

# Brampton Christian School



## Student and Parent Handbook Elementary School

### **Our Philosophy of Education**

Brampton Christian School exists to provide quality spiritual, academic, physical and social education in a Christ-centred environment.

God's Word is specific in stating the principles which underlie Christian Education.

Our students are challenged to develop a personal relationship with Jesus Christ and to live by His values.

Principal - Mr. A. Cabral  
Elementary Vice-Principal - Mrs. C. Doggart  
Junior High Vice-Principal - Mr. J. Miller  
Senior High Vice-Principal - Mrs. K. Davis

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## **BRAMPTON CHRISTIAN SCHOOL**

Brampton Christian School was begun by Kennedy Road Tabernacle, in September 1977 a local church body affiliated with the Pentecostal Assemblies of Canada. The school had an initial enrolment in grades K-8 of 95 students. It was created to fill the perceived need for education taught from a Christian perspective that would both honour God and prepare students academically. The present school complex of over 70,000 square feet located on Hutchinson Farm Lane just north of Brampton was built in 1978. A senior high section was added to the school in 1995, which became the Junior High wing (Grs. 6-8) in 2009 when a new high school addition was completed. The expansion also included the Boshart Sports Centre and fitness facility. Enrolment has grown to approximately 650 students, representing about 408 families.

### **Our Core Beliefs**

1. **Biblical Philosophy:** A thoroughly biblical philosophy of education should be implemented in Christian schools in all cultural contexts.
2. **Critical Thinking:** Students in Christian schools should learn how to process information and think critically in the context of a biblical worldview.
3. **Parental Education Responsibility:** Parents have the primary responsibility for the education of their children; the school serves both Christian and Pre-Christian homes. Parents should cooperate with and support the school's advancement in both practical and intangible ways.
4. **Bible as A Core Subject:** The teaching of the Bible as a core subject is essential to the academic curriculum.
5. **Identity and Purpose:** Christian Schools should be committed to cultivating excellence in Christian faith, character, morality, relationships, leadership, service, stewardship, and worship.
6. **Excellence:** Christian Schools should be committed to promoting and developing academic, artistic, athletic, civic, scientific and technological excellence, maximizing each student's potential, and meeting or exceeding Ministry of Education of Ontario standards.
7. **Professional Development:** Professional resources and training are vital for the development and growth of Christian educators and schools.
8. **Great Commission:** Students and educators in Christian schools should be involved in the Great Commission by evangelizing and discipling the families enrolled in their schools, as well as those in communities both locally and internationally.
9. **Biblical Integration:** The biblical integration of every planned learning experience is crucial to effective Christian schooling.
10. **Educational Choice:** The opportunity for Christian schooling should be accessible to families as a means of developing a firm foundation of identity, purpose and excellence, toward the formation of a lifestyle of worshipful service to God.
11. **School Improvement:** Christian schools should be involved in a plan of ongoing assessment and evaluation for continuous improvement and sustainable development through the implementation of research-based best practices and community partnerships.
12. **Non-discrimination:** The teaching/learning process in Christian schools should reflect a Christ-like sensitivity, relevant to a diverse school community, united by Christ.
13. **Networking:** The ministry of Christian schooling can best be accomplished through cooperation with parents, other appropriate individuals, agencies, and organizations in providing programs, materials, and services, which fulfil the mandate of Christian education.

### **Statement of Faith**

1. We believe that there is one God, eternally existent in three persons, Father, Son and Holy Spirit (Matt. 3:16,17; 28:19; 2 Cor. 13:14).
2. We believe that the Bible is the unique, inspired, authoritative Word of God (2 Tim. 3:16, 17).
3. We believe that man was originally created in the image and likeness of God. He fell through sin and, as a consequence, incurred both spiritual and physical death. Spiritual death and the depravity of human nature have been transmitted to the entire human race with the exception of the Man Christ Jesus. Man can be saved only through the atoning work of the Lord Jesus Christ

(Gen. 1:26; 2:7; Rom. 5:12; James 1:14, 15; Jer. 17:9; Rom. 3:10-19,23; Heb. 7:26; John 14:6; Acts 4:12; 1 Tim. 2:5,6).

4. We believe in the Deity of Jesus Christ, His virgin birth, His sinless life, His miracles, His atoning death for the sins of the world, His bodily resurrection and ascension to the right hand of God the Father, and in His future return to the world in power and glory (Col. 2:9; Luke 1:26 – 35; 2 Cor. 5:21; Heb 7:26; Acts 2:22; Rom. 5:6-8; 1 Cor. 15:3; 1 Peter 3:18; Matt. 28:6; 1 Cor. 15:4,20; 1 Peter 3:18; Acts 1:9-11; 2:33; Heb. 8:1; Matt. 25:31).
5. We believe in the regenerative power of the Holy Spirit for those who dedicate their lives to the Lord Jesus Christ (Jn. 3:3b, 5b, 7; 2 Cor. 5: 17, 18a; 1Pet. 1:23).
6. We believe that man can be born again only through faith in Christ. Repentance, a vital part of believing, is a complete change of mind brought by the Holy Spirit, turning a person to God from sin (Isa. 55:7; Acts 17:30; Gal.3:22, 26; Eph.2:8; 1 John 5:10-13).
7. We believe that justification is a judicial act of God by which the sinner is declared righteous solely on the basis of acceptance of Christ as Saviour (Rom. 3:24; 4:3-5; 5:1-2).
8. We believe that assurance of salvation is the privilege of all who are born again by the Spirit through faith in Christ, resulting in love, gratitude and obedience toward God (John 10:27-29; Rom. 8:35-39 John 14:23; Col.3:17; 1 John 2:6).
9. We believe in the resurrection of all people and in the salvation unto life for all Christian believers (1 Cor. 15:51-57; Phil 3:20-21; 1 Thess.4:13-18; Titus 2:13).
10. We believe in the reality of heaven and hell (Matt. 25: 34-46).
11. We believe in the spiritual unity of all believers in the Lord Jesus Christ (1 Cor. 12:18; Eph. 5:25b; Col. 1:18; 1Tim 3:15).

### **Core Family Values**

All members of the board, administration and staff of Brampton Christian School believe that the Bible is the written Word of God and without error in all its teachings. Because of our understanding of the Old and New Testaments our school teaches these Core Family Values:

1. That it is unacceptable for Christians to teach hatred against any group or individual.
2. That human life begins at conception and that an unborn child at any stage of development is a human being and should be treated as such.
3. That extramarital sexual intimacy, heterosexual or homosexual, is morally wrong.
4. That marriage is an exclusively heterosexual institution involving one man and one woman.

### **Standards of Conduct**

Brampton Christian School has been established on the belief that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian life. There is adequate Biblical basis for the idea of spiritual growth into the image of Christ. This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the Biblical demands for a holy life, which fulfills both God's moral law and the high law of love. The result is a life consecrated unto God and separated from the world.

Brampton Christian School will provide an environment conducive to the spiritual growth and development of young people who may not yet be mature Christians. A standard of conduct based on the following Biblical imperatives is necessary to provide such an environment. All the activities of the Christian must be subordinated to the glory of God who dwells in us. The Christian will endeavour to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and the loss of his or her own spiritual, academic, physical and social well-being.

A sense of the need for spiritual growth in the light of these principles has led Brampton Christian School to adopt the following standards which it is believed are conducive to the environment that will best promote the spiritual welfare of the student.

The school, therefore, requests each student, whether at home, school, or elsewhere:

1. To maintain Christian standards in courtesy, morality, and honesty.
2. To conduct himself or herself in such a manner that would be above reproach.
3. To be dressed modestly and appropriately.
4. To refrain from the use of drugs, alcohol or tobacco.
5. To respect school regulations and those in authority.
6. To exercise grace & discretion in social media and other related electronic forms.

