

Parent Handbook

2023-2024



CALVARY CHRISTIAN
— HIGH SCHOOL —

CALVARY
CHRISTIAN
ACADEMY

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Academy Families,

It is my delight on behalf of the board and staff to welcome you and your family to Calvary Christian Academy. We are looking forward to another year serving God together and being part of the wonderful things He is doing here and in the community!

This year marks the Academy's 27th year. It will be the seventh year that we offer a complete Preschool to grade 12 program. I am thankful that the Lord keeps giving us opportunities to *develop minds, build character and nurture faith* here at CCA by teaching Jesus and the life He gives!

Each year the Academy celebrates a theme. The theme of the year is incorporated into our chapel times, assemblies, and newsletters. Our theme this year is "flourishing". The word flourishing implies developing rapidly and successfully, aka thriving. It is our prayer that wherever you are starting out this year that you will see growth, success and thrive where you are by being called, connected and committed. Flourishing may look different for individuals but one thing we can all agree on is that we want to bring glorify to God and raise a generation of people to be beacons of light and truth in this world. At CCA we actively come together to "develop minds, build character and nurture faith" everyday by integrating faith into every area of our program. We believe this helps kids to thrive from the inside out. This starts by having staff who love God and live for Him - we work for Him, and love that we get to shower His love, care, and goodness on your children for 7 hours a day. This year we want to "flourish" with purpose, passion and power and see how God works through us by listening to the call, staying connected and committed.

*And when ye see this, your heart shall rejoice, and your bones shall **flourish** like an herb: and the hand of the LORD shall be known.. Isaiah 66:14.*

No matter the circumstances that brought you to CCA, or feelings that are brewing in new students we truly believe that you are meant to be here, part of the CCA community and we are BETTER with you here. I invite you to pray with me for a year of unity, building up, growth and "flourishing". May the upcoming year be one of thriving together, with Jesus as our root!

May God bless you in 2023-24,

Tom Bourne
Principal



Philosophy of Education

At Calvary Christian Academy we aim to develop children of character. We adhere to a historical Biblical based belief system that values attitude, effort and character over aptitude, ability and talent.

It is our goal to contribute towards the development of responsible children of integrity, who have been challenged to be leaders and inspired to reach their God-given potential.

Our students are challenged to achieve personal, academic excellence through our committed, caring teachers, controlled class sizes and quality core curriculum. We believe it is important to not only teach, but to also inspire the 'whole child'. We believe that children need to develop cognitively, physically, emotionally, socially and spiritually. Christian virtues, morals, values and ethics are taught in every subject and encouraged and modelled by staff.

We recognize that children learn differently and at different rates. Our teachers attempt to present their lessons to accommodate multiple intelligences. We value parental input and strongly encourage partnerships and open communication between students, parents and staff.

At CCA we value the impact teachers and volunteers have on our children. We recognize the importance of role models in children's lives. Staff members and volunteers at the Academy are expected to express a sincere commitment to Jesus Christ. They must be in good standing and regularly attend a Bible-believing church. We view their personal character, qualities, gifts and abilities as a silent teaching witness to our students. Volunteer opportunities may be limited by leadership when there is known dissent or expression of opinions or doctrines and/or lifestyle at variance with those officially taught by the Academy. See Volunteer Policy.

Mission Statement

As a mission, CCA seeks to *develop minds, build character and nurture faith*. Our mission is to provide a quality academic program based on Biblical Christian beliefs and values by using God and His Word as the springboard for academic instruction. This offers an opportunity for Christian parents to educate their children in a way which is consistent with the purpose of the Christian home and Bible-believing church.

Vision Statement

CCA's vision is a culture and community rooted and grounded in truths as reflected in God's Holy Bible. By cultivating an environment that seeks to partner with families to bring children up in truth, the whole child will flourish personally, academically and spiritually.

Who we are

Calvary Christian Academy is a Private School registered with the Ontario Ministry of Education. The Academy is a multi-denominational protestant school and is not affiliated with any particular church. We are a "not for profit" corporation and a registered charitable organization. The Academy is governed by a Board of Directors, elected *by* the parents from the members of the Calvary Christian Academy. The Academy has a constitution and by-laws.

