be posted on the internet without permission of those who were photographed.

PERSONAL EQUIPMENT – SPORTS EQUIPMENT & PROTECTIVE GEAR: Hockey sticks for road hockey are allowed all year round. Students participating in road hockey must wear a helmet with a face shield. Students that bring in personal equipment such as basketballs, baseball gloves, etc. should have their items clearly labelled with their names and keep their items in their backpacks. The equipment must only be used in the designated areas for which they are intended.



SCHOOL SUPPLIES AND MATERIALS: Most of the supplies students need will be provided by the school. In an August mailing, families will receive a list with any additional items that need to be purchased for the start of the school year. Textbooks and other materials are expensive and need to be reused. Students must treat all school materials with respect. Failure to do so may mean that the item is replaced at the expense of the student.

Communication

NUTS & BOLTS WEEKLY NEWSLETTER: The first day of the week, an e-newsletter is sent home to each family. This newsletter contains a message from the principal, a calendar of upcoming events, school announcements, and entries from each classroom. Parents are strongly encouraged to read the newsletter each week to be kept up to date about school and class events.

BOLTS' BUZZ QUARTERLY NEWSLETTERS: A quarterly newsletter is published four times a year (November, Christmas, Spring and Graduation). Each issue contains updates on events at the school as well as some candid pictures of our students at school or on a field trip! The newsletters can be read online or if you want a hardcopy, they can also be downloaded.

PHONE & EMAIL CONTACT BETWEEN STAFF & PARENTS: Staff email addresses and home phone numbers are included in the directory which is distributed at the beginning of each year. Links to staff e-mail addresses are also found on the Nuts & Bolts Newsletter. Parents may contact BCS staff using these methods. Teachers should only be contacted at home if it is absolutely necessary.

PHONE CALLS BETWEEN STUDENTS & PARENTS: If parents need to contact their child/ren at school during school hours, it is always best if these calls can be timed during breaks like recess or lunch hour. However, in the event of an emergency, the office can be contacted and will ensure that the call is transferred to the classroom. It should be noted that students are not allowed to use cell phones on school property, unless they are given permission by the classroom teacher or the office.

REMIND.COM TEXTING GROUPS: Brantford Christian School uses a free, secure site called Remind.com to establish texting groups for each individual bus route/driver and also a group that includes each parent's/families cell phone number. Remind.com is a quick and convenient method to deliver important messages such as bus delays, school closures due to inclement weather, emergency closures, etc. Participation in using Remind.com is not mandatory but is strongly encouraged.

SCHOOL WEBSITE: The Brantford Christian School website is a source of information about the school. The website is found at www.bcsbrantford.ca.

SCHOOL DIRECTORY: In early fall, each family is given a copy of the school directory. The directory contains the address, phone number and email address of families in the school. Families are asked to give consent to the information that is shared in the directory. It also has the name(s) and grade(s) of the child/ren in each family. At the front of the directory is the list of staff members and their contact information.

GRIEVANCE POLICY: If a parent wishes to express a concern or complaint about a classroom situation, the procedure is:

1. Talk to the teacher first about the issue at hand; get all the facts directly from the staff member involved. This should occur before other students, parents, the administration, or the Board of Directors is approached.
2. If the problem cannot be resolved by talking with your child's teacher, even after a second attempt to discuss the issue with the actual teacher, the Principal or Vice Principal may be asked to join a meeting with the teacher and the parent to further discuss the issue.
3. If no resolution is reached after a final discussion with an Administrator regarding the situation, parents can then send a letter of concern to the Board of Trustees in an attempt to find resolution.

PARENT-TEACHER CONFERENCES: Formal parent-teacher conferences are scheduled after the first term learning reports have been issued. At the request of staff and/or parents, conferences may be arranged after subsequent learning reports. Close contact with parents and teachers is essential for good education. If you wish to talk informally there are opportunities before and after school, or call and set up an appointment to visit.

Education & Curriculum

Curriculum

Here at BCS we use a variety of materials from various publishers to meet the different needs from JK to Grade 8. We are in the process of making some changes that will reflect the standards not only of the Ministry of Education, but also of a school dedicated to offering Christ-centred education. Presently, the model of Expeditionary Learning is being used to implement morning meetings and closing circles in our daily routines. More student engaged learning, through the use of technology and projects, as well as student assessment is continually being introduced in our classrooms.

Different subject matters are covered in each classroom to develop skill and increase knowledge of various areas of study. Separate documents are being produced to give a more comprehensive overview of the curriculum being used in the different grade levels. Many opportunities are provided to enhance curriculum and advance learning in a range of situations.

CURRICULUM OVERVIEW

BCS offers a full curriculum for students from the JK/SK to Grade 8 levels. Our students' progress in comparison to other schools is monitored using the Measures of Academic Progress (MAP) Growth Tests which is administered to students in Grades 1-8 three times each year. BCS compares very well with other Christian schools and is ahead of the national average of the public and separate schools across the country.

Art

Art work enables children to recognize, explore and develop creative talents. Students learn to use different media skillfully and apply concepts of line, colour, shape, form, space and value. In all grades, art is often integrated with other areas of the curriculum. In grades 2 through 8 is taught by art specialist teachers.

Bible

The purpose of teaching Bible is to

- a) impart knowledge of the Bible
- b) open up ways for children to know and love their Lord and
- c) move children to a deeper faith.

The curriculum focuses on the story of God and His people in every lesson at every grade level. The stories are presented chronologically to emphasize the relationship between individual stories and the overall theme of the Bible. Students are given the opportunity to retell the story in a variety of ways. This will help them to remember the stories and share them with others. Students who complete all levels of the Grade JK-8 Bible program will have studied the Bible stories three times in different ways.