Our desire for every student is that he/she will feel his/her responsibility to be a good representative of Jesus Christ and the school throughout his/her entire life. We expect all students of Brampton Christian School to abide by these standards. A student may be suspended or expelled if these standards are not kept. It is the reserved right of the administration to determine the consequence handed down.

a) The school reserves the right to accept, reject, retain or expel any student at any time during the school year, for the well being of other students, teachers or the school's reputation as it sees fit without prior notice. Grounds for expulsion include criminal activity such as (but not limited to) the use, sale, purchase or possession of illegal substances, possession of any sort of a weapon (including a knife), physical, sexual, verbal or emotional abuse of school staff or students, malicious damage to property, truancy, possession or use of alcohol or tobacco, drunkenness, theft, vandalism, and repeated character offences including, but not limited to the use of cursing or foul language, dishonesty (e.g., lying, cheating), open defiance, and a disrespectful attitude, while on school property or during school-supervised activities.

b) The school reserves the right to search a student's belongings, desk or locker without prior notice.

c) No electronic devices may be brought to school without the permission of a Vice-Principal. This includes video game systems, laser pointers, digital cameras, and music systems. If there is a need for these items to be brought to school permission is required. An exception is for Grade 5 students who use laptops and Chromebooks for their classes. The laptops and Chromebooks are not to be brought outside for recess without permission. If a student brings a cell phone to school, it must remain turned off in his or her locker and may only be used in the designated area in front of the school on the sidewalk with permission. If a student brings a cell phone into the classroom the teacher will confiscate the phone and it will be locked in the school safe until a parent can come and pick it up. If the student does this a second time, it will be confiscated for one week, locked in the school safe, and then returned to the parent when they come and pick it up in person. Subsequent offences may lead to suspension from school for a day as well as the phone will be confiscated for one week.

d) As is stated in the name of the school, the philosophy and operations of the school have been founded on Christian faith and principles. While all students are welcome to attend, demonstrations of cultural or religious symbols representing faiths other than Christianity (i.e.: headwear, clothing, jewellery, symbols displayed on books, bags, binders, etc.) are prohibited.

#### **Parental Code of Conduct:**

At Brampton Christian School we are very proud and fortunate to have a very dedicated and supportive school community. At our school we recognise that the education of the children is a partnership.

Working together our school community will endeavor to respect our school ethos, keep our school tidy, set a good example of their own behaviour both on school premises and when accompanying classes on any offsite events where Brampton Christian School is represented.

As a partnership we are all aware of the importance of good working relationships and all recognise the importance of these relationships to equip our children with the necessary skills for their education. For these reasons we will continue to welcome and encourage parents to participate fully in the life of our school.

The purpose of this code of conduct is to provide the expectations around the conduct of all parents and visitors connected to our school and to clarify the types of behaviour that will not be tolerated.

**Behaviour that will not be tolerated:**

- Disruptive behaviour which interferes or threatens to interfere with any of the school's normal operation or activities anywhere on the school premises or any offsite events.
- Using loud or offensive language.
- Threatening in any way, a member of staff, visitor, fellow parent or child.
- Damaging or destroying school property.
- Sending abusive or threatening emails or text/voicemail/phone messages or other written communications (including social media) to anyone within the school community.
- The use of physical, verbal or written aggression towards another adult or child.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child.
- Smoking, vaping and taking illegal drugs or the consumption of alcohol on school premises.

Thank you for abiding by this code in our school. Together we create a positive and uplifting environment not only for the children but also all who work and visit our school.

It is important for parents to make sure any guardians / friends collecting in person or through the Kiss'N'Ride line are aware of this policy.

**Accessibility**

For any feedback, questions, or concerns regarding the school's accessibility for people with physical disabilities, please contact the school Principal, Mr. Andy Cabral. He can be reached via email at [afcabral@bramptoncs.org](mailto:afcabral@bramptoncs.org) or by phone at 905-843-3771. After hearing the issue, Mr. Cabral will contact the Brampton Christian School Joint Health & Safety Committee, for further direction.

**Dispute Resolution Procedure for BCS**

A three-person **Dispute Resolution Committee** (DRC) will be established each year by the Chairperson of the Board in consultation with the School Leadership Team and shall include three members. Those members may be from the Board of Directors of Kennedy Road Tabernacle, from the parent community served by the school, and from the school faculty. This committee will have the responsibility of handling grievances relating to the expulsion and/or revocation of a student's right to re-register or return to BCS the following school year. This committee serves as a check to ensure that school administration has adhered in spirit and practice to the disciplinary policies as outlined in this handbook. While the purpose of the committee is to provide families with a final hearing, we also hope that it will provide one more opportunity for resolution of a dispute or disappointment, with the goal of preventing families from believing they have no further recourse but to have their child leave Brampton Christian School.

Within the school community, it is our mandate to provide an excellent academic experience so that all our students will have every opportunity for success, also to do this within our Christian values and community. The Christian community at BCS is striving to teach and model several characteristics, including a commitment to excellence, within an environment of care, compassion for others, love and respect. If we strive towards these goals, we will necessarily grow children who are able to have a strong sense of self-worth and self-confidence, with the capacity to enter the world as responsible adults.

**Steps for Resolution of a Major School Dispute**

1. If there is a serious misconduct on the part of a student that could lead to expulsion, there shall be a meeting between the teacher(s) and the student(s) at issue. If this is a repeat occurrence or a very serious first offence, an incident report must be completed by the teacher whenever a meeting at this stage occurs. The incident report is to be forwarded to the appropriate Vice-Principal. If there is more than one teacher, then teachers will determine who completes the report, taking into consideration which teacher may have the most information about the event(s). If parents contact the teacher(s) and if the parents ask for a meeting or the teachers request one from the parent(s), then a parent/teacher meeting will also occur. Unresolved issues at this stage lead to step 2.

2. Unresolved incidents shall be referred to the Vice-Principal who has the discretion to meet with all parties, also to copy the incident report to the Principal, along with any additional factual or relevant material in the Vice-Principal's possession. The Vice-Principal will decide if s/he needs to meet with any of the parties involved.

3. The Vice-Principal may request the intervention or assistance of the Principal. The Principal then has discretion to contact any involved party and request meetings at his/her discretion. If the parents are still unaware of a situation at the school or at any school event, the parents shall be notified by the Principal of the incident(s), and of all attempts to resolve the situation.

4. Following all meetings with teachers, Vice-Principal and/or the Principal, if there is still dissatisfaction on the part of any involved party (which includes the student(s), the teacher(s), the parent(s), or the administration) regarding a decision related to expulsion or the revocation of re-registration, then that party may present a Letter of Appeal, requesting a hearing, within 7 calendar days of receiving the Letter of Expulsion or Revocation. The DRC may then request any additional information that they deem necessary. The DRC shall then meet with all involved parties and provide a written final decision to parents and to the school administration. A member of the DRC shall be appointed to assume the responsibility of any follow-up required with student families or school faculty involved.

5. At any time during the implementation of the above steps, the school's administration may impose an indefinite suspension until a final decision is made.

## ATTENDANCE

### Morning and After School

You should arrive at BCS in the morning between 8:30 a.m. and 8:45 a.m. The school is not responsible for students who arrive before 8:30 a.m. unless you have been directed by a coach or teacher to arrive early for a practice, or tutoring, or if a student (JK-8) is registered with BASC. You must have the approval of your Vice-Principal if you wish to stay longer than 4:00 p.m. Approval will not be necessary if you are involved in school-organized activities or detentions.

