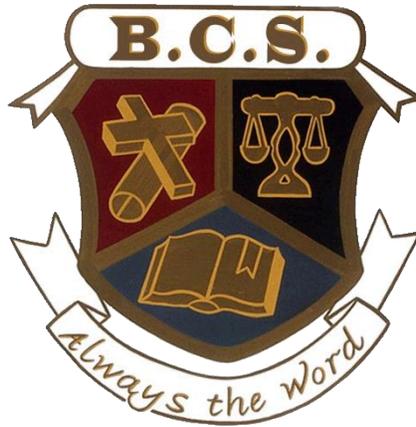


Brampton Christian School



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

12480 Hutchinson Farm Lane
Caledon, ON, L7C 2B6
(905) 843-3771

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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 500 students, representing about 320 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 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 disciplining 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 sexual intimacy is only morally acceptable within a marriage relationship.
4. That premarital or extramarital sexual intimacy heterosexual or homosexual including but not limited to intercourse is morally wrong.
5. That marriage is an exclusively heterosexual institution.

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 of 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) The use of personal computers, tablets and related devices shall be governed by the provisions within the Personal Media Device Policy (PMDP), articulated later in this document. Other devices (incl. video games, DVD players, laser pointers, *iPods*/mp3 players, and digital cameras) shall not be allowed at school. If a student brings a cell phone or any other text messaging device to school, it must remain turned off in his or her locker and may only be used in the designated area at the front of the school, or on the sidewalk. If a student brings a cell phone into the classroom or is caught using it in a prohibited area of the school, a teacher or staff member will confiscate the phone until a parent can personally pick it up. Subsequent offences may lead to suspension from school.

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.

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 or by phone at 905 – 843 – 3771. After hearing the issue, Mr. Cabral will contact the Brampton Christian School Council, if appropriate, 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 Management 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.

In order to be as functional as possible, the following policies and procedures address the student directly, clearly and concisely.

ATTENDANCE

Morning and After School

You should arrive at BCS in the morning between 8:30 and 8:45 am. 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 or after 4:00 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.**

BASC FINAL FEE STRUCTURE 2017 – 2018

<u>BASC FLAT RATE FEES</u>					
BASC PROGRAM	# OF CHILDREN	DAILY FLAT RATE	WEEKLY PRE-PAID (10% discount)	YEARLY PRE-PAID (20% Discount)	<u>LATE FEES</u>
AM 7:30 – 8:30	1	4	18	685	THE FOLLOWING LATE FEES WILL APPLY: <u>\$10 FOR EVERY 15 MINUTES AFTER 6:00 PM</u> 6:01 pm - 6:15 pm - \$10.00 6:01 pm - 6:30 pm - \$20.00 6:01 pm - 6:45 pm - \$30.00
	2	6	27	1025	
	3+	8	36	1370	
PM 4:00 – 6:00	1	8	36	1370	* <u>THREE LATES WILL RESULT IN CANCELLATION OF SERVICE AND STUDENTS WILL NEED TO REGISTER FOR BUSING.*</u>
	2	12	54	2050	
	3+	16	72	2735	
AM & PM	1	12	54	1900	* <u>THREE LATES WILL RESULT IN CANCELLATION OF SERVICE AND STUDENTS WILL NEED TO REGISTER FOR BUSING.*</u>
	2	18	81	2850	
	3+	24	108	3800	
** EXTRA FEES APPLY ON EARLY DISMISSAL DAYS WHERE PROGRAM IS RUNNING EXTRA HOURS **					

*****Invoices are prepared on a monthly basis and are due in 30 days. Non-payment of account will result in cancellation of services. Please retain your invoices for Income Tax purposes.*****

Arriving on Time

School begins promptly at 8:55 a.m. If you arrive in the classroom after that time, you are late. If you are late, you need to report to the main office and obtain an admit slip. You may be given an "excused late" slip from the office for the following reasons: illness, doctor/dentist appointments (must be accompanied by a note signed by parents) and severe weather conditions that have held up the bus and private cars. Missing the bus does not constitute an excused absence. You must allow yourself sufficient time to get to school.