Devotions

Devotions are held daily in each class and usually consist of a Scripture passage or reading from a devotional book, prayer requests and praise through songs. Each day is concluded with prayer as well. A weekly community worship time is held for all students and staff in the gym.

French

French is taught to students in Grades 1-8. Our purpose is to learn to speak and understand the French language and to appreciate French culture. French is taught primarily through a conversational method. Vocabulary, pronunciation and grammatical structures are developed mainly through situational dialogue.

Technology

At BCS we have almost a hundred Chromebooks which the students use for a variety of projects and studies. During weekly technology classes the students learn how to use common software programs including those for presentation preparation, as well as responsible web surfing for research, website design and general computer competencies.

Language Arts

Since God's gift of language is intended for communication, enjoyment and praise, we affirm that students need skills in reading, writing, speaking and listening and thus develop their gifts to God's honour.

For Junior and Senior Kindergarten, Language Arts emphasizes good speaking and listening habits and reading readiness skills. For Grades 1-8, our Language Arts program includes literature (reading and comprehension of poetry, short stories and novels), phonics, grammar, spelling, vocabulary studies, creative writing, journaling (once or twice a week), silent reading and read-aloud time.

Spelling

As Junior Kindergarten through Grade 1 students learn their phonics, they also use those skills for spelling. Students in Grades 2 – 8 have specific lessons using various different texts and workbooks. Spelling is related to the curriculum in other subjects.

Mathematics

The Mathematics program emphasizes knowledge of the basic skills at all levels. Continuous reinforcement and drills of addition, subtraction, multiplication and division skills at the lower grade levels provide good building blocks for work at Grades 5 – 8. Our Math texts emphasize math teaching from a "problem-solving" point of view. Concepts are introduced and reviewed from grade to grade. Students learn new skills by making practical and logical applications of those skills previously learned.

Social Studies and Science

Each grade unfolds different parts of God's great creation. Students are taught that our bodies are the temples of the Holy Spirit as they study healthy living. From Grade 4 – 8, the social sciences become more specific with geography units on parts of Canada, cultural studies of various other countries, and historical background to where we are as a Canadian nation today.

Science is taught as a separate subject to students in Grades 4 – 8 and provides opportunities for students to do experiments while learning more about the world God has created.

Music

In the primary grades, we concentrate on singing, rhythm and beat, using some percussion and rhythm instruments. During their time at BCS students will also learn how to play the recorder, the guitar and also the kazoo. In addition students learn music theory, history and music appreciation.

Physical Education

The emphasis in Physical Education is on the use of physical activity as a development medium in which the prime goal is not the activity itself, but rather the achievement of personal potentials through the activity. In the primary and junior grades, the emphasis lies on the development of motor coordination, development of muscle tone and creative movement as well as initial sports skills. The senior grades continue to develop these skills and focus on team sports skills such as soccer, volleyball, basketball, badminton and track and field.

ONTARIO STUDENT RECORDS (OSR) – COLLECTION OF STUDENT INFORMATION: The Education Act requires a principal of a school to “collect information for the inclusion in a record in respect of each pupil enrolled in the school and to establish, maintain, retain, transfer and dispose of the record.” The information of each student will be gathered in an Ontario Student Record (OSR) and will be maintained in accordance to the guidelines proposed in the OSR Manual of the Ontario Alliance of Christian Schools. The Education Act also regulates access to an OSR and states that the OSR is “privileged for the information and use of supervisory officers and the principal and teachers of the school for the improvement of instruction” of the student. Each student and the parent(s) of a student (who is not an adult) must be made aware of the purpose and content of, and have access to, all of the information contained in the OSR. A fundamental principle of the policy is to make certain that personal information is protected to ensure privacy. When a student enrolls at BCS and does not have an existing OSR on file, parents will be asked to provide a copy of a birth certificate, certificate of baptism or a passport that is included in the OSR file.

PERSONAL PRIVACY POLICY: BCS is committed to maintaining the confidentiality, accuracy and security of your personal information, as well as that of your children, in line with principles established by the Personal Information Protection and Electronic Documents Act (PIPEDA). Information provided at registration is used to connect with our constituents and strengthen our school community by informing them of school news, events, issues and opportunities.

PHOTOGRAPHS OF STUDENTS: Photographs of our students are used for our website, newsletters, our Facebook page, and brochures. On occasion, a student’s or a group of students’ photo may appear in a local newspaper. In most cases, a student’s name is not included with the photograph. An “Information Sheet” is distributed to each family when they register at BCS. This sheet has a section wherein parents can give their permission or prohibit the use of their child’s pictures for these purposes. Such decisions may, of course, be made at any time during the school year as well.

ACADEMIC HONESTY: God calls us to do our work with honesty and integrity. We are to take responsibility for the tasks that are laid before us and complete the work that has been assigned. We are to also give credit to others for their work and honour God in all we do. By following these guidelines, teachers, parents and students get an accurate representation of the students’ abilities and it allows fair and honest assessment and evaluation of work. While we encourage parents to support and assist students in their learning, the role of parents is one of guidance and facilitation while the student completes the work. As the student grows in ability and maturity, the role of parents lessens.

Daily work is any assignment given in class that is to be completed in that class or for homework the following class. Each student is required to complete his/her own work. This means that a student may not copy another’s work to complete his/her own, plagiarize, or allow someone else to do his/her work. Moreover, when students complete assignments using secondary sources like the internet, books or magazines, it is important for them to understand that information taken from any source must be referenced and specific quotes must be credited to the author. All work must be referenced (orally or in written format) as prescribed by the teacher.