### Before and After School Club (BASC)

The Before and After School Club (BASC) is available for students in JK to Gr.8 The program runs from 7:30 a.m.- 8:30 a.m. and after school from 4:00 p.m.- 6:00 p.m. Parents must sign their child in and out of the BASC. If students are at school before 8:30 a.m. or after 4:00 p.m. they must be supervised in the BASC room. Students who are involved in sports or after school activities must arrange transportation home immediately following their event or join the BASC. **No Elementary students are permitted to roam the hallways or wait for their ride by the doorway or outside; they will be escorted to the BASC room and fees will be applied.**

Invoices are prepared on a monthly basis and are due in 30 days. Non-payment of account will result in cancellation of BASC services. Please retain your invoices for Income Tax purposes. Extra fees apply on early dismissal days where the program is running extra hours.

### Arriving on Time

School begins promptly at 8:55 a.m. It is advisable that students arrive by 8:45 a.m. to ensure they have enough time to get to their locker and be ready for the 8:55 a.m. morning announcements.

### Notes

1. NOTE FOR ABSENTEES: If you are absent from school for any period of time, an EDSBY message or email is required from your parents indicating the reason for such leave.
2. NOTES TO BE EXCUSED FROM PHYSICAL EDUCATION: If you are unable to participate in Phys. Ed. due to an injury or illness, you must provide your Phys. Ed. teacher with a note from your

parents giving the reason. Injuries requiring an absence from Phys. Ed. for five or more days require a doctor's certificate.

3. NOTE TO CHANGE BUSES: If you need to travel on a bus other than your own, the front office will need to be notified by your parents, at least one day before the change. The note should indicate the date and location where you are to be picked up or dropped off. Many of the buses are full to capacity and your request may not be accommodated.

## Absences

For any planned absences (appointments, etc.), you must:

- a) Have your parent/guardian log into EDSBY and record the occurrence as a "Planned Absence" for you.
- b) It is the responsibility of the student to connect with their teacher(s) ahead of time to seek direction regarding missed class time/assignments.

Likewise, if you are away ill, your parent/guardian must contact the school via EDSBY to inform us of your absence.

It is your responsibility to meet with each teacher to arrange for homework, quizzes or tests missed. **You should not be absent for tests, presentations, or exams/final evaluations.** Tests that have been missed must be done the day you return to school and may be modified at the discretion of the teacher. Presentations and exams/final evaluations must be re-scheduled according to the teacher's availability.

## Leaving the School Grounds

Between the hours of 8:45 a.m. and 3:30 p.m. students are not to leave the school grounds. Students are expected to arrive with prepared lunches and snacks, or a related plan (e.g., food order).

Parents are not permitted to enter the classroom area during school hours unless arranged with the teacher in advance. All parents must enter through the front office where they will be expected to sign in and get a visitor's tag. Parents are requested to notify the Main Office **a minimum of 30 minutes** prior to picking up their child if they must be dismissed early. Any pickup after 3:15 p.m., except for emergencies or planned absences, will be asked to join the "Kiss'n'Ride" line. The office staff will call the child to meet their parents in the Main Office.

If you become ill during the day, you **must check with the school office before phoning home and notify the front office staff of any directions/instructions given by parents.** Teachers are not authorized to give students permission to leave the school early.

## Kiss & Ride – Pick up Instructions for Parents

- 1.) Please ensure that the name / grade sign provided by the school is placed on the dash of your car. Please keep this card on the dash until your child is in your vehicle (JK- Grade 8).
- 2.) Please **STOP** at the main gate entrance to check in with the staff member there. This ensures that the child's name has been properly shared on the classroom screen so they can be dismissed.
- 3.) Please stay in the lane that you assigned to for proper grade dismissal. For safety of all students, please **DO NOT** leave the line to park and pick up students in the parking area. All students **MUST** be picked up in the designated pick-up lanes.
- 4.) We kindly ask that all parents remain in their vehicle. Please do not call or motion for your child to walk to their vehicle from the sidewalk. The child is to remain on the sidewalk until a staff member is able to walk the child to the vehicle.
- 5.) If you are designating someone **other** than a parent to pick up your child, an email must be sent to the front office notifying them of the name of the person and relationship that is picking up. This communication needs to take place **before** 3:00pm each day.
- 6.) If there is a **regular** pick up designated to be done by other parents / relatives / friends, please ensure that they have a copy of the name / grade sign for their vehicle.

- 7.) All students should be picked up between 3:30 p.m.- 4:00 p.m. unless they have permission to stay longer or have after school activities. At **4:00 p.m.** students will be taken to BASC, and fees will be charged for this service.

**Please Note:**

- At the end of the school day, the line of cars will extend beyond the front gate and down Hutchinson Farm Lane. Please be patient, do not leave the line and try to go ahead of the other cars. Once dismissal has occurred, it takes about 15 minutes to clear the entire line.
- Please ensure that all parents / guardians / friends designated to pick up students are aware of the following code of conduct:
  - Please follow the staff directions when in the line
  - Please exercise courtesy and patience with staff, pedestrians, buses, and other drivers
  - Please give the right of way to pedestrians
  - Please yield to buses departing at **3:40 p.m.**
- To ensure safety for all our students, prior knowledge of pick up must be given to the front office. If someone other than a parent or designate comes to pick up without prior notification **OR** a name / grade sign, they will be required to park until proper authorization for pick up has been verified.

**Dismissal**

You are to go to your locker and go directly to your bus or ride after the teacher has given permission to leave when the dismissal bell rings. Buses depart at 3:40 p.m. All students should be picked up between 3:30 p.m.- 4:00 p.m. unless they have permission to stay longer. Students remaining for extra help or extra- curricular activities are expected to go directly to these rooms and have arranged, a day in advance, appropriate transportation home. Teacher supervision is provided for JK-Grade 5 students waiting for transportation until 4:00 p.m. At 4:00 p.m. JK-Grade 5 students will be taken to BASC, and fees will be charged for this service as noted on page 7.

**Family Vacations and Trips During the School Year**

It is the official policy of Brampton Christian School to discourage the use of regular school days for holidays or extended trips.

Christmas Holidays, our two-week March Break, Civic Holidays and PD days, afford well over a month of time away from school for family vacations or trips during the school year. Regardless, please note that the months of July and August remain the best times for extended trips as these will not impact the school year at all.

It is the observation of the administration and teaching staff that time away for trips during the school year has a negative effect on school performance due to missed lessons and work. Also, students often return from extended trips tired, jetlagged, and ill in some cases. If a family decides to take an extended vacation or trip, that includes regular school days, this will not be with the blessing of the teachers or administration of Brampton Christian School. However, as a courtesy, parents are asked to inform the main office, homeroom teacher, and Vice-Principal, of any planned absence due to trips. This information will be passed on to the other teachers.

**Please note that teachers are under no obligation to prepare work for you if you are away from school for extra holidays or trips.** There will be no pressure or encouragement by administration for teachers to prepare work for students on trips because the taking of trips during the school year is not supported by the administration of Brampton Christian School.

Students must be prepared to make up missed tests and work. It is your responsibility to go over and complete all schoolwork within a week of returning to BCS.

## Withdrawal from School

If for any reason parents find that they must withdraw a student during the school year, they are asked to terminate their child's enrolment in the following manner:

1. One month written notice should be given before the student is withdrawn. School vacations are not included in this notice period.
2. An interview should be scheduled with the Principal to discuss the reasons for withdrawal.
3. Library books and all other school materials must be turned in to the school office.
4. All accounts and items on School Cash Online must be paid in full by the date of withdrawal, or last date of attendance. School records will not be transferred until all fees are paid.