If you are habitually late your parents will be notified. 10 late arrivals to school will result in either a one-day suspension or serve work detentions. 20 late arrivals to school will result in an additional two-day suspension.

Notes

- a. NOTE FOR ABSENTEES: If you are absent from school for any period of time, a note is required from your parents indicating the reason for such leave.
- b. 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.
- c. NOTE TO CHANGE BUSES: If you need to travel on a bus other than your own, you need a note from 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 bring a note from your parent/guardian to the main office beforehand. It is your responsibility to see your teachers *prior to* your absence to make them aware of your upcoming absence and find out what you will miss.

If you are away ill, have your parent/guardian call the school to let the main office know of your absence. If a phone call is not received from your parent/guardian stating the reason for the absence, your parent/guardian will be contacted by the office.

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.** In order to write a missed test or exam or make up a presentation, you must present a Doctor's note to verify the reason for your absence. 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 refreshments, or a related plan (e.g., food order).

Parents are to refrain from going to the classroom area during regular school hours. They are requested to come to the Main Office if their child must leave early for an appointment. 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.** Teachers are not authorized to give students permission to leave the school early.

Kiss and Ride – Pick up Instructions for Parents

If your children do not take the bus, and you pick them up, you will then follow the "Kiss & Ride" lane that goes around to the front of the school. Each family will receive a "Kiss and Ride" card which needs to be displayed on your dashboard. (If multiple cards are needed, contact the main office.) An employee of BCS will call out the family names and your children will then exit the school and join you in your car. Please avoid waiting by the Elementary doors as bus students need to exit before Kiss & Ride students are released.

If you have children in the high school division, then you will proceed along the one-way traffic perimeter of the parking lot to the high school entrance. You will continue along the perimeter of parking lot to the Elementary/Junior High doors and then follow the exit lane.

If you have children in multiple division, then you must arrange with your high school child(ren) where you expect them to be during pick up. You have the freedom to have your high school student wait at the high school or join younger siblings in their elementary and/or junior high division.

Remember that if your child is not ready for pick up when you are in the Kiss and Ride pick –up lane, then you must either circle again, or park your vehicle in a parking spot and come in to collect your child. You may NOT park your vehicle in the Kiss and Ride lane.

Please be reminded:

1. To honour faculty & staff on duty
2. To exercise courtesy and patience with pedestrians, buses and other drivers
3. To give the right of way to pedestrians
4. To yield to buses departing at 3:40pm

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 pm. All students should be picked up at 3:30 pm 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 until 4:00 p.m. is provided for Gr. 6-8 students waiting for transportation by car after school. At 4:00 p.m., Gr. 6-8 students waiting for transportation by car after school will be taken to the BASC and charges will be invoiced. Students waiting for transportation must wait in the BASC room for parents to pick-up. Fees will apply.

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 upon 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 must be cleared with the business office before withdrawal. School fees must be paid by the last day of attendance. Records cannot be transferred until tuition fees are paid.

ASSESSMENT

Marking System

The Achievement Chart for Elementary School

Level 1	Level 2	Level 3	Level 4
A passable level of achievement. Achievement is below the provincial standard.	A moderate level of achievement. Achievement is <i>below, but approaching</i> the provincial standard.	A high level of achievement. Achievement is <i>at</i> the provincial standard.	A very high level of achievement. Achievement is <i>above</i> the provincial standard.
D+ = 57-59.9%	C+ = 67-69.9%	B+ = 77-79.9%	A+ = 90-100%
D = 53-56.9%	C = 63-66.9%	B = 73-76.9%	A = 85-89.9%
D- = 50-52.9%	C- = 6-62.9%	B- = 70-72.9%	A- = 80-84.9%
R = Remedial <50%			
R I	The student has not demonstrated the required knowledge and skills. Extensive remediation is required. Insufficient evidence to assign a letter grade		

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

If you do not submit your assignment or project when it is due, you may be subject to one of the following academic penalties:

ELEMENTARY (1 - 5)

10% off the 1st school day.
 15% off the 2nd school day.
 20% off the 3rd school day.
 25% off the 4th school day.
 30% off the 5th school day.
 After 6 days late, a student will receive a mark of zero "0".