Any student who chooses to plagiarize or copy another’s work to complete their own, including during tests, will be addressed on a case-by-case basis at the discretion of the teacher and/or administration of the school.

This could include the student repeating the assignment, receiving no credit for the assignment, or having the student supply sources for their information before the assignment is handed in or evaluated.

USE OF COMPUTERS & TECHNOLOGY: The use of computers, technology and the Internet should reflect the mission of BCS. Technology is a tool to extend the curriculum and to enhance student learning. BCS has an Internet Usage Policy that parents of students in Grades 2-8 are asked to review with their child(ren) and then sign their names in agreement to the policy. These forms are sent home the first week of school. Misuse or inappropriate use of technology may result in privileges being revoked.



LIBRARY: Our students are given class time to access the library to sign out books once a week. Two books may be borrowed at a time for a two-week period. Volunteers assist in signing out books, tracking books and renewing inventory. The library is also used at other times for research and quiet study activities.

SPECIAL EDUCATION/RESOURCE: At BCS, we recognize that God is the Creator of all people and as such we are to treat one another fairly and show respect to each other. For this reason, our resource program looks for ways to meet the needs of students whose learning is outside the scope of the regular classroom. A process is in place to make referrals to this program and to receive the diagnostic testing that allows for the best development of individualized plans. The student's progress is monitored on a frequent basis to make necessary changes that will benefit the student. Professional agencies are also available for our use as are a number of different approaches.

INTERNATIONAL STUDENTS: Students who are new to Canada and for whom, English is not their first language, are given direct language instruction to assist in making a transition to BCS. An assessment will determine the extent of instruction to be given and progress is continually monitored.

CLASS TRIPS: We recognize that learning outside of the classroom in the context of real life experience is a valuable tool in a child's education. Every year, our teachers plan various trips to provide ways to supplement and enhance curriculum. Some trips involve local events that emphasize the role Brantford has in the Canadian economy, such as Bite of Brant, and others provide cultural exposure such as the Brantford Symphony Orchestra. Expenses for these trips are covered by a student fee paid at the beginning of each year.

Major class trips take place in the grades 7 & 8 and involve overnight stays. Our grade 7 class participates in an outdoor camp and our grade 8 class explores Ottawa for 3 days. Expenses for these trips are covered by fundraising efforts and sometimes additional payment is required. Volunteers are needed on these occasions and their assistance contributes to good memories and lasting friendships.



Special Events & Activities

SPIRIT TEAM: Every year we invite students from grades 7 & 8 to participate in a spirit team. This group organizes days to promote school spirit and strengthen school community. Different roles within the team are voted on, and skills such as public speaking and communication are developed. Activities are announced at school assemblies and can range from a dress-up day to a carnival.

SPORTS TEAMS:

We are part of the Guelph District Christian School Athletic Association which has eight participating schools.

These schools include:

Guelph Community Christian School	Guelph
Providence Christian School	Dundas
Laurentian Hills Christian School	Kitchener
Community Christian School	Drayton
Listowel Christian School	Listowel
Trinity Christian School	Burlington
Cambridge Christian School	Cambridge

These schools participate in numerous interscholastic sporting events throughout the school year. These events include: soccer, cross country, volleyball, basketball, hockey, softball, and track and field. Various tournaments are held throughout the year both at home and away. With the exception of cross country and track and field, participants at these tournaments are mainly by students in grades 6-8.

In recent years, a junior sports program was begun for students in Grade 4-6 for volleyball and basketball. The teams compete against other schools in the Hamilton-Dundas region.

Representing BCS at a sporting event is considered to be a privilege. If a team member's academic performance is falling behind or if his/her behaviour is unacceptable, the classroom teacher will speak to the coach to determine whether or not the student will be allowed to remain on the team.

INTRAMURALS: Currently, intramural sports are offered in dodge ball and ball hockey. Students from grades 4-8 are able to participate and are placed on teams with players from various grades. Typically, students from the intermediate classes manage the intramural program.

CHESS CLUB: Students from Grade 3-8 are invited to join the Chess Club. There are two tournaments held every year; a BCS tournament and an ACSI Ontario Chess Tournament held in Brampton, Ontario. Members need to qualify for the team and there are two teams, an elementary team for students in grade 3-5 and a junior team for students in grade 6-8.

BATTLE OF THE BOOKS: BCS competes in the Battle of the Books (B.O.B.) tournament that is held each April. There are two divisions for students: Junior (Grades 4-6) and Senior (Grades 7-8). Each team reads books that are selected for the competition. At the tournament, the teams are asked questions about the books that have been read. Points are awarded for correct answers. The top three teams at the tournament are acknowledged and given a prize for their results.

PRAISE TEAM: Our senior students in grades 7-8 have an opportunity to be part of a praise team. Practices are held during the school day and the praise team has been part of our school assemblies.

GRANDFRIENDS' DAY: Grandfriends' Day is traditionally held on the first Friday of November. We honour the grandparents and special friends as being an important part of the BCS community. Grandfriends' are invited to visit the classrooms from 9:30-10:30 a.m., after which they are served refreshments and then presented with a special assembly by our students. Following the performances at the assembly, the grandfriends are invited to stay for lunch.

HALLOWEEN: While some families participate in Halloween activities at home, it is not celebrated at BCS.

