

# BURLINGTON CHRISTIAN ACADEMY HANDBOOK



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# BURLINGTON CHRISTIAN ACADEMY PARENT HANDBOOK

## Mission Statement

That all students may know Christ and share their faith, living it out daily as they become successful learners.

## Statements of Commitment

To promote its mission, Burlington Christian Academy pledges the following:

1. To employ qualified dedicated staff who have a genuine commitment to Jesus Christ and who model a Christ like behaviour.
2. To enable students to internalize a Biblical worldview and to create opportunities for them to serve and act upon their faith in the local and global community.
3. To encourage parents, in partnership with the school, to be involved in, and responsible for, their child's education.
4. To utilize and refine teaching and learning strategies that challenges all students to achieve their individual potential.
5. To utilize excellent educational curricula, technology and materials to maximize student learning.
6. To promote high levels of achievement in literacy and numeracy.
7. To demonstrate respect for the dignity and rights of each individual where acceptance and caring are actively fostered.
8. To ensure a safe, clean and orderly school environment.
9. To provide opportunities beyond the classroom for students to participate and excel in the arts, athletics and other areas of interest.
10. To encourage, and support education and professional growth of all faculty.

| DAILY SCHEDULE |  |
|----------------|--|
| 7:30           | Extended Care Program Begins             |
| 8:45           | Entry for all students                   |
| 8:50           | Instruction time begins for all students |
| 10:20          | First Recess – All students              |
| 10:35          | Instruction commences                    |
| 12:00          | Lunch Break                              |
| 12:15          | Outdoor Recess begins                    |
| 12:50          | Instruction begins                       |
| 2:00           | Last Recess – JK-Grade 5                 |
| 2:15           | Instruction begins – JK-Grade 5          |
| 3:30           | Dismissal                                |
| 3:45           | Extended Care Program begins             |
| 6:00           | Extended Care Program ends               |

## SCHOOL PROCEDURES

### ATTENDANCE, ABSENCES AND LATES

Regular school attendance and punctuality are important, and education law in Ontario sets out expectations for school attendance. Please consider timeliness to school for the student to be as important as timeliness to work for the adult. Life and work patterns are being established by and in our students.

Communication between home and school is important when absences occur. Please call or email the school office before 8:30 a.m. if your child is going to be absent or late. The voice mail can take your message 24 hours a day.

Late students must report to the office before going to class to have their attendance recorded. All lateness will be recorded on your child's attendance record.

### TRANSPORTATION: SAFETY ON ARRIVAL AND DEPARTURE FROM SCHOOL

The drop off and pick up zone is the area of the parking lot marked with large pylons. Please use this zone for dropping off and pick up only (drive through). Should you need to come in the school or have items other than backpacks to put in vehicle, please park your car. The pylons mark the playground area in use for students and cars are not to park in this area.

Please exit your car to pick up your child if not using the pick-up lane. This will prevent students running across the parking lot when there may be moving cars.

### LEAVING EARLY

Parents must report to the office when picking students up early from school. Office staff will contact the teacher and have the student sent down to the office. Parents are asked to wait at the office so as not to interrupt the class.

### EXTENDED CARE PROGRAM

We are pleased to offer families an extended care program where your children can be lovingly looked after beginning at 7:30 am each morning for our before care program and until 6:00 pm for our after school program. There is a nominal fee for this service. Extended care fees are charged when children are dropped off before 8:30 am and after school fees are charged starting at 3:45 pm. Families are billed monthly for the extended care program and pre-registration is not necessary.

### SAFE DEPARTURE

Please send authorization in writing if anyone other than the legal guardian is going to pick your child up from school.

## COMMUNICATION AND INVOLVEMENT

**COMMUNICATION WITH FAMILIES** – Families receive a weekly newsletter via e-mail called “Principal's Corner” where they can read about what has been happening at the school as well as upcoming events.

Teachers use Google Classroom as a platform to provide parents and students with up-to-date information about the classroom, including assignment requirements and deadlines, classroom news, and upcoming events. It can also be utilized as a communication tool for students and teachers to connect regarding curriculum content or project guidelines as well as a vehicle for students to submit assignments electronically. Each student is assigned a school email address that can be accessed by logging in through Gmail. Parents are also able to request access to this account and can receive notifications when new information is posted, either through their own e-mail address or by downloading the Google Classroom App.