Homework Penalties: A first warning email will be sent home after 3 homework penalties. 4 homework penalties will result in a behavioural email.

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

If you have not completed (or not submitted) a homework assignment that is taken up in class, you will receive a "0" for that homework assignment.

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 of 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 exams, make study notes on the main points your teachers have emphasized and do not leave your studying until the last minute.

Reporting

Elementary

You will receive three report cards in the school year: The first will be a progress report in November. The second report, which you will receive in February, will cover Term One. The third report, which you will receive in June, will cover Term Two.

STUDENT BEHAVIOUR

BCS will be using email 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 (6th) 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 as part of your permanent record. The record of these incidents may also be submitted along with your final marks to the Ministry of Education in June at the end of each school year.

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 Trillium Database as Expelled. The student is not awarded Credit for course work already completed and evaluated. The Principal and Vice-Principal 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, behaviour, 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 probationary period and bi-weekly subsequent to his 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. Particularly 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.) 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 behaviour 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 rumours). It may also occur through the use of technology (e.g., spreading rumours, 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 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.

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 allowed only one book at a time, Grades 1-5 students are allowed 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 only.
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.

Peanut Aware

For the safety for 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 peanut/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.

BCS Homework Page

JK – Gr.5 teachers will regularly post homework on the BCS Homework Page.

Monthly Classroom Calendars

Teachers will post the monthly calendar under “Student Services” on the website.

Geddes Foods

Geddes Foods provides food services for J.K. - Gr. 12. A monthly calendar or daily menu items will be sent home for parents viewing. Parents are encouraged to contact Fawn Geddes (geddesfoods@bell.net) to set up an account or to place orders.

Milk Orders

BCS provides a milk service for JK - Gr. 5 students. A milk order will be sent home several times during the school year. Milk is delivered to the classrooms for lunch.

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.

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.

Student's Signature

Date

Elementary Vice-Principal

BCS BUS POLICY

Students must abide by the same behavioural standards that apply at school, and must avoid conduct that would warrant a White 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 and 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. remain seated at all times 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
8. bring inappropriate reading material, videos, or video games on the bus
9. use foul language or swear 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:

The **first** offence will result in a verbal warning and a telephone call by the Busing Coordinator;

The **second** offence will result in a call to parents and/or a letter to be signed by parents;

The **third** offence will result in a consequence at the coordinator's discretion, which may include temporary or permanent suspension from busing privileges;

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.

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 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:

Please send in writing (email) your updated address, email, cell and home phone number, so we can update our database and keep in touch.

Changes to Bus Route/Stop:

In the event of the need for your student to change their route or stop because you are moving, please contact (via email) the office or Busing Coordinator to make the necessary changes. Please allow seven (7) working days to effect these changes. Caution, the area you are moving to must be accessible by our busing service.

In the event of a last minute change, your child needing to switch a bus, or dropped off at a different stop (Example 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

Brampton Christian School is vitally concerned about student safety. Therefore, in the event of unscheduled bus cancellations and school closures due to uncontrollable circumstances, such as severe weather conditions and related 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).

1) The school remains open but morning buses are cancelled

- a) The bus service cancellation decision (for one, any, or all routes) will be made by 6:30am and announced by 6:45am as follows:
 - i) BCS website (www.bramptoncs.org), and
 - ii) radio stations CFTR AM, CHFI FM, CHUM AM, CFRB AM, and
 - iii) television station CITY TV.
- b) Afternoon buses may be cancelled
- c) Normal operations will resume the next school day unless otherwise posted.

NOTE:

- Cancellation calls will NOT be made by the Bussing Coordinator and/or Bus Drivers.
- 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 and assessments will be automatically postponed to the next scheduled class,
 - new material may 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.