REMEMBRANCE DAY: Remembrance Day is generally observed in the assembly scheduled closest to November 11. When November 11 falls on a school day, BCS sends students, typically from Grade 8, to the Brantford cenotaph to lay a wreath to remember those who participated in various freedom efforts. Also, a student from an intermediate grade presents a speech at the cenotaph on a rotating basis with other schools in the city.

BIRTHDAYS: Student birthdays at school are often recognized by means of a song, a hat, allowing the child to share a treat with their classmates at a suitable time, and/or thanksgiving in prayer. Class parties, full meals, and other extravagant celebrations are not appropriate in the classroom. If students wish to bring in a snack to share with the class, a healthy, ready-to-serve, nut-free choice is ideal. **Invitations to birthday parties are not permitted to be delivered at school.** The potential for hurt feelings is too great. If party invitations need to be delivered, please send them via email, regular mail, or telephone.

CHRISTMAS ASSEMBLIES: On the years when we are not presenting a Christmas musical, BCS invites students from every grade level to audition for two special assemblies that are held in December. Students can perform Christmas songs on piano or violin, sing, perform drama, etc. during these assemblies. On the final assembly, a Christmas story is presented to all those who are present.

CHRISTMAS DINNER: A longstanding tradition at BCS is the annual Christmas Dinner which is held on the last day of school before Christmas Break. Volunteers prepare and serve a full Christmas dinner to all of the students, staff members and regular volunteers. Families are asked to sign up to bring an item that is served at the Christmas dinner. All participants are encouraged to wear Christmas colours and clothing to the dinner.

VALENTINE'S DAY: Valentine's Day is celebrated in BCS classrooms. Prior to the day, teachers send home a class list of students to prevent inadvertent hurt feelings through omissions or name misspellings. Students are encouraged to distribute Valentine cards to all of their classmates. Students in Grades 5-8 participate in "The Heart Game" where students must try and steal one another's hearts!

EASTER: The school celebrates Easter through assemblies about Good Friday and Easter Sunday. At some grade levels, the Bible curriculum includes units that focus on this important Christian celebration. Teachers review the events of Lent and Easter with their students during this time of year. The school is closed on Good Friday and Easter Monday.

MOTHERS DAY & FATHERS DAY: In the Primary grades, children are very eager to create cards and gifts for their mothers and fathers to celebrate their love for them. The creation of handmade cards or crafts to send home is part of this celebration. In the Junior and Intermediate grades, children may be more inclined to keep their expressions of appreciation for mothers and fathers more private.

MARCH BREAK: BCS typically takes off one full week plus the Friday before March break. The full week of March break coincides with the public/Catholic schools' break so children may participate in camps and activities during that time.

PHOTO DAYS: Class and individual photos are taken early in the school year, usually in September. The date is included in the calendar which is sent home the first day of school.

FIELD DAY: BCS hosts its own field day on the last Friday before the Victorian Day weekend. Students in grades 1-8 compete in their age categories in these events: running long jump, ball throw/shot put, high jump, standing long jump/triple jump and dashes. Students in grades 5-8 may also compete in the 400m and

1500m which are not held on Field Day. The top achieving athletes in each age category qualify for the District Field Day which is held in June. Typically, the Kindergarten students enjoy their own field day at Mohawk Park.

SPRING OR CHRISTMAS MUSICALS: Musical abilities are celebrated through the production of musicals. The theme of the musical will determine if it is a Christmas or a Spring performance, and a production is planned for every other year. Participation of all students is encouraged from working in the technical areas to singing a solo as well as many other roles. Parent volunteers to help out with costumes and set design may also be needed.

CELEBRATIONS OF LEARNING: A Celebration of Learning is a school-wide event where student work is displayed and presented to family, friends and members of the greater community. Student work can include dramatic productions, public speaking, art displays, musical performances and project presentations. This event enables students to express their learning and demonstrate skills leading to future growth.

PRIVATE MUSIC LESSONS: Here at BCS, we have two piano teachers who offer a 30-minute lesson once a week during the school day. Scheduling is arranged by the teacher and payment is arranged between the parent and the piano teacher.

Discipline

DISCIPLINE AT SCHOOL

Definition and Purpose

The purpose of discipline at Brantford Christian School (BCS) is to encourage the sincere desire to walk obediently in the ways of the Lord. The word “discipline” is derived from “disciple” which means “follower.” Part of following Christ is demonstrated by respect for God, others and property.

At BCS discipline is intended to produce that state of order which is most conducive to teaching and learning. It is not intended to restrict students in their development, but rather to provide a structure within which openness of expression and freedom of thought may thrive. Within this environment, the child is encouraged to achieve the best academic performance that is consistent with his or her God-given abilities.

The Bible teaches that we and our children are image bearers of God, the crown of His creation, and therefore have an inherent dignity which must be respected. The Bible also teaches that we are born in sin. Our sinful nature would have us reject God, His commandments and principles. In spite of this, the nature of God is such that He extends His hand to us, accepting us as we are, if we come to Him in faith and claim the sacrifice of Jesus Christ for our sin.

The discipline God administers is rooted in the love He has for us, His children. The purpose of His discipline is “that we may share in His holiness.” Its goal is to produce a “harvest of righteousness and peace for those who have been trained by it” (Hebrews 12:10,11).

We are in turn commanded to discipline the children God has entrusted to us, and to do so in the same spirit of love (Proverbs 3:11, 12). Our love for our children must be, as God’s love for us, unconditional and not dependent on behaviour. Within this environment, children are expected to heed the discipline of their parents on the grounds that it will make them wise (Proverbs 4).