### **VOLUNTEERING**

Parents and family members are encouraged to help in the classrooms, participate on committees, as well as assist with extracurricular activities, and at times may be asked to assist with driving on class trips. The volunteer’s role at BCA is to partner with the staff of BCA. In this way, it is understood that the volunteer will follow the conditions and terms that relate to security and confidentiality of personal information according to the *Freedom in Information and Protection of Privacy Act*. Information gained regarding children in the school is to remain confidential. It is understood that the volunteer will work under the direction of a staff member. ***It is mandatory that those wishing to volunteer provide a criminal background check, with vulnerable sector screening.***

### **GIFTS (Get Involved for the Students) Program**

BCA’s GIFTS Program was implemented to encourage parents to give volunteer time to BCA that will help raise funds or reduce costs – benefitting the school and building a strong community of families overall.

All parents are required to provide a separate post-dated \$750 cheque dated May 31, 2019. 35 volunteer hours are required for ALL families and must be completed by May 30, 2019. Hours must be submitted monthly. The last day to submit hours is May 31 2019. If ALL 35 hours are not completed by May 30, 2019, the cheque will be deposited the first week of June, 2019.

Should you choose, you can instruct the school to deposit your GIFTS cheque even if you do volunteer the hours, and this support is much appreciated.

A list of volunteer jobs can be found at the Front Office – families are encouraged to visit and sign-up and support the school throughout the year – we always have a need for volunteers! BCA uses a browser-based form that can be populated via any browser (PC, Android, Apple, etc.). This benefits you as you will receive a copy of the submission via email for your records. This eliminates the manual data entry activity on behalf of BCA to manage the ongoing tracking.

Your submissions will be reviewed and approved monthly by BCA – and you will be contacted only in the event additional information/discussion is required. Please be sure to populate all the fields, and provide a detailed description of volunteer hours completed, and the correct approver for your volunteer activity.

Please note that you are required to submit your GIFT hours on a monthly basis. On the last day of each month, the previous month submission portal will be closed and you will not be able to provide submissions via the tracking tool. Submissions post cut-off will be processed by the Front Office on an exception basis only. The information tracked is used to understand and project volunteer hour requirements throughout the year, and for future years, and requires data to be recorded timely and accurately.

Volunteer summary reports will be made available at the Front Office throughout the year – but you will receive email confirmation with each submission.

### **GIFTS FAQ**

Should the following FAQs not answer your question, please contact the Front Office.

**Q) How many hours is each family required to complete throughout the academic year?**

A) 35 hours.

**Q) Do partial hours count?**

A) No, partial hours will not be refunded.

**Q) Can my hours be allocated to another Family once I reach my hours?**

A) No, your hours can only be applied to your family.

**Q) Are hours completed by extended family applicable?**

A) Yes, volunteer hours by extended family members 18 or older can be applied to your family hours.

**Q) Can my high-school student's volunteer hours be met using the BCA Gifts Program?**

A) No.

**Q) Can I buy hours if I do not meet the volunteer hours requirement?**

A) No.

**Q) Can I submit all my hours in a single entry?**

A) No. The information gathered is used to understand and project volunteer hour requirements throughout the year, and for future years, and requires data to be recorded timely, accurately, and categorized. Hours must be submitted by the last day of the month, for the previous month.

**Q) Why must I submit my hours monthly, and not at the end of the year?**

A) The information gathered is used to understand and project volunteer hour requirements throughout the year, and for future years, and requires data to be recorded timely and accurately throughout the year. Monthly entry also ensures that BCA approvers can approve activities within the recent past, reducing the need to go back in records to determine validity. Hours must be submitted by the last day of the month, for the previous month.

**Q) I am chaperoning a school trip, how do I calculate my volunteer hours?**

A) Hours commence with the departure from the school, and end with their arrival back at the school at the end of the excursion for parents who are chaperoning. The hours for a class trip will be communicated before the trip.

**Q) I am providing transit for students (e.g. soccer tournament in London). How do I calculate my volunteer hours?**

A) Drivers can submit travel time only, unless chaperoning/coaching.

**Q) I am participating in a school trip, but not as a chaperone. How do I calculate my hours?**

A) Parents participating in school trips, but not as chaperones, are not applicable for the GIFTS Program. Teachers will designate chaperones in advance of the trip – and only those designated as chaperones will be allowed to register their hours for the GIFTS program.

**Q) Do you pro-rate the hours required for families that join the school mid-year?**

A) Yes, BCA will provide you with your pro-rated hours at time of registration for those students who are not registered at the start of the school year.