2) The school opens, but an unscheduled early closure occurs:

- a) In an emergency situation, an immediate school closure may occur due to uncontrollable circumstances;

- b) In situations such as a forecasted deterioration of weather and/or road conditions, then an unscheduled early school closure decision will be up to 2-3 hours prior to early dismissal in an attempt to give parents time to arrange pick-up of students. Please note the following:
- i) Bus service will not be provided in such cases due to safety;
 - ii) Before and After School Club for pre-registered / regular students will not be provided in such cases, due to the unpredictability of presenting circumstances.

3) The school closes:

- a) 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), and
 - ii) radio stations CFTR AM, CHFI FM, CHUM AM, CFRB AM, and
 - iii) television station CITY TV.
- b) Normal operations will resume the next school day unless otherwise posted.

NOTE: Cancellation calls will NOT be made by BCS staff.

STUDENT DRESS

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 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' Options: Full uniform (tunic, polo shirt, sweater, grey or black socks/tights) is required for all chapels, assemblies or dress-up days. On any other school day in the year, students may select either the formal uniform or the optional pant/skort items. Please note: the skort is to be worn only during the **warm months** (May, June, September-Thanksgiving Weekend, in October).

Boys' Options: Full uniform (polo shirt, sweater, pants, grey or black socks) is required for all chapels, assemblies or dress-up days. During the **warm months** (May, June, September-Thanksgiving Weekend), boys may wear uniform shorts.

Uniforms for the Elementary, Junior High and Senior High are available at **InSchoolWear**.

Uniform items can be purchased several ways:

1. Online at www.inschoolwear.com
(There is a \$9.99 shipping charge per order)
2. Visit / call the store:
886 Sinclair Rd.
Oakville, ON L6K 2H3
(905)-338-3030
3. In House
School Hours – Tuesdays and Thursdays
2:30 pm – 4:30 pm

GIRLS' SCHOOL UNIFORM ITEMS

Shoes	Plain black dress shoes. Running shoes, or high cut (above the ankle) boots are NOT permitted. Shoes with laces are not recommended for J.K. or S.K. students, and for any students who cannot tie laces.
Socks	Black or Grey knee-hi socks or non-patterned tights Grey non-patterned leggings may be worn during colder temperatures
Polo Shirt	A white, BCS polo shirt must be tucked in
Note:	T-shirts worn under the polo shirt MUST be plain white with short sleeves
Tunic	Grades JK-5 wear the grey school crest tunic (hemmed at mid knee for growth) No other decorations will be allowed on the tunic Tunic with school crest
Pants	Grey tailored girls' dress pants available from the uniform supplier
Skort	Grey skort is available from the uniform supplier, worn only in the warmer months
Sweater	Sweater with school crest (worn on full uniform days)

GIRLS' GYM UNIFORM

Shorts	Grey gym shorts monogrammed with BCS school crest, Grades JK - 5
T-Shirt	Maroon t-shirt monogrammed with BCS, Grades 3-5 Grades JK-2 will remain in their BCS polo shirt
Socks	Grades 3-5 white sweat socks Grade JK-2 stay in uniform socks
Shoes	Running shoes must be worn (non-marking soles if black) Slip-on or Velcro runners for JK and SK student
Gym Bag	A cloth gym bag is needed to keep all gym items together

BOYS' REGULAR SCHOOL UNIFORM

Shoes	Plain black dress shoes. Running shoes even if they are plain and black, high cut boots, and casual loafers are NOT permitted. Shoes with laces are not permitted for J.K. or S.K. students, and for any student who cannot tie laces.
Socks	Grey or black dress socks (no ankle socks)
Polo Shirt	BCS polo shirt (the two bottom buttons are to be done up and the shirt is to be tucked into the pants)
Note	T-shirts worn under the polo shirt MUST be plain white with short sleeves
Pants	Grey twill
Shorts	Grey twill shorts are available from the uniform supplier, worn only in the warmer months
Belt	A black dress belt with no elaborate buckles or decorations (optional)
Sweater	Pullover or vest with school crest (worn on full uniform days)