Discipline in the School

Within our BCS school community, parents authorize the Board of Directors to employ the disciplinary methods necessary to accomplish its goals. The administration and teachers are then authorized by the Board of Directors to apply these methods with sound professional judgment. They may in turn delegate certain aspects of their authority to other approved helpers such as Educational Assistant or Personal Support Care Workers.

Staff, administration, and parents are encouraged to communicate together concerning matters of discipline. When serious discipline measures have to be taken, the home will be involved as soon as possible. Such measures are taken when there is persistent inappropriate behaviour in the classroom, halls, or on the playground, such as bullying, violence, blasphemous and/or vulgar language, and going off property without permission. Depending on the severity of the offense, consequences could include a suspension (in school or at home). The parents of all students involved in a discipline issue will be informed promptly. If matters do not improve, expulsion may be necessary.

Use of Restorative Practices

At BCS we use Restorative Practices when dealing with any student behaviour issues. Our procedure is to involve any, and all, students and staff members who may have been involved in an issue, or affected by the issue; taking part in discussions so as to determine what actually happened, who has been affected and how, and how each participant will work to correct the problem and make it right, and what they may do differently the next time. Consequences, if necessary, will be fair, progressive and natural to the situation, and may be determined by the group. The goal of discipline is always for reconciliation, restoration, and renewal.

BULLYING: Brantford Christian School does not tolerate bullying in any form. All members of the school community are committed to ensuring a safe and caring environment which promotes positive personal growth and development for all.

What do we do to prevent bullying at Brantford Christian School?

(This includes on the bus, class trips, school sponsored activities)

As a school community we will not allow cases of bullying to go unreported but will speak up, even at risk to ourselves.

- This requires **staff** to:
 1. Be role models in word and action at all times.
 2. Be observant of signs of distress or suspected incidents of bullying.
 3. Make efforts to remove occasions for bullying by purposeful patrolling during supervision duty.
 4. Arrive at class on time and move promptly between lessons.
 5. Take steps to help victims and remove sources of distress without placing the victim at further risk.
 6. Report suspected incidents to the appropriate staff member, such as homeroom class teacher, or Principal.
- This requires **students** to:
 1. Refuse to be involved in any bullying situation. If you are present when bullying occurs:
 - a) if appropriate, take some form of preventative action;
 - b) report the incident or suspected incident and help break down the code of secrecy
 - c) show empathy and sensitivity toward both bullies as well as the victims

If students who are being bullied have the courage to speak out, they may help to reduce pain for themselves and other potential victims.

- The Board of Directors recommends that **parents**:
 1. Watch for signs of distress in their child, e.g. unwillingness to attend school, a pattern of headaches, missing equipment, requests for extra money, damaged clothes or bruising.
 2. Take an active interest in your child's social life and acquaintances.

3. Advise your child to tell a staff member about the incident. If possible, allow children to report and deal with the problem themselves. They can gain much respect through taking the initiative and dealing with the problem without parental involvement.
4. Inform a member of the administration if bullying is suspected. He/She will do the follow up work in collaboration with you.
5. Keep a written record (who, what, when, where, why, how).
6. Do not encourage your child to retaliate.
7. Communicate to your child that parental involvement, if necessary, will be appropriate for the situation.
8. Be willing to attend interviews/meetings if your child is involved in any bullying incident.
9. Be willing to inform the administration of the school of any cases of suspected bullying even if your own child is not directly affected.

Student Progress

PROGRESS REPORTS: Progress reports are sent home via email twice a year, in November and in May. A Progress Report is an opportunity to focus on the growth and the progress students are making toward the overall expectations in a classroom. These documents are not kept in the student's OSR (Ontario Student Record) file. Parents are encouraged to meet with their child's teacher for parent-teacher conferences to discuss their child's progress. Conferences are held in November and in May.

LEARNING REPORTS: Learning Reports are sent out in January and June. The form of the report varies from an anecdotal style in Kindergarten, to letter grades in the Primary and Junior levels, to numeric grades in the Intermediate level. Learning Reports are kept in the student's OSR file.

PARENT-TEACHER CONFERENCES: Communication between school and home is essential in a successful year for students. Twice a year, parents are able to sign up for Parent-Teacher conferences. All parents are encouraged to attend the first set of conferences which are held in November. Typically, the conferences are held in the gym and are 10 minutes in length. The purpose of these conferences is to encourage parents to discuss their child's progress in learning to share insights about the individual child and learn from one another. The classroom teacher will be in contact with the parents on a regular basis if additional student problems or concerns arise. Similarly, if parents have a concern about their child's performance at school, they are encouraged to contact the teacher as soon as possible.

MAP TESTING (INDIVIDUALIZED TESTING): Each year, students from Grades 1-8 participate in the MAP (Measure of Academic Progress) assessment. These online assessments are conducted 3 times per school year and consist of 2 tests (Reading and Math) for Grades 1-2 and 3 tests (Reading, Language Usage and Math) for students in Grades 3-8. MAP provides a personalized assessment for each student that adapts to their learning level while they are taking the "test". The information from MAP provides the teachers with information showing the growth of each student over the year(s) regardless of what level they are working at. We use the information from the tests to adjust the teaching in the classroom and proactively provide support for students who may require more focus on a specific skill. The results of the student's test are emailed to the parents.

HOMEWORK & STUDYING

HOMEWORK: We encourage families to set aside some time each evening of a school day for home study. During this time, children can study, read, review, complete assignments or engage in other school related work. Students benefit from effective home study habits by learning how to work and study effectively and independently. With effective home study habits, the student is reinforced in how to solve problems, do a review, and how to do independent reading, research and summaries.