**POLICIES**

**INTERNET ACCEPTABLE USE POLICY**

It is the goal of Burlington Christian Academy to provide a world-class education to all students. The Internet is one of the many information resources available to students as part of that process. While there is an enormous amount of useful and valuable information available online, access brings with it the potential for misuse and abuse due to the global nature of the Internet and the lack of effective control over its content.

Our Technical Team at BCA has made every reasonable effort to ensure the Internet is used responsibly by setting up parental controls and safety nets. BCA will take every reasonable step to control access to inappropriate material. We expect all students to use the Internet in an appropriate and responsible manner for educational purposes only. Access to the Internet is a privilege offered to the students at the discretion of the administrators, teachers and staff at BCA. While at school, students may only log on using the school's Internet account, and may not use personal or home accounts.

BCA's account is to be used for educational purposes only, including research for school projects and intellectual inquiry. Students are not to transmit, receive, submit, publish or otherwise access information deemed inappropriate, including, but not limited to, material that is defamatory, inaccurate, abusive, obscene, profane, racially or gender offensive, unethical, sexually oriented, or illegal. Game playing is prohibited. Hacking [any attempt to gain prohibited access to or malicious attempt to harm or destroy data or to upload, download or otherwise create computer viruses] will not be tolerated. Students are expected to conform to accepted social behaviour in their use of the Internet ("netiquette"). Users shall refrain from plagiarizing the works of others obtained over the Internet and are to respect copyrighted material and to properly credit all works cited from Internet resources. Students must immediately notify a teacher if a security problem is discovered. Inappropriate behavior on the part of any student while using BCA's Internet account will result in the loss of Internet access privileges. Additional disciplinary action may be added and under appropriate circumstances, law enforcement officials may be notified.

BCA reserves the right to log network use, monitor files and file space, thus students should not expect their use to remain private. BCA reserves the right to modify these guidelines at any time.

At BCA we are going to offer students supervised access to the Internet. As part of our policy to allow use of the Internet, all students must now obtain parental permission. Both they and you must sign the appropriate form as evidence of your approval and their acceptance of the school rules on this matter.

We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages. But ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family's right to decide whether or not to apply for access.

### **ELECTRONICS POLICY**

Cell phones, other electronic communication devices and personal audio devices are not to be used during school time and must be turned off. Cell phones must remain out of sight during school hours, unless permission has been given by a teacher. If confiscated by the teacher/supervisor, they may be recovered by the student at the end of the day from the teacher. At a second removal, the parent/guardian of the student must pick up the phone at the end of the school day. Students may use their cell phone after school to call if permission is given by a teacher.

## UNIFORM POLICY

The following items can be purchased from our uniform provider, DGN Kilters (<https://dgn-kilters.com/school/burlington-christian-academy/>)

### **Tops JK-8 – All tops worn must be crested**

- Short sleeve golf shirt
- Oxford long sleeve shirt
- V-neck sweater
- V-neck vest
- Unisex cardigan
- Performance hoody
- Performance track jacket
- Soft shell jacket (outdoor)

### **Girls JK-8**

- Navy skort *\*if non DGN must be dark navy, not faded blue*
- Navy walking shorts *\*if non DGN must be dark navy, not faded blue*
- Girls tights – navy or black
- Navy pants *\*if non DGN must be dark navy, not faded blue*
- **\*\*Leggings are not pants and should not be worn as uniform pants.**

### **JK-3 Girls**

- Navy crested tunic

### **Boys JK-8 *\*if item is non DGN must be dark navy, not faded blue***

- Navy pants
- Navy walking shorts

### **Boys/Girls Grade 6-8 only**

- Navy performance pants

### **Gym Uniform (Grades 3-8)**

- Crested grey performance t-shirt
- Navy fight shorts or ATC profit shorts

### **Footwear and Socks**

#### **Socks/Leotards**

- Navy, white or black ankle socks when wearing running shoes
- Navy or black socks or leotards (single colour) can be worn with skorts or tunics
- Girls may wear footed navy or black tights with a skort or tunic. If the tights are not footed then they must wear matching socks to cover the bottom of the tights, to look like footed tights.



**Footwear:**

- Shoes should be solid black, navy or dark coloured, with no colourful symbols/stripes or other markings. No boots or high top shoes should be worn indoors.
- Shoelaces should be dark coloured as well
- For gym classes, any proper non-marking soled running shoe can be worn, in any colour. It is important that students have proper running shoes that can be tied (laced/velcroed) securely to avoid injury.