BOYS' GYM UNIFORM

Shorts	Grey gym shorts monogrammed with BCS
T-Shirt	Maroon t-shirts monogrammed with BCS, Grades 3-5. Grades JK-2 will remain in their BCS polo shirt.
Socks	Grades 3-5 white sweat socks Grade JK-2 stay in uniform socks
Shoes	Running shoes must be worn (non-marking soles if black) Slip-on or Velcro runners for JK and SK student
Gym Bag	A cloth gym bag is needed to keep all gym items together

RECESS

Students are outside before the beginning of the school day plus 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)

An extra pair of grey socks is recommended to be 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 given to Value Village.

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 finger-tips 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.

GUDD (Good Uniform Dress Down)

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 be kept short and 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

Medication

Students will be administered medication only with parental consent. A Permission to Administer Medication form must be signed by a parent/guardian to be filed in the Main School Office. Without this form, a student will not receive pain relievers or prescription medication, etc. All medication, such as antibiotics, inhalers or daily medications must be administered by the secretaries in the front office.

Public Health Services

The Public Health Nurse visits the school on an "on-call" basis. She/he keeps a medical record on every student and does periodic checks on hearing, eyes and general physical condition. Medical records are maintained completely by the Health Department. They arrange an Immunization Clinic once a year for students whose parents have requested the vaccines to be given at the school.

Student Accident

In case of accident or injury, a student will be brought to the Main Office (if it is possible to move them). A competent staff member will assess the injury and administer first aid. In 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 that 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 the first person 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 you are 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. Sometimes chapels require quite active student participation. Sometimes they are organized internally by teachers and/or students and sometimes they are run by people the school selects and invites in.

1. Proceed to the gym with your teacher and sit in your designated area after you have been called by the Elementary Vice-Principal.
2. Please be quiet when appropriate and active when involvement is required! Be respectful at all times.
3. Clap when it is appropriate. Do not boo or whistle.
4. Full uniform is required on Wednesday.

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.

Intramurals

Students in grades 3-5 have the opportunity to participate in intramurals during one of their lunch recesses.

Grandparents' Day

This is a special morning in October, which honours our grandparents. There is a fellowship time (8:30 am) prior to the program in the R.J.Boshart Gym, and then there is a time for guests to visit classrooms.

Christmas and Spring Concerts

The Elementary School proudly presents their talents in drama and music. Each grade participates in either the Christmas or Spring Concert and 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 desk tops
- 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 given a visitor identification badge to wear and will return it to the Main Office at their departure. Parents wishing to speak to a teacher must set up an appointment via email or through the Main Office.

School Fees

Additional fees aside from tuition are due by June 1 and/or upon admission. Tuition fees are to be paid in full by June 1st, or as a convenience to parents, by using the automated monthly debit plan. The payment of additional school fees is due the first day of June prior to the commencement of the upcoming school year.

To facilitate the payment procedures, parents are asked to make their payments at the Accounts Office. Any questions regarding the payment of fees should be directed to the Accounts Office.

Trips

Trip letters will be sent out three times per school year. All prepaid trips are non-refundable. Any parent wishing to volunteer on school trips must have an up-to-date police check.

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 Association of Christian Schools International.

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 parents

DAILY TIMETABLE

7:30 – 8:30	BASC
8:50 - 8:55	Entry to School Washroom/Lockers
8:55 - 9:00	Devotions, Prayer, and 'O Canada'
9:30 – 10:30	Block One
10:30 - 11:00	JK – Grade 5 Recess
11:00 – 12:30	Block Two- Grade 1-5
	11:00—11:30 Block Two for JK and SK
	11:30—12:00 Lunch for JK and SK
	12:00—12:45 Nap for JK and SK
12:30 -12:50	LUNCH Grade 1-5
12:50 - 1:30	Recess for JK - 5
1:30 - 3:30	Block Three
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!