History

Calvary Christian Academy first opened its doors in September 1997 to six kindergarten students. Since then, we have grown steadily, adding at least one grade per year. We now offer grades JK through to Grade 12.

For the first three years the school was located in the basement of Calvary Pentecostal Church in Carleton Place. In October 2000 the school had outgrown the facilities and moved to the former J.L. Couroux School building on Bruce Street in Carleton Place. A year later we were pleased to move into our own permanent home, a 10,000 square foot school with a gymnasium and library, located on a 50-acre property in Franktown.

Our Apple Seeds preschool program which began as a part-time program in 2012 is now a thriving full-time program operating 5 days per week. A 2600 square foot Early Childhood Education wing was completed on the north end of the school in January 2014 adding two more classrooms, a licensed Kitchen facility and a staff room.

CCA expanded to include a high school, Calvary Christian High School, for the 2015-2016 school year. CCHS grew quickly and had their first grade 12 graduation June 2018. A further expansion took place in 2018, adding another 2600 square feet that included 3 new classrooms, 2 bathrooms and a bigger commercial kitchen to serve our busy food program.

We are thankful for every opportunity to be involved in the development of minds and hearts of students to "seek ye first the kingdom of God". By God's will, CCA will continue to grow and teach children in an environment where they will know God's love.

Statement of Faith

The Statement of Faith is part of the constitution of the Academy. We believe that children are best served by Calvary Christian Academy if there is a consistency between what is taught at home, in church and at school. Each parent or guardian enrolling a child in the school is asked to sign that they support the Statement of Faith. If one or both parents are not willing to sign the statement, they will be asked to support the teachings of the school and that their children take part in all religious aspects of the school. Only in exceptional or compassionate circumstances are children enrolled if both parents cannot support the Statement of Faith.

We believe in and teach:

In all that we do, the board upholds the Statement of Faith and the purpose of the school: To provide excellence in education where God and His Word are the foundation.

We believe and teach:

1. The original documents combined as sixty-six books of the Bible are inspired by God and without error.
2. All things were created by the one perfect, changeless, eternal God, in three persons, Father, Son, and Holy Spirit, for his own Glory.
3. Jesus Christ is eternally God and added to his nature humanity through the virgin birth. He lived a sinless obedient life on earth, performing miracles and teaching his followers. He died a substitutionary death, satisfying the justice of God and paying the penalty for the sins of those who trust in him. He was raised from the dead, ascended to be with his Father, and will return to bring about the end of this age, ushering in the new heaven and earth.
4. All humans sin against God by nature and practice, and thereby experience the corruption of creation leading to death and God's future wrath. But God, in his grace, made forgiveness possible through faith in Jesus resulting in new life by his Spirit.
5. The Christian life is one of repentance from sin, and devotion to obey all that God commands. This includes an ordering of all aspects of life; families that reflect the historical Biblical view of marriage, children that honour their parents, parents and guardians instructing the Christian faith to their children. The right posture towards others: to the unbelieving world, patience and Gospel proclamation; to fellow Christians, community and love for one another.

It is our desire at CCA to direct our students and families to a personal relationship with our Heavenly Father and Jesus Christ. By accepting a position at CCA you are agreeing to the intent and direction of CCA.

Acknowledgement

After reading and reviewing the Parent Handbook it is assumed that you accept the terms and guidelines in it. If you disagree with any point, please bring it to the attention of the office for clarification. Disagreement may involve a review of your new or returning acceptance/enrollment with the Academy.