## ASSESSMENT

### Marking System

The Achievement Chart for Elementary School

Letter Grade	Achievement of the Provincial Curriculum Expectations
<b>A- to A++</b>	The student has demonstrated the required knowledge and skills with a high degree of effectiveness. Achievement surpasses the provincial standard. (Level 4)
<b>B- to B+</b>	The student has demonstrated the required knowledge and skills with considerable effectiveness. Achievement meets the provincial standard. (Level 3)
<b>C- to C+</b>	The student has demonstrated the required knowledge and skills with some effectiveness. Achievement approaches the provincial standard. (Level 2)
<b>D- to D+</b>	The student has demonstrated the required knowledge and skills with limited effectiveness. Achievement falls much below the provincial standard. (Level 1)
<b>R</b>	The student has not demonstrated the required knowledge and skills. Extensive remediation is required.
<b>NA</b>	Strands not covered in this term.
<b>I</b>	Insufficient evidence to assign a letter grade.

**IEP** - Individual Education Plan

**NOTE-** Accommodations and **modifications** to the curriculum will be made for students with an Individualized Education Plan (IEP) developed and approved by the school. IEP applicable subjects will be indicated on report cards, including any related subject exemptions.

### Late Assignments - Academic Penalties

Homework or assignments not handed in on time may be subject to academic penalties.

Tests or assignments with a mark of 69% or lower will require a parent's signature.

Students caught cheating or engaging others in cheating may receive either a mark deduction or a "0" for the assignment, quiz or test.

### Studying Instructions

You glorify God by your effort when you study and work up to your potential.

***“Study to show yourself approved to God, a worker who doesn’t need to be ashamed and who rightly divides the Word of Truth.”***  
**2 Timothy 2:15**

1. Schedule time to study. Organize your time to include all your subjects.
2. Pray before you begin to study, committing the time to God and asking for His help so that you may understand the material and do your best.
3. Study in a quiet place, away from all distractions including television, internet, telephone, and other electronic media.
4. Do your own work, making note of items you do not understand fully. Ask your teachers for extra help with these items.
5. For tests- make study notes on the main points your teachers have emphasized and do not leave studying until the last minute.

## **Reporting Elementary**

There are three terms in the school year. Parents will receive report cards after each term.

## **STUDENT BEHAVIOUR**

BCS will be using email and EDSBY messaging on a regular basis for communication with your parents. ***It is essential that parents provide the school with a confidential, reliable email address.*** While the content of some email messages may relate to reporting academic issues, others will involve informing parents of student behaviour.

Problems with student behaviour in areas such as tardiness, agenda not used correctly, being unprepared for class, homework not done, gum chewing, uniform infractions, excessive talking, etc. will result in an email being sent to your parent/guardian.

Electronic and hard (paper) copies of all behavioural related email messages will be kept on file with the Elementary Vice-Principal. We will interpret behaviour, which does not change as blatant and defiant: an accumulation of **5 behavioural emails** in a given term regarding such behaviour issues will result in a **White Slip**.

## **White Slips**

A White Slip is a formal letter from the Vice Principal to parents. It may stand alone or may contain information regarding other disciplinary action. White Slips are given for offences which could include cheating, lying, open defiance, swearing, dishonesty, disrespectful attitude, and etcetera. After a teacher or administrator issues a White Slip, disciplinary counselling with the Vice-Principal will take place.

1. Your parents will be notified of White Slips by letter.
2. Accumulating three (3) White Slips will result in a conference with your parents and the Vice-Principal.
3. If you receive a sixth (6<sup>th</sup>) White Slip you will be suspended for one or two days from school.
4. At the end of January your white slip count returns to zero (0) and you are given a new start.

## **Suspensions**

When a student commits a serious offence that might constitute a suspension or expulsion, all final decisions, which relate to the student will be made in consultation with the Principal and Elementary Vice-Principal. During periods of suspension all assignments given must be completed. A student who is suspended from school two times within the school year may not be permitted to return to the school the following year or may be expelled immediately.

Serious offences that result in suspension or expulsion may be recorded and kept in the school database.

## **Revocation (of re-registration privilege)**

The student is allowed to remain at BCS until the end of the current school year, though the privilege of re-registering (for the following school year) is **revoked**. Before a revocation takes place, warnings are issued in writing to the student and parents, indicating the precise nature of the student's problematic behaviour. This communication must also warn the student and parents specifically that the student's opportunity to re-register is in jeopardy and that immediate and sustained change must be observed in the student's behaviour.

## **Expulsion**

Once expelled, a student is not allowed to attend any school activities for the remainder of the school year. The student is removed from class lists and entered into our database as Expelled. The student is not awarded Credit for course work already completed and evaluated. The Principal and Vice-Principal will meet with the student and parents to inform them of the decision to expel the student. At this time, the Principal will issue an Expulsion Letter to the parents: a copy of this letter will be inserted into the student's Ontario School Record which will later be sent to the student's new school.

## **Expulsion with Opportunity to Re-apply**

Any elementary student expelled **prior to** the Christmas Break will be eligible to re-apply for Admission for the following academic year (see Re-Application Requirements below).

An elementary student expelled after Christmas is not eligible for re-admittance until at least one full calendar year has elapsed since the date of the expulsion (see Re-Application Requirements below).

## **Re-Application Requirements**

An expelled student may re-apply to attend BCS provided that:

- 1) The student was in elementary when expelled,
- 2) The student and parents waive privacy rights (in writing) to information regarding the student's academic progress, behavior, and any discipline during his or her time at another school following the expulsion from BCS,
- 3) The student's behavioural record at the other institution (once explored following #2 above) is exceptionally clean and demonstrates clearly that
  - a. He or she has not been suspended or expelled,
  - b. He or she has not been disciplined for any school rule violation which would have resulted in expulsion at BCS, and
  - c. He or she has not been disciplined for any school rule violation which would threaten the safety of the staff and/or students at BCS,
- 4) The student and parents agree to a probationary period of 2 months beginning at the start of the school year, during which time the school may withdraw the student's registration because of violations of school rules *not ordinarily used as grounds for expulsion*. Such violations may include (but are not limited to) defiance to teacher instruction, skipping classes, verbal assault, bullying, cheating, etc., and
- 5) The student willingly attends check-in/mentorship meetings with an appointed staff member weekly during his/her probationary period and bi-weekly subsequent to his/her probationary period.

## **Offences and Consequences**

- 1) **Minor offences** with student behaviour in areas such as tardiness, being unprepared for class, gum chewing, uniform infractions, excessive talking, etc. will result in an email being sent to the student's parent/guardian. Electronic and hard (paper) copies of all behavioural related email messages will be kept on file with the Elementary Vice- Principal.

2) **Recurring minor offences**

An accumulation of 5 behavioural emails in a given term regarding such behaviour issues will result in a White Slip. Behaviour which does not change will be interpreted as blatant and defiant.

3) **Character Offences**

White slips are issued automatically for offences such as cheating, lying, open defiance, swearing, dishonesty, disrespectful attitude, dangerous horseplay, etc. Regarding issues of academic integrity, BCS maintains a careful record of offences and students who accumulate several White Slips for violating teacher trust (lying, cheating, plagiarism, etc.) and may be disciplined by suspension, revocation (of re-registration for the following year), and/or expulsion.