**CASUAL DAY DRESS****Dress will:**

- Honour and glorify the Lord
- Reflect modesty
- Not be a distraction to the learning environment
- Not advertise/promote alcohol, drugs, sex or offensive material
- Tank top straps must be at least 3 fingers width (lasagna not spaghetti width)

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|------------------|
| <b>ACADEMICS</b> |
|------------------|

The following Ministry guidelines are in use at BCA. When planning student expectations, assessing and evaluating students, teachers will use these documents:

- ✓ Growing Success
- ✓ The Ontario Curriculum
- ✓ Kindergarten Program
- ✓ Language
- ✓ French
- ✓ Mathematics
- ✓ Science and Technology
- ✓ The Arts
- ✓ Social Studies Grades 1-6/History, Geography 7-8
- ✓ Health and Physical Education

The expectations identified for each grade describe the knowledge and skills that students are expected to develop and demonstrate in their class work, tests and other activities for which their achievement is assessed. Teachers use their professional judgement to decide which instructional practice will foster the expected learning. The complete curriculum is available for review at the Ministry of Education and Training's website at [www.edu.gov.on.ca](http://www.edu.gov.on.ca)

## FIELD TRIPS AND EXCURSIONS

Field trips are arranged to enhance the curriculum and are part of the school program. Advanced notice of a trip will be sent home. Written confirmation is required in order for your child to participate. Students are expected to follow the same code of conduct on trips as they do at school. There is an activity fee for students in JK-Grade 5 to cover the annual cost of field trips and related activities. See the registration package for more information.

## SPECIAL EDUCATION

BCA seeks to provide all students with opportunities to achieve success in their educational programs. Whenever possible, students with Individual Education Plans (IEPs) will be accommodated in the regular classroom. Students who need alternate programming or educational settings will receive instruction through the Special Education Department. A team approach is used in program planning and modification for a student's IEP. This plan contains specific objectives and an outline of educational services that meet the needs of the exceptional student. If staff identify that a student has exceptional needs, their family will be encouraged to have a psycho-educational assessment done. This will allow the Special Education team to create the IEP, and ensure that the student receives appropriate accommodations and services.

## HEALTH AND SAFETY

### ILLNESS

#### When to keep your child home

How do you decide whether to send your child to school or keep them home? The following are guidelines for parents:

- Take your child's temperature; a temperature of 38C/100 F or over is a sure sign to keep your child home.
- If your child has been vomiting or having diarrhea during the previous evening or night.
- A blistery rash, especially if accompanied by fever and a history of exposure, as it may be chicken pox.
- Keep your child home if he/she has heavy nasal drip and/or frequent cough. He/she probably feels miserable and will not learn much, as well as sharing his/her virus with others.
- If your child has any of the following, it is important to let the school know: H1N1, chicken pox\*, enteric infections\*, giardia\*, head lice, Hep A\*, Hep B\*, impetigo, measles\*, meningitis\*, mumps\*, whooping cough\*, pink eye, pinworm, rubella\*, scabies, scarlet fever. The school is required to report some infections and diseases (note \*) to the Public Health Unit. We will be discrete in sharing this information, but there are other students who are especially vulnerable and whose parents will be notified to keep them home while certain diseases are in the air.
- If your child is diagnosed with a contagious disease, such as strep throat, he/she should be on prescribed antibiotics for 24 hours before returning to school
- School is important but sick children need to be at home

## **COMMON COMMUNICABLE DISEASES**

Generally, children should be kept home while exhibiting symptoms (e.g. open sores, pink eyes, and swollen glands). With measles, the child must stay home for 4 days past the rash stage. With rubella, the home stay lengthens to 7 days. Whooping cough, meningitis and scarlet fever require antibiotics before the child returns. A student will be sent home if live head lice nits are found on his/her head.

## **PEDICULOSIS (Head Lice)**

Anyone can get head lice and young children who play closely together are susceptible. It is recommended that parents check their children regularly for itching and the presence of small whitish nits (eggs) fastened tightly on the hair shaft near the scalp, and report any occurrences to the Principal. Parents will be notified if anyone in their child's classroom has reported head lice. If you have any questions about head lice, contact the Healthy Kids Line (905) 546-3596.