Staff List 2023-2024

Administration Team

Tom Bourne – Principal/CEO

Christine Martel – VP of preschool to grade 3

Sylvia Bourne – Director of Operations

Ken Erwin – Bookkeeper

Preschool – Mrs. Christel Pryce (ECE) and Mrs. Kristyn Rocha

Kindergarten Supervisor – Mrs. Christine Martel

Junior Kindergarten – Mrs. Shari Shoemaker

Senior Kindergarten – Mrs. Jennifer Agnew and Ms. Christine Martel

Grade 1 – Ms. Kim Hagerty

Grade 1/2- Mrs. Kim Vala

Grade 2 – Mr. Ernest Kennedy

Grade 3 – Mrs. Jessica Hamelin, Teacher Mentor

Grade 4 – Mr. Jesse Enns, Leader of IT

Grade 5 – Mrs. Julia Burns

Grade 5/6- Mrs. Allison Weldon, Teacher Mentor

Grade 6 – Mrs. Sue Reid, Leader of Athletics and Student Life

Grade 7 – Mrs. Andrea Lee

Grade 8 – Mr. James Salisbury

Grade 9-12 – Mrs. Kathryn Chapman

Subject Teachers

French – Grade 3-8 - Mme. Sandy MacFarlane

JK – Grade 2 French - Ms. Christine Martel

Resource – Mrs. Sharon Connor

Piano – Mrs. Bethany Cousins

Support Staff

Resource Educational Assistant – Mrs. Hyeun Foster

Kindergarten Teacher Assistant / Primary Subject Teacher– Mrs. Margie Becker

Preschool/Kindergarten Teacher Assistant – Ms. Rylee Bennett

CCHS Teacher Assistant – Mr. Kennedy Foster

Kitchen Lead – Mrs. Amy Loewen

Grade 9-12 Bible -Support from Pastor Dan Schilke

CCA Phone: 613-283-5089 CCA Fax: 613-283-6949

Office Hours: 8:30 a.m. to 4:00 p.m.

Email: Mr. Bourne: tom.bourne@calvaryca.com Office: office@calvaryca.com

Website: www.calvaryca.com

Junior School Day – Grade 1 to 3

8:20 a.m.	Staff Prayer
8:30 a.m.	Supervised Activity Break
9:10 a.m.	O'Canada, prayer and devotion
9:15 a.m.	Classes Begin
11:50 a.m.	Lunch
12:10 p.m.	Activity Break
12:50 a.m.	Classes Resume
2:50 p.m.	Closing Exercise (Agendas, Jobs and Prayer)
3:00 p.m.	Activity Break
3:30 – 3:45 p.m.	Parents pick up children
3:30 – 4:00 p.m.	Staff Prep

Intermediate School Day – Grade 4 to 8

8:20 a.m.	Staff Prayer
8:30 a.m.	Supervised Activity Break
9:10 a.m.	O'Canada, prayer and devotion
9:15 a.m.	Classes Begin
12:30 a.m.	Lunch
12:50 p.m.	Activity Break
1:30 a.m.	Classes Resume
2:50 p.m.	Closing Exercise (Agendas, Jobs and Prayer)
3:00 p.m.	Activity Break
3:30 – 3:45 p.m.	Parents pick up children
3:30 – 4:00 p.m.	Staff Prep

School Routines and Information

Arrivals/ Departures (*Appendix A and B*)

School opens at 8:30 a.m. each day. It is the parents' responsibility to be sure all children safely arrive at the doors of CCA. All students are to use the front doors, with the exception of kindergarten and Apple Seeds Preschool students who can use the front entrance on the Lower School wing until 9am after which it will be locked. Please see enclosed CCA Administrative Procedures for Safe Arrivals (*appendix A*) and Safe Departures (*appendix B*).

Arriving Late

All children arriving late for school (after 9 a.m.) must be signed in at the office by a parent and pick up a "late slip". Out of respect for our teachers and fellow students, tardiness is frowned upon. Unexcused late arrivals are recorded on report cards. However, please be assured that late slips are never issued when driving conditions are poor.

Departing Early

Children that need to leave early from school must sign-out and be picked up at the office. Please communicate an early departure to the homeroom teacher and the office in advance. Early departures **MUST** be before 3:15 pm.

Academic and Online Integrity (AI)

CCA partners with families to raise the next generation of Christian leaders. As such, we seek to develop kids of integrity by holding students to a high standard of ethical behavior. Students that are caught abusing online privileges in any way will be held accountable. The use of plagiarism and artificial intelligence (AI) to complete assignments is monitored and strictly prohibited. Students that are found to be academically dishonest will be held accountable by the Academy and or other school boards with the students Ontario record.

We strongly encourage each family to develop healthy and safe technology routine in their homes to ensure the protection of young hearts and minds. CCA has filters, we limit technology to learning, and hold students accountable for their actions.