4) **Bullying**

The Ontario Ministry of Education provides the following description of Bullying:

*Bullying is typically a form of repeated, persistent, and aggressive behavior directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.*

*Bullying is a dynamic of unhealthy interaction that can take many forms. It can be physical (e.g., hitting, pushing, tripping), verbal (e.g., name calling, mocking, or making sexist, racist, or homophobic comments), or social (e.g., excluding others from a group, spreading gossip or rumors). It may also occur through the use of technology (e.g., spreading rumors, images, or hurtful comments through the use of e-mail, cell phones, text messaging, Internet websites, or other technology).*

BCS's Administration will be very active in the prevention of bullying. Students found to be bullying may be asked to sign an anti-bullying contract and, if the problem persists, students may be suspended or expelled for bullying at the discretion of the BCS Administration.

5) **Violence**

a) **Verbal violence, including profanity and threats-**

the first offence results in a three-day suspension followed by a public apology: a second occurrence results in expulsion.

b) **Aggressive Physical Contact-**

at the discretion of the school administration, pushing and shoving, wrestling, play-fighting, aggressive horseplay, etc. may result in suspension. Because such behaviour- even innocent playing around- often escalates into more serious physical violence, BCS has adopted a "Hands-Off" Policy. No physical contact is acceptable, and students engaged in horseplay, etc. can- when deemed appropriate by school Administration- be suspended as a result of it.

c) **Physical violence causing bodily harm-**

will result in immediate suspension and/or expulsion.

When a student commits a serious offence that may constitute a suspension or expulsion, final decisions related to the student will be made in consultation with the school administration, School Management Team, and Board of Directors.

## **General Expectations**

Our mission is to contribute to the overall development of our students. Emphasis is placed on your spiritual, academic, physical and social development. Respect is an essential ingredient to our learning environment. You need to demonstrate your respect for your peers, for the teaching and non-teaching staff of the school, for the school's facilities and property, and for the school itself. For example: be polite when participating in discussions and clean up after yourself after snack and lunch breaks.

Each of you is responsible for the cleanliness of the school washrooms. If an emergency arises and you need to go to the washroom, leave the room immediately. Otherwise, be sure to obtain the teacher's permission.

In the halls, be courteous. Keep to the right when negotiating through the crowds and do not disturb others with boisterous talking and rude conduct. There is no horseplay and no running, eating, or drinking in the halls.

### **Junior Kindergarten Guidelines**

All children entering our **Junior Kindergarten (JK)** program must be 4 years of age (or the age of 3 and turning 4 between September 1<sup>st</sup> and December 31<sup>st</sup>) of the set academic year.

Completion of a JK program in another school/institution, will not be an automatic move to the Senior Kindergarten program. Students must complete the JK program in its entirety. Age guidelines will be followed and adhered to.

### **Senior Kindergarten Guidelines**

All children entering our **Senior Kindergarten (SK)** program must be 5 years of age (or age 4 and turning 5 between September 1<sup>st</sup> and December 31<sup>st</sup> of the set academic year). Completion of a SK program in another school/institution, will not be an automatic move to Grade One. Students must complete the SK program in its entirety. Age guidelines will be followed and adhered to.

### **Theft**

Theft in any form will not be tolerated. Suspension and or expulsion may occur depending on the severity of the theft.

### **Gum**

There is zero tolerance for gum on school grounds. You are not allowed to chew gum on our school buses, on the playground, or in any part of the school.

### **Library Rules**

The use of the library at Brampton Christian School is a privilege that may be revoked if abused.

1. JK and SK students are only allowed to read books during library class. Grade 1-3 students are allowed to borrow one book at a time. Grade 4 -5 students are allowed to borrow up to two books at a time.
2. Returned books that are overdue are to be put on the Librarian's desk in the library.
3. The borrower is held responsible and must pay if a book is damaged or lost.
4. There will be a 10 cents per day charge for each overdue book.
5. Reference books cannot be checked out of the library area. They are to be used in the library.
6. No book, under any circumstances, is to be taken from the library without being checked out.
7. The library times are assigned as per classroom timetables.
8. Students may not use the library during off hours unless permission is received from the librarian.
9. Computer use in the Elementary division is completely teacher monitored. Students will not be permitted to engage the Internet independently and all software will be school-approved.

### **Nut Aware**

For the safety of our students we are working to limit the possibility of exposure to nuts and nut products within the school building. However, food *will* be brought into the school building from restaurants and facilities that are not guaranteed to be "nut free". We continue to increase student awareness, both among those that have allergies, and their peers. We encourage parents to send in snacks for the class from a nut free facility.

### **Study Hall**

Students who need to complete work missed through illness or school events or who need to serve a detention will attend the lunch recess Study Hall. A teacher will be on duty from 12:50 p.m.-1:25 p.m.

## EDSBY

Teachers will post monthly calendars, assignments, tests, GUDD days, trips and current units of study for their class. Students in grade 4 and 5 will login to EDSBY to get updates if they are absent from class. Parents may also log in to learn about their child's progress.

## Geddes Foods

Geddes Foods provides food services for J.K. - Gr. 12. A monthly calendar or daily menu items will be sent home. Parents must contact Fawn Geddes ([geddesfoods@bell.net](mailto:geddesfoods@bell.net)) to set up an account or e-transfer money for lunch orders. Please note: **the office will not order food for students.**

## Milk Orders

BCS provides a milk service for JK - Gr. 5 students. The order will appear as an optional item on School Cash on Line 4 times a year. Milk is delivered daily to the classrooms for lunch.

## BCS BUS POLICY

Students must abide by the same behavioral standards that apply in school and must avoid conduct that would warrant a Busing Yellow Slip, Suspension, or Expulsion. When riding BCS school buses, students are representatives of Christ, the school, and their families, and must therefore conduct themselves in a manner worthy of respect. The privilege of bus transportation will be suspended or withdrawn without refund for serious or repeated violations of the expectations and regulations.

Additionally, when using the BCS bus service, students are expected **to**:

1. Use the route assigned and not switch routes or invite other peers to travel on their bus unless advance written parental/guardian permission has been granted
2. Exercise care, caution, good manners, consideration for others, and control over the volume of your voice (no yelling please)
3. Obey the instructions of the driver, and be at the bus stop on time
4. Always remain seated in the seat assigned to you
5. Keep all parts of your body (including your hair) inside the bus
6. Be at the bus stop 5 minutes before your assigned time, and
7. Be standing near the curb ready to get on the bus (The driver will not see students sitting in cars or houses and is not able to wait.)

Also, while riding school buses, students are expected **not** to:

1. Do anything that disrespects, disturbs or interferes with the driver's operation of the vehicle
2. Violate other passengers' rights
3. Make morally offensive or provocative gestures or remarks toward pedestrians or those in vehicles
4. Throw anything inside the bus or out the window or play with the windows
5. Eat or drink on the bus (this is due to safety regulations)
6. Bring any large toys, sports equipment, or bags/gear on the bus without permission
7. Use electronic devices such as video games, cell phones, digital cameras, on the bus

Note: Use of electronic devices for listening to music, video, or video games is allowed at the discretion of the driver. The intent of permitting these devices is to occupy the student on their bus ride while reducing distractions for the driver. BCS is not responsible for items lost on the bus.

## Consequences for abusing the privilege of using the bus service:

1. The **first** offence will result in a verbal warning and a telephone call by the Busing Coordinator.
2. The **second** offence will result in a call to parents and/or a letter to be signed by parents.
3. The **third** offence will result in a consequence at the Busing Coordinator's discretion, which may include temporary or permanent suspension from busing privileges.
4. The **fourth** offence will result in a letter to be signed by parents and the loss of bus riding privileges for a minimum of 5 school days.

5. The **fifth** offence will result in a letter to the parents to be signed and returned with loss of a minimum of 10 school days bus riding privilege.