Homework may be a part of home study (homework being prescribed assignments from the child's teacher with due dates). The amount of homework varies from child to child based on need and the amount of work not completed during class time. As a guideline, the amount of homework for each grade level is based on up to 10 minutes per grade (i.e. a student in Grade 3 may have up to 30 minutes). There will be times when your child's homework load will exceed these guidelines because of projects and tests that need completion and study. **Please write a note to the teacher if for some reason homework cannot be completed.** Also, if a child is receiving homework beyond these guidelines on a regular basis, discussion with the classroom teacher is recommended. It is possible that some classroom modifications may be required.

When there is little or no homework, parents are encouraged to have their children do math drills, spelling drills, reading, educational apps, etc.

STUDYING: The following are suggestions for developing good study habits:

1. Have a regular time and place to study.
2. Do the most difficult subject first.
3. Take short breaks between periods of study.
4. Put away distractions such as cell phones, tablets; turn off the TV
5. Oral drill is excellent for most subjects. Ask someone at home to hear your work.
6. Form the habit of asking for help whenever you do not understand some part of your work.
7. Do your work thoroughly and well.

MEMORY WORK: Memory work is assigned as homework, but it is also reinforced and practiced during class time in the younger grades. It is based on the Bible Curriculum studied in each grade and supports the concepts and themes taught in each unit. The number of verses is dependent upon the grade level and is modified at the teacher's discretion.

GRADE EIGHT GRADUATION: At the end of grade 8, our students graduate from elementary school. This occasion is a very special event in our community and is marked by a dinner to which the grade 8 students and their parents, as well as former and present teachers are invited. Our grade 7 students' parents are responsible for dinner arrangements and clean up. At the time of dinner, our grade 7 class also presents a skit to the graduating class highlighting some memorable events. The grade 8 class decorates the gym and plans the ceremony to be held at a church. Everyone is welcome to the ceremony.

GRADUATION PROFILE:

A student who graduates from BCS should display the following in their lives:

Christian Faith

- ❖ Know what it means to be created in the image of God, that sin interferes with being the "images" of God, but that there is restoration through Jesus.
- ❖ Display the fruit of the Spirit in his/her life.
- ❖ Be able to identify his/her gifts, share, develop and celebrate them, as well as recognizing gifts in others.

Learning

- ❖ Know what it means to be healthy spiritually, socially, emotionally and physically.
- ❖ Take ownership in his/her study behaviour.
- ❖ Understand the importance of organization by maintaining an agenda/schedule.
- ❖ Make use of organizational skills including time management, scheduling and prioritizing.
- ❖ Be able to give and receive constructive feedback.
- ❖ Understand the ability to use different reading strategies as a means to retain and recall what is read.
- ❖ Understand the importance of good listening skills in order to bring about positive communication.

Living

- ❖ Understand that positive relationship, compassion, and caring for others are essential for both the individual and the group in the community
- ❖ Understand that sexual maturity is the ability to express himself/herself as a man or woman in a manner that serves and praises God.

Health & Safety

ALLERGIES: BCS strives to provide a safe school environment for all students. Please inform the school if your child has a severe allergy or medical condition. It is the parent/guardian's responsibility to always ensure that the most up-to-date information is given to the school for the safety of the students. A Medical Alert Form, along with a recent photo, must be completed annually. This information will be posted and any changes need to be communicated to the school immediately.

ANAPHYLAXIS: Anaphylaxis, sometimes called "allergic shock", is a potentially fatal allergic reaction to a specific substance (i.e. insect sting, latex, certain foods, medications, etc.). BCS strives to reduce the risks of all students by taking preventative measures so that a student is not in danger. Please be aware that BCS is a "nut aware" school. Parents should only send in foods that are labelled as being "nut-free". We ask that students do not trade or share food, utensils or food containers. Only safe "treats" should be brought to school for special occasions, i.e. birthday celebrations. All children in danger of suffering an anaphylactic event should eat only lunches and snacks that have been prepared at home, or foods that have been approved by the parents.



An **Epipen** with a valid expiration date and labelled with a student's name must be kept at the school for all students that have an anaphylactic reaction to substances. Teachers are trained in the administration of an Epipen.

ACCIDENTS AT SCHOOL: Accidents do happen at school. Minor accidents will be treated by simple first aid at the school and reported to parents as deemed appropriate. In the case of a more serious injury, staff will attempt to contact the parents or emergency contact persons immediately. In extreme circumstances, a student may be taken to the hospital for medical treatment. Please ensure that the school has the current medical information, Health Card Number, and emergency contact numbers.

ADMINISTRATION OF MEDICATION: If any student needs to take medication during school hours, the parent must provide written permission and instructions to the office. All medication needs to be properly labeled with the following information: the student's name, the name of the medication, the dosage, and the frequency and method of administration. All medications, including non-prescription medications, should be kept in the office and distributed to the student as needed. Please ensure that the office is informed about your child's medication and that you have filled in the necessary forms for medication to be taken during school hours. A supply of acetaminophen is kept at the school but staff will not dispense any to students without prior written consent from a parent or guardian.