- i) Any inappropriate use of technology use during school hours will be dealt with by the teacher and administration.
- ii) Any inappropriate use of technology after school hours while using CCA platform (chat rooms, student email, other) or equipment (chrome books) if brought to our attention will be dealt with by CCA administration.
- iii) Any inappropriate use of technology use after school hours that negatively impacts a student or the school community will be dealt with by CCA administration.

Assemblies Wednesday at 2:00 p.m. (bi-weekly)

Children participate in a bi-weekly assembly, Wednesdays at 2:00 p.m. This is an excellent opportunity for the whole school to gather as a group and cheer each other on. Children share their talents and hobbies with other students, encouraging one another and being exposed to the numerous extra-curricular skills. It has been exciting to watch the children develop their talents, as well as their confidence in front of an audience. Please encourage your children to participate in these assemblies, reminding them to practice, bring materials, etc. Because of numbers, we restrict individual participation to once per month. Ideas: songs, musical instruments, dance, share something made at home with Mom or Dad, puppet presentations, drama, memory verses, poetry or scripture (read or memorized). Parents are always welcome to attend.

After School Program – beginning September 11

Families may use the After School Program full time or as needed. Aftercare billing comes out at the end of the month. Students must respect the staff and rules of the program to be permitted to use the program. Pick up is by 5:00 sharp. For every minute after 5:00, a \$1/ minute fee applies. Late fees are paid in cash, directly to the staff member. Students must be registered to use the After School program. You can request a registration form from the office. Any unpaid bills will be taken by PAD in June.

Bus

Students using the CCA bus must adhere to the bus rules. As a matter of safety, this means mainly respecting and listening to the bus drivers' instructions. Bus rules are sent to bus families. If a student displays regular defiance to rules and disregard for authority, they will not be permitted to use the bus. Regular bus families pay a monthly fee. Non-bus students may use the CCA bus for a flat fee of \$15 per ride/ family, payable to CCA by electronic funds transfer. If your non-bus child is to use the CCA bus, you must fill in a "bus consent form for occasional use" available from the office or the CCA website.

Board of Directors

Chair: Terry Wills

Treasurer: Cindy Adegbile

Secretary: Esther Houle

Director: Mark Lyons

Director: Doug Sprunt

The Board is the legally recognized body elected by the members to oversee and govern school policy. The board shall concern itself primarily with broad questions of policy rather than with administrative details and operations. The board has delegated authority to the principal and provides freedom to work within the policy guidelines. The Board of Directors is made up of committees that meet quarterly and report to each other including the Principal and his report.

Blended Families

CCA represents the needs of children. Our intentions are for the good of each student. To help us navigate your specific circumstance blended families must provide legal documentation (custody arrangement) for the purpose of school records and communication. It is expected that all parents support students' sense of well-being in their academic journey. Communication about changes at home, routine or care-giving throughout the year are important in navigating sickness, emergencies or other concerns. The custodial parent(s) are expected to complete all paperwork including but not limited to; enrollment, payment, permission forms, vaccines etc.

Bullying, Abuse, Harassment, Discrimination and Neglect

For the Spirit God gave us does not make us timid, but gives us power, love and self-discipline (2 Timothy 1:7). Under the Child, Youth and Family Services Act, 2017, S.O. 2017, c. 14, Sched. 1 no type of bullying will be tolerated at the Academy. Calvary Christian Academy does not tolerate any form of physical, sexual, emotional, verbal or psychological abuse nor any form of discrimination, neglect or harassment. This policy applies to all students, staff, parents, volunteers at the Academy. All visitors and independent contractors are expected to comply with CCA policy.

When a case of bullying is brought forth, after an internal investigation by leadership the offender(s) may be immediately removed from the premise temporarily or permanently, subject to the leadership's discretion. If necessary external agencies and authorities may be contacted for the benefit of the child, person, victim or offender.

Chapel Service – Mondays, weekly

At CCA we start off our week with a Monday morning chapel service, led by staff or visiting pastors/leaders. Parents are always welcome to join us. Please let us know if your pastor is interested in participating.

Calendars

Please see the website for the school calendar. Parents are encouraged to subscribe to the digital calendar for live updates. Each teacher will provide a classroom calendar in addition to the school calendar.

Car Pooling

Students will only be allowed to leave CCA with your friends and relatives if