In the case of an **egregious offense** like open rebellion, the Busing Coordinator reserves the right to use his discretion, which may include temporary or permanent suspension from busing privileges.

In addition:

Anyone caught throwing any object out of the window of the bus will lose riding privileges for 3 days. Anyone caught damaging their seat on the bus will be charged for the repairs, plus will lose bus transportation privileges for 3 days. Anyone fighting on the bus will automatically lose riding privileges for 5 days. A second occurrence of any of the above will result in complete loss of bus fee and riding privileges. These rules will be strictly enforced to, and from school, and on any school trip.

**Changes to Student/Parent (Guardian) Information:**

Any changes to your address, email or phone number throughout the school year needs to be communicated to the front office via email or Edsby message.

**Changes to Bus Route/Stop:**

Once you have contacted the school to notify them of an address change, the Bus Coordinator will be in contact with you to ensure a new route / times are established. Please allow seven (7) working days to effect these changes.

In the event of a last minute change, your child needing to switch a bus, or dropped off at a different stop (IE: a school project with a fellow student), an email must be sent to the office the morning of the requested change. Without this permission the driver has been instructed to only transport those students on his/her Student Manifest.

**School Bus Service Cancellation and School Closures Policy**

In the event of bus cancellations and school closures due to uncontrollable circumstances, such as severe weather and or road conditions, **the Bus Service Cancellations and/or School Closure** policy will be in effect in accordance with liability and safety-based decisions made primarily by the Peel District School Board (Brampton) with consideration given to decisions of adjacent boards (i.e., Dufferin Peel Catholic District School Board; Upper Grand District School Board) within whose boundaries we offer bus services (i.e., Orangeville/Caledon North).

**The school remains open, but morning buses are cancelled**

The bus service cancellation decision will be made by 6:30am and announced by 6:45am as follows:

- i) BCS website ([www.bramptoncs.org](http://www.bramptoncs.org)),
- ii) EDSBY message / email for Buses running late or cancelations I use BusBoss program to email parents
- iii) Social media platforms (Facebook and Twitter)

**NOTE:**

- Cancellation phone calls will NOT be made.
- Students will not be recorded as "absent" on school attendance records. Rather, students will be marked "excused" if parents/guardians choose to allow the student to remain home or "present" (but not "late") if the student attends later when travel conditions permit.
- Given the possibility of significantly decreased student attendance:
  - Course deadlines/assessments will be postponed to the next scheduled class,
  - New material will not be covered,
  - Classes may be reorganized by administration, and
  - Student activities may be adapted at the discretion of the teacher.
- If weather and/or road conditions improve significantly, bus service may be restored for scheduled trips.

**The school opens, but an unscheduled early closure occurs:**

- i. In an emergency situation, an immediate school closure may occur due to uncontrollable circumstances;
- ii. In situations such as a forecasted deterioration of weather and/or road conditions, then an unscheduled early school closure decision will be made up to 2-3 hours prior to early dismissal to give parents time to arrange pick-up of students.

**Please note the following:**

- \*Bus service will not be provided in such cases due to safety;
- \*Before and After School Club (BASC) may not be provided, due to the unpredictability of presenting circumstances.

**The school closes:**

As in the case of bus cancellations, a school closure decision will be in effect in accordance with liability and safety-based decisions made primarily by the Peel District School Board, and no student supervision will be available. The school closure decision will be made by 6:30am and announced by 6:45am as follows:

- i. BCS website ([www.bramptoncs.org](http://www.bramptoncs.org)),
- ii. Parent emails via EDSBY
- iii. Social media platforms (Facebook and Twitter)

Normal operations will resume the next school day unless otherwise posted.

Please note the following:

- \*Cancellation calls will NOT be made by BCS staff.

<b>STUDENT DRESS</b>
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Your school uniform consists of the different articles of clothing itemized below. While all students are welcome to attend BCS, demonstrations of cultural or religious symbols representing faiths other than Christianity (i.e.: headwear, clothing, jewellery, symbols displayed on books, bags, binders, etc.) are prohibited.

The following are the rules and regulations regarding our school uniform:

1. Uniforms must be clean and in good repair. Teachers will send a notice home if a part of the uniform needs to be cleaned, repaired, or replaced.
2. Girls' Skort Option: Skorts must be a modest length. The length of the skort should be no shorter than mid-thigh (approximately the length at the end of your fingertips when your hands are at your side). Teachers will send a notice home if a longer skort must be purchased.
3. Students are required to wear their sweaters for chapels, assemblies or dress-up days (i.e. picture day). It is recommended that students have their sweater at school each and every day.
4. Your uniform will be checked every morning and throughout the day. An initial violation will result in a warning and subsequent violations will result in a loss of the next GUDD Day. A warning email will be sent home.

**Everyday Wear and Formal Uniform Days**

**Girls' Uniform Options**

Girls must wear the BCS polo shirt and may select from the BCS uniform options (tunic, school pants and skort). Grey or black spandex shorts should be worn under the tunic. **For all chapels and special events (i.e. picture day) sweaters must be worn.** It is recommended that the sweater be at school each day. Please note: the skort is to be worn only during the **warm months** (in the fall - September and October and in the spring - May and June). Girls have the option of wearing plain grey or black knee socks, tights or leggings. Black dress shoes (not running shoes) complete the uniform. Please note: untied laces will result in a uniform violation (Velcro or slip on shoes are recommended for students who do not know how to tie shoes).

## Boys' Uniform Options

Boys are required to wear BCS polo shirt and pants. **For all chapels and special events (i.e. picture day) sweaters must be worn.** It is recommended that the sweater be at school each day. Please note: the BCS grey uniform shorts may be worn only during the **warm months** (in the fall - September and October and in the spring - May and June). Grey or black socks, and black dress shoes (not running shoes) complete the uniform. Please note: untied laces will result in a uniform violation (Velcro or slip on shoes are recommended for students who do not know how to tie shoes).

## Uniform Guidelines

1. Shoes with laces are not permitted for Kindergarten students or for students who do not know how to tie laces.
2. Skorts and tunic lengths must be mid knee.
3. Undershirts or t-shirts worn under the polo shirt must be white and short sleeved.

## Gym Uniform (Girls and Boys)

**JK-Gr. 1-** No gym uniform except for running shoes with non-marking soles

**Gr. 2-** BCS grey gym shorts only and running shoes with non-marking soles

**Gr. 3-5-** BCS grey gym shorts and burgundy gym shirt and running shoes with non-marking soles; grey or black gym socks are recommended.

**A cloth gym bag is needed to keep all gym items together.**

## Uniform Provider

Uniform items can be purchased at **InSchoolWear** by the following-

1. Online at [www.inschoolwear.com](http://www.inschoolwear.com)  
(There is a \$9.99 shipping charge per order)
2. Visit or call the store:  
5359 Timberlea Blvd, Unit #54,  
Mississauga, ON L4W 2R7  
905-625-6143
3. BCS Location: Tuesday only  
2:30 p.m.-4:30 p.m.

## Recess

Students are outside before the beginning of the school day. JK & SK students have one 45-minute recess and Grade 1-5 have two 30-minute recesses. Appropriate outdoor wear is required:

\*FALL/SPRING-splash pants & rubber boots

\*WINTER-snow pants, boots, mittens, hats and scarf (a second pair of mitts or gloves is recommended)

It is recommended that students have an extra pair of grey or black socks in their backpack in case their socks get wet at recess.

## Clothing Marked

Please label both uniform and personal items with your name. Every year all sorts of clothing-both uniform and non-uniform items are lost at school. If your name is on it, we can return it to you. Otherwise, items will be donated to a charitable organization.