## **MEDICATION**

Please administer medication at home whenever possible. No medication (including acetaminophen) will be given to student without parents' permission. A staff member will call the parents/guardians of a student if the student asks for medication. Verbal permission at that time will be required unless it is prescription medication. If a prescription medication is required to be dispensed at school, please contact our office for a Medication Form. When medication must be administered by school personnel, it will be kept at the office. Permission for a student to self-administer any medication should be brought to the attention of the teacher.

## **FIRST AID**

School staff trained in First Aid and will attend to most scrapes and cuts. More serious injuries will be reported to the parents and/or the child will be taken to the hospital.

## **LIFE THREATENING ALLERGIES**

Burlington Christian Academy is a Peanut/Nut Sensitive School. If touched or eaten, foods that contain even a small amount of nuts may be life threatening to students with allergies. We ask that students not bring any food products that contain peanut or nut products in their lunches.

If your child(ren) has an allergy and requires medication to be administered in case of an incident, please contact the office. A Medication Form needs to be completed and will be kept with the medication in a central location accessible to staff.

## **MEDICAL EMERGENCY**

It is the responsibility of parents to:

- Provide up-to-date emergency contact information on the Student Information Form included in the registration package. If, during the year, you change your information (address, phone number, emergency contact, or place of employment), please ensure that this is updated at the school office
- Communicate with the school when the child will be absent or late for any reason
- Provide written permission for their child to leave the school during the day
- Inform the school when their child will be returning after an absence of more than one day

## **IMMUNIZATION**

The *Immunization of School Pupils Act* requires that all children be immunized against Hepatitis, diphtheria, tetanus, polio, measles, mumps, and rubella, unless exempted. Halton Public Health works with BCA to offer the required immunization clinics. Information is e-mailed/sent home to families when it is time for student immunization.

## **FIRE DRILLS/EMERGENCY EVACUATION/LOCKDOWN**

Fire drills are conducted three times during the fall and three times during the spring. Lockdown drills will be conducted twice a year. Detailed plans for Fire Drills, Lockdowns and Emergency Evacuations are shared with all staff. The Fire Plan is posted in every room and will be taught to students before the first Fire Drill and reinforced throughout the year. A lockdown plan is also shared with staff and students.

## **ADULTS IN THE SCHOOL**

It is the policy of Burlington Christian Academy that all visitors (persons neither staff nor students) check in with office before entering the school. They will be required to sign in at the office before entering any other part of the building.

## GENERAL

### INCLEMENT WEATHER

**School Closure Policy** - If the school is closed for any reason, families will be contacted by email. The goals of this policy are to balance the risks associated with travel for each of the participants, to maximize the instructional time and to empower the decision makers.

- BCA will be closed when any one of the following three area Halton schools are closed. Specifically, if Glenview Public School, Aldershot Elementary School or Central Public School is closed due to a weather event, Burlington Christian Academy will also close.
- If the above schools are not closed but the School Principal deems it prudent to close BCA, the School Principal may decide to close the school. It is understood that the decision to close was based on weather information that was predicted to result in seriously hazardous driving conditions for the BCA community.
- Even when the school is open and the weather may be in some question, it is always the responsibility of the parent to decide whether it is safe to take their child to school for that particular day. The discretion for safety associated with transportation for a child is the sole responsibility of the parent or guardian.
- If the school is to be closed due to inclement weather, the School Principal will circulate the decision to close to all participants via email.

### LOST AND FOUND

Parents are advised to clearly label all clothing items, lunch containers and footwear so we can help locate their owner if lost. Parents should check the lost and found from time to time if items are missing. Small items (e.g. watches) will be kept at the office. Unclaimed contents will be donated to charity at Christmas, March Break and end of the school year.

### LUNCH PROGRAM

**Monday to Thursday** - BCA offers the convenience for parents to order a healthy, nut-free lunch meal made in a licensed kitchen for their child(ren) through Axxis Catering. If you are interested in ordering hot lunch for your child(ren), please follow these steps:

1. Visit <https://bca.hotlunches.net>
2. Select "click here to register"
3. Use the Access Code BCHL to begin creating your account. Complete the registration form and select "Register Now"
4. You will be able to add your child's name and homeroom under the "Students" button, as well as order meals for your choice of days

**Fridays** are Pizza lunch day. Order forms are distributed in September. Proceeds go to assist in paying for Grade 8 graduation and other special school programs.

**Monday to Friday** - Popcorn and juice boxes are also sold during recess times, subject to availability, with proceeds going to above noted areas.