CONTAGIOUS DISEASES: When students are ill with contagious diseases, such as pink eye, conjunctivitis (pink eye), chickenpox, pertussis, pediculous (head lice), strep throat, rubella, pin worms, flu, etc., they must be kept at home and away from others to prevent the spread of infection. The Brant County Health Unit determines the period of time students should be away from school. Please check their website or call the health unit for information. If you suspect your child of having a contagious disease, please contact your family doctor. In the event of a positive diagnosis, keep the child at home and follow the doctor's instructions regarding the care and treatment of the illness. For the safety of other children in the classroom and throughout the school, please inform the school about the nature of the illness, and share information about the appropriate care, treatment and incubation procedures. Students should not share food, hats, brushes

and combs, and other personal items to stop the spread of infection. Proper handwashing is also effective at preventing the spreading of disease.

IMMUNIZATIONS: BCS receives the services of the Public Health Department which include Hepatitis B immunization, meningococcal C immunization, and a review of the immunization records of all students. The Principal may exclude students and/or personnel from school who are suspected or diagnosed with a communicable disease, or whose exposure to a communicable disease may threaten the well-being of others.

Grade seven students receive Hepatitis B shots on two occasions during the year – this is optional. The meningococcal C immunization is also offered to grade seven students at the school. Please note that BCS does not permit the HPV inoculation to students at BCS. Parents can contact the Brant County Health Unit for advice on receiving this inoculation.

HEAD LICE: BCS recruits and maintains a volunteer “head squad” to conduct school wide hair checks several times a year. If you discover that your child has head lice, *please notify the school at once* and treat with an effective remedy.

- **WHAT ARE HEAD LICE?** Head lice are very small wingless insects (about 1/16” to 3/16”) that live on the human scalp and in the hair. They are more commonly found on young children than on adults. They are generally tan in colour but since they feed by sucking blood, they may turn a brown or reddish colour after feeding. They move by crawling; they can’t fly or jump like fleas. They’re light sensitive, so if you look for them by parting the hair they’ll try to keep out of the light in the thicker parts of the hair. An adult female may lay 3-5 nits (egg casings) per day, which are glued so strongly to hair shafts that only fingernails or a specially designed “nit” comb will remove them (normal brushing or washing won’t get it!). These nits hatch after 7-10 days. It is not unusual for hundreds of nits to be found in the hair of an infested child.

- **HOW DO YOU GET RID OF THEM?**

There are four things to consider:

1. Inspect everyone else in the home (if one child has it, other family members may also)
2. Apply a treatment to kill live lice. Treating lice usually requires two treatments of special shampoo, one week apart as specified.
3. Remove the nits. The students should be free of nits before returning to school. Use a bright light and even a magnifying glass.
4. Deal with issues in the home environment that may have contributed to the lice infestation (i.e. wash bedding, towels, vacuum upholstery thoroughly).

Children should not share hats, combs or brushes at school to reduce the likelihood of spreading head lice.

LUNCHES AND SNACKS: Nutritious lunches and snacks provide children with many of the essential vitamins and minerals they require for healthy growth and development. Healthy snacks keep children from feeling famished by mealtime, and help prevent poor food choices and overeating. Providing healthy lunches and snacks helps children form healthy eating habits that can last a lifetime.

In order to protect our students who have food allergies, the following policy has been implemented: BCS is a “**Nut-Aware**” school. Students, staff, parents, and volunteers are **not** permitted to bring peanut or other nut products into the school or onto the school bus. This includes peanut butter, Nutella or other hazelnut spreads, granola bars, or any other foods that contain nuts, or state that they “may contain traces of nuts”. These items are not to be included in lunches or snacks or brought to school because even a small amount of these products could be life threatening to those with allergies.

For the safety of all students, there will be no trading or sharing of food, utensils or food containers. Only safe “treats” are to be brought to school for special occasions. All children in danger of suffering an anaphylactic event should only eat lunches and snacks that have been prepared at home, or foods that have been approved by the parents.

BCS offers a Pizza Lunch program once a week. This program is a fundraiser for the Grade 7 and 8 class trips. Order forms for the pizza are sent home 3-4 times a year. Lunches are preordered and prepaid. Other hot lunch programs may be offered throughout the school year.

Students will remain in their classrooms to eat their snacks and lunch. Students are not permitted to leave the school grounds for lunch unless accompanied by an adult with the expressed written or verbal confirmation of the parents and communicated to the classroom teacher in advance.

CUSTODY AND ACCESS RIGHTS: There are times when we learn of relational difficulties between a husband and a wife. Sometimes, the difficulties result in court agreements which affect the custody and access rights of both parents. The school office should be informed of the particulars which pertain to the education and well being of the child while at school. A Custody Form is available at the office and it must be completed. With respect to education, information, and access, the school will communicate with the student's home address unless it has been properly advised otherwise.

POLICE CHECKS FOR STAFF AND VOLUNTEERS: Brantford Christian School is committed to providing a safe place for children and other vulnerable persons within our school. Accordingly, any new hire or volunteer who works with children directly will be required to have a police record check and vulnerable sector screening before being offered a position, paid or unpaid, at Brantford Christian School.

All volunteers who will be working directly with children, including drivers for field trips, will be required to provide a satisfactory police record check and vulnerable sector screening prior to beginning volunteer work. Some police stations will waive fees associated with police record checks if the applicant is a volunteer. If it is required, BCS will provide a letter providing proof of volunteering. If the applicant is required to pay, BCS may reimburse the full cost (at request). Volunteers obtain their own police checks. Police checks and vulnerable sector screenings need to be renewed every three years.