## Dress Down Days / GUDD (Good Uniform Dress Down)

Shirts should not display inappropriate advertisements or suggestive messages. If it would offend someone, it is inappropriate. Posted guidelines will give specific details for the day. Modest dress is required. Do not wear muscle shirts or shirts that are too short to cover your body. Clothes must be in good repair. Cut-offs or torn clothes are not permitted. Shorts should be mid-thigh in length

(approximately the length at the end of your fingertips when your hands are at your side). Spaghetti strap shirts are not permitted.

Some field trips warrant proper casual attire. The teacher will outline the dress code for each trip.

Throughout the year students will participate in different dress down days. Some are paid (\$2.00), some are free, and some are earned. GUDD dress down days are earned. If students have not worn or had their proper uniform, they forfeit their GUDD day.

### **Jewellery**

For girls, studs and earrings are restricted to the ears. No additional accessories of any kind may be worn or may be pinned or attached to the school uniform by either girls or boys. Once again, while all students are welcome to attend BCS, demonstrations of cultural or religious symbols representing faiths other than Christianity (such as may appear in the form of jewellery) are prohibited.

### **Hair**

Hair is to be neat, clean, and styled modestly. As in all matters of dress, students should have their hair styled in a manner that does not cause distraction. Boys' hair should not touch their shoulders. Boys' and girls' hair should not interfere with vision at the front.

### **Hats**

You are not allowed to wear hats inside the school building.

NOTE: The school reserves the right to ask any student to modify his/her dress and/or appearance. Non-compliance will result in the student being sent home from school.

## **HEALTH AND SAFETY**

### **Student Physical Privacy Policy**

1. **PURPOSE-** In recognition of student physical privacy rights and the need to ensure student safety and maintain school discipline, this Policy is enacted to advise school site staff and administration regarding their duties in relation to student use of restrooms, locker rooms, showers, and other school facilities where students may be in a state of undress in the presence of other students.
2. **DEFINITIONS-** "Biological sex" means the biological condition of being male or female as determined at birth based on biological differences and at the chromosomal level.
3. **POLICY-**
  - a) **Use of School Facilities** - Notwithstanding any other Board Policy, student restrooms, locker rooms, showers, and dormitories that are designated for one biological sex shall only be used by members of that biological sex.  
In any other school facilities or settings where a student may be in a state of undress in the presence of other students (*i.e.*, changing costumes during school theatrical productions, etc.), school personnel shall provide separate, private areas designated for use by students based on their biological sex.
  - b) **Accommodation of Biological Sex Non-Conforming Students-** Students that exclusively and consistently assert at school that their gender is different from their biological sex shall be provided with the best available accommodation that meets their needs, but in no event shall that be access to the school restroom, locker room, or shower of the opposite biological sex. Such accommodations may include, but are not limited to: access to a single-stall restroom; access to a uni-sex restroom; or controlled use of a faculty restroom, locker room, or shower.

## **Sickness Policy**

### **Illness:**

Colds, flu and other contagious diseases are a serious issue in a school environment because they can spread so rapidly. Parents are asked to keep children home when they show symptoms of illness. If the child is ill, please report your child's absence through an Edsby planned absence. If your child exhibits any active symptoms of illness, he/she will not be admitted to the school, both for the child's own comfort and to minimize the spread of illness to other children in the school. In the event of an outbreak of an infectious disease, such as measles, BCS will follow the guidelines set forth by our policy in consultation with the Peel District Health Department policies.

**Fever:** If your child has a fever at night, he/she must not attend school the next morning. Temperatures are lower in the morning and a fever may occur again in the afternoon. You are required to wait 24 hours after the fever breaks before sending your child back to school.

**Upset stomach:** If your child vomits during the night, do not send him/her to school the next day. You are required to wait 24 hours after a child vomits before sending your child back to school. If your child vomits at school, we will require you to pick your child up from school and ask that your child is vomit free for 24 hours before sending them back to school.

**Diarrhea:** Loose and frequent stools have many causes. Do not send a child to school until bowel movements are normal.

**Cold:** Be sure a child knows how to handle tissues for coughing, sneezing and nose blowing, and practice good hand washing techniques. Your child may go to school if he or she does not have a fever or discomfort. If symptoms are severe (e.g., persistent cough or severe runny nose with thick mucous that will consistently interrupt their work / rest time), please keep your child at home so he/she may rest and recover.

**Earache:** Never ignore an earache. Please contact your physician and keep your child at home.

**Strep Throat:** A strep infection requires a doctor's visit and medication. Strep can lead to a more serious illness if not properly treated. The child must be on medication at least 24 hours before returning to school.

**Contagious Condition:** Head lice (see below), scabies, impetigo, ring worm, chicken pox, strep throat, measles, rubella, mumps, whooping cough, meningitis and some forms of conjunctivitis (pink eye) are contagious and must be properly treated. Your child must no longer be contagious before he/she may attend school. Please notify the school if your child has a contagious condition so that other parents can be alerted. A doctor's note may be requested by the school to understand diagnosis and treatment plan for the child.

**Head Lice:** Due to the arrangement of student workspaces in the classroom and the number of collaborative workspaces and projects, if we find signs of lice (nits/eggs), in order to contain the spread, we may ask parents to pick up their student early to begin treatment. If parents detect lice at home, please let the school office know immediately so that we can check the rest of the students in the class. Prior to the student's return to school, we will need to know the specific treatment that your child has undergone, and the child needs to be clear of all nits/eggs before they return to school.

**Outside:** If your child has been out of school due to illness, we ask that you consider whether he/she is well enough to be outdoors before you send him or her back to school. The outdoors is part of our program and we do not have the staff to supervise students indoors and outdoors simultaneously.

**Illness or Injury at School:** If a child becomes ill at school, he or she will be taken to the office sick area. A parent/guardian will be contacted and will be expected to pick up the child as soon as possible. If the

child is injured at school, first aid will be administered if the injury is minor. An accident report will be filed for injuries which require medical attention. All first aid reports will be logged in the front office. Parents will be notified immediately if there are any questions concerning the severity of the injury. The student's emergency contacts will be called if parents are unavailable. 911 will be called if deemed necessary.

***\*\*It is imperative that parents' home, work, and emergency telephone numbers are updated regularly. This is the responsibility of the parent/guardian. Please contact the front office with any updates.***

#### **Medication:**

- **Prescription:** All medications prescribed by a doctor must have the pharmacy label attached with instructions. Students will be administered medication only with written parental consent. Permission to administer medication can be sent via Edsby or email directly to the classroom teacher and the front office. Without consent a student will not receive prescribed medication. It is the responsibility of the parent to ensure that all Epi-pens / Inhalers that are kept onsite for the school year are kept up to date.
- **Non-Prescription:** Tylenol / Advil consent is received with your child's admission package. The "medical health form" outlines for us any medical concerns or allergies for your child. This form also gives parental consent for Tylenol/Advil distribution by the front office personnel. If your child has seasonal / year – round medicals concerns, i.e. allergy / antacids / cough medicine can be stored in the front office in their original packaging that includes instructions. Written parental consent must be given for distribution.

#### **Student Accident**

In case of accident or injury, where possible, a student will be brought to the Main Office for assessment. A trained CPR/First Aid staff member will assess the injury and administer first aid. In the case of injuries requiring further treatment, such as severe sprains, broken bones, excessive bleeding, cuts requiring stitches, the parent will be contacted.

***It is imperative that parents' home, work, and emergency telephone numbers are updated regularly. This is the responsibility of the parent/guardian.***

#### **Fire Drills**

During the school year, we practice fire drills to make sure students are safe in case of a fire in the school. When a fire alarm sounds, activities stop immediately. You will proceed, single file, down a predetermined exit route to an assembly point outdoors. It is important that you do not run, crowd, push, or talk. After the class has left the room, the teacher will check that no students remain, and then join his/her students.

Silence is necessary for both drills and actual emergencies so that everyone can hear instructions being given. When you arrive at the assigned area outside, you will line up by class.

When you hear the fire alarm, you are to:

1. Stand and leave all books, coats, etc. behind
2. Walk to your assigned exit
3. If you are first to the door, hold it open and close it when the last person is out
4. Stay in rows and move right away from the building to the designated meeting area where the teacher will do a roll call from the attendance book
5. If in the washroom, you will exit through the nearest door and find your class outside
6. All teachers and students (when head count confirmed) indicate to administration that all are in attendance.

#### **Lock Down**

We also practice another safety tool for students and staff called a 'Lockdown Procedure'.

A real Lockdown Procedure signals a serious and dangerous situation which requires going to the nearest area, with a teacher, which can be **locked**, and sitting **down** on the floor away from doors and windows and remaining there until further instructions are given.

The lockdown will begin when you hear the words: "Code Red, Initiate Lockdown Procedure". Remember, when you hear "Code Red, Initiate Lockdown Procedure", move away from doors and windows in a quiet and orderly fashion, sit on the floor and quietly wait until further instructions are given. If you are in the hall, go to the nearest classroom with a teacher, and sit on the floor away from windows and doors until "All Clear" is announced. If you are in the washroom, go to a stall, and sit there with feet up on the door of the washroom stall until "All Clear" is announced. Do not use cell phones during a lockdown. This has been found to be the #1 hindrance to police operations in real 'Lockdown' emergencies.

## **SPECIAL ACTIVITIES**

### **Chapels and Assemblies**

Chapels are an integral part of our learning community at BCS and you are required to attend all chapels. Proceed to the gym with your teacher and sit in your designated area.

1. Please be quiet when appropriate and active when involvement is required! Be respectful at all times.
2. Full uniform is required on Chapel days

### **Yearbook**

Each student will receive a school yearbook in June produced by the Yearbook Team of students in Senior High. Please note that any personal hand-written remarks in the yearbooks should be positive and encouraging.

### **School Teams**

Grade 4 and 5 students have an opportunity to try out for different team sports. The team sports occur throughout the school year. Try-outs are either before or after school hours. Once the team has been selected, they will be given notice of the various practice times. There is a one-day tournament for each team sport.

### **Grandparents' Day**

Grandparents will be invited to attend the annual Grandparent's Day celebration. Information and invitations will be sent home with the students.

### **Christmas Concert and Arts Night**

The Elementary School proudly presents their talents in drama and music. Each grade participates in a Christmas Concert and the Arts Night. Attendance is required.

## **MISCELLANEOUS**

### **Lockers**

You may go to your lockers at the following times only:

- before school begins
- lunch hour
- after school ends
- before and after gym

You are responsible to keep your lockers clean and orderly. Do not overfill your locker and shove the door closed. Periodic checks of your lockers will be done.

### **Use of the Gymnasium**

You must wear running shoes while participating in activities in the gym. You are not permitted in the gym unless supervised by authorized personnel.

## **Care of School Facilities**

We are to be 'good stewards' of our facilities. Care must be taken to properly use all equipment. This includes care of textbooks, gym equipment, desks, chairs, tables, etc. For example, you are not permitted to:

- mark tables or desktops
- misuse gym equipment
- misuse washroom facilities

Students will be required to clean and/or pay for repairs to equipment damaged by their misuse.

In addition, you must take responsibility for keeping the school clean. You are required to assist teachers tidying the room at the end of the day, to clean up after yourself at lunch, and make sure that your garbage is put into a garbage can.

## **Textbooks**

Lost, damaged or defaced books owned by the school are the student's responsibility. These MUST be paid for or replaced before final report cards are presented. Replacement costs are high.

## **Visitors**

All visitors must report to the Main Office when arriving at the school. They will be expected to sign in and get a visitor tag which must be worn at all times. Parents wishing to speak to a teacher must set up an appointment via Edsby or email.

## **School Fees**

Tuition and additional fees are due starting June 1 of each year and/or upon acceptance for admission.

All school fees are to be paid via School Cash Online. Tuition fees can be paid as a lump sum or on a monthly plan. The payment of additional school fees is due the first day of June, upon admission.

Any questions regarding School Cash Online or the payment of fees should be directed to the Accounts Office.

## **Trips**

Notification of upcoming trips, activities and events will be sent out electronically each term, and payments processed using School Cash Online. All prepaid trips are non-refundable. Any parent wishing to volunteer on school trips must fill out a volunteer application and have an up-to-date police check. All permission forms and consent are signed for with your child's admission package.

## **Professional Affiliation**

Brampton Christian School enjoys a good relationship with the Ministry of Education. Our school is officially registered with the Ministry of Education and is also a member of the Edvance Christian School Association.

## **School Pictures**

Pictures of all students will be taken early in the year for the school yearbook and personal purchase.

Students must be in full dress school uniform for picture day.

## **Supplies**

JK- Grade 3: All classroom educational supplies are provided.

Grade 4-5: Supply lists will be given on the first day of school for purchase by parent.

## ELEMENTARY DAILY SCHEDULE

7:30 – 8:30	BASC
8:45 - 8:55	Entry to School + Washroom/Lockers
8:55 - 9:00	Morning Announcements, Lord's Prayer and O Canada
9:00 – 10:30	Block One JK-Grade 5
10:30 - 11:00	Grades 1-5 Recess
10:30-11:00	JK-SK Morning Snack and Recess Prep
11:00-11:45	JK-SK Recess
11:00 – 12:30	Block Two- Grade 1-5
11:45—12:10	Lunch for JK and SK
12:10—12:50	Nap for JK and SK
12:30 -12:50	Lunch Grade 1-5
12:50 - 1:30	Grade 1-5 Recess
1:30 - 3:30	Block Three-JK-Grade 5
3:30	Dismissal
3:40	Bus Departure
3:30 – 4:00	"Kiss & Ride" Pick-up/Teacher Supervision
4:00 – 6:00	BASC

## SUMMARY

This handbook contains procedures, suggestions and ideas, which are specifically designed to assist you in your daily life at school. You are expected to be aware of the contents of the handbook and to follow the guidelines established. If you become involved in a situation not covered in the handbook, consult a teacher, or your Vice-Principal.

You will find that time passes rapidly. Make profitable use of every available moment and you will help to ensure a successful year. May God richly bless you during this school year!

## BCS STUDENT PLEDGE

**This Pledge has been written in the first person from the student's point of view: students are asked to show their agreement with it by signing the Pledge at the beginning of the school year.**

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I support Brampton Christian School's pledge to maintain an atmosphere demonstrating respect for authority and high moral standing that encourages personal growth and excellence in education.

The statements made below regarding Biblical principles and Christian lifestyles are foundational. They identify the essentials of the Christian life and should remain the desire of those who affiliate with Brampton Christian School. The Bible establishes basic principles for Christian character and behaviour. These include the following:

1. Living a life of faith in wholehearted obedience to the moral teaching of the Bible reflecting honesty and integrity.
2. The responsibility to love God with our whole being and to love our neighbour as ourselves.
3. The responsibility to pursue right living and practice justice and mercy to everyone.

It is my goal to be a positive, responsible student. I will follow the standards of conduct of Brampton Christian School knowing that they are for my personal well-being and the benefit of the student body. I know that Brampton Christian School strives to educate the whole person: spiritually, academically, physically and socially.

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Student's Signature

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Date

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Elementary Vice-Principal