CLASS TRIPS – CHAPERONES & BOOSTER SEATS:

Parents who volunteer to drive and/or be chaperones on a class trip are greatly appreciated! We do, however, have guidelines to ensure everyone's safety, and we ask our parent volunteers to remember the following:

1. Teachers count on volunteers to help supervise the students at all times unless otherwise stated.
2. Bringing siblings or other children are discouraged.
3. Drivers must complete a "Private Vehicle and Volunteer Driver Form"
4. A cell phone in each vehicle is encouraged, and all drivers should be notified of all drivers' cell phone numbers.
5. Smoking is prohibited on class trips and in vehicles.
6. A Police Check must be on file in the school office.
7. Parents are required to have adequate liability insurance (minimum of \$2,000,000).
8. All drivers must have a valid driver's license and obey all rules of the road, including speed limits.
9. Money for parking and/or gas mileage will be made available if requested.
10. Please comply with Brantford Christian School's dress code.

Booster Seats and Seatbelt Requirements: Provincial legislation is in effect which requires the use of booster seats for children who have outgrown a car seat but are too small for a regular seat belt. Children who are under 8 years of age, weigh between 18-36 kg (40-80 lbs) and have a standing height of less than 145cm (4'9") must be restrained in an approved booster seat in a motor vehicle. Seat belt restraints must include both a lap belt and shoulder strap for adequate protection. Please check www.mto.gov.on.ca for detailed information. All students in vehicles MUST be wearing seatbelts. No exceptions. Please carry only the number of passengers for which your vehicle has seatbelts. Never place a child under 12 years of age in the front passenger seat with an operating air bag.

SURVEILLANCE CAMERAS: The school has school cameras at each entrance, in stairwells and hallways, and on the exterior of the building/parking lot. These cameras are operational 24 hours a day. The footage is recorded and stored on a unit in the supply room.

PLAYGROUND RULES: BCS has two playground areas, one for primary students and one for junior/intermediate students. The playground that is separately fenced is only for children in JK-Grade 3. The playground adjacent to the ball diamond is for students in Grade 4-8.

Playground Rules:

1. No playing tag on or around the equipment.
2. Share, care and show good sportsmanship.
3. All borrowed equipment must be returned to the classroom.
4. Skipping ropes are for skipping only. They must be used on the paved areas only.
5. Hands are for helping, not hurting.
6. Ball hockey is only on the paved area behind the gym. Helmets with face shields must be worn.
7. Ask permission from the supervising teacher before retrieving balls from outside the playground area or re-entering the school.
8. No throwing snow (in the winter).

HALLWAY RULES:

1. Walk at all times.
2. No gum chewing.
3. Use quiet voices.
4. Use proper behaviour that does not disturb classes still in session.
5. Do not loiter.
6. Students in the hallway during class time or at recess (when others are outside) must have a hall pass. Passes are provided to the students from the teacher in charge.

CLASSROOM RULES:

1. Walk at all times.
2. No gum chewing.
3. Students must wear non-marking indoor shoes which are appropriate for Phys. Ed.
4. Share in keeping the classroom tidy and organized.
5. Do not distract others.
6. Get permission to leave the room.
7. Use the whiteboard or blackboard only with permission.
8. Use the pencil sharpener at a time when it does not bother others.
9. Recess time is to be spent outdoors. Students remaining indoors must be supervised directly by the classroom teacher.

FIRE DRILLS/LOCKDOWN DRILLS: Fire drills are held a minimum of six times a year, typically three in the fall and three in the spring. Fire drills are held without warning. Early in the school year, staff members will practice proper safe exiting strategies with their student. Each class has an assigned meeting place on the playground. Students and staff are allowed back in the building when the “all clear” bell has been rung.

Lockdown Drills: Lockdown drills will be practiced during the school year. During the drill, all the doors will be locked and the windows on the doors will be covered. Students will remain silently in their classrooms until an announcement is made over the intercom announcing the end of the drill.

Transportation

BUS ROUTES: BCS has five buses that cover the majority of the city of Brantford and parts of Brant County, including St. George, Paris and Lynden. Each year, the routes are reassessed based on the addresses of our families and the need for transportation in a given area. BCS uses the services of the Grand Erie School Board Transportation Department to plan the routes for each school year.

BUS RULES:

1. Students are to be at the bus stop on time, ideally 5 minutes before the assigned time.
2. There must be no pushing or playing on the road while waiting.
3. When boarding, they are to go directly to their assigned seat and remain in the assigned seat until reaching their destination.
4. The aisle must be kept free of feet, bags, etc. of all times.
5. Students preparing to disembark may stand only when the bus is stopped.
6. Hands, arms and head must be kept inside the bus.
7. No eating or drinking on the bus.
8. Throwing litter or any items from the windows is against the law.
9. Students should not touch the emergency exit controls, unless directed to do so by the driver.
10. We expect riders to act in a Christian manner towards others. They must show respect, courtesy and consideration while riding the bus. Shouting, loud talk, foul language, name-calling, rowdy behaviour will not be tolerated.
11. Riders should promptly obey the instructions of the driver.

Failure to follow the rules may result in a “Bus Misconduct Form” being sent home. Multiple misconduct forms or serious infractions may result in a suspension from the bus for a given length of time. A student’s right to travel on the bus can be suspended indefinitely if his or her behaviour is detrimental to the safety and enjoyable operation of the bus.

CHANGE IN ASSIGNED BUS: Students must get off at their regular stop, unless parents have notified the school of other arrangements. Should there be a change of buses or a change in the stop, an administrator will send a note to the bus driver(s) to make him/her aware of the change(s).

NOT USING THE BUS: Should you not be using the bus on a regularly scheduled day, please text your bus driver before 7:00 a.m. so they can adjust the route accordingly. Please avoid texting or calling the driver while they are driving the bus as this is a major distraction. All other changes for bus arrangements should be made through the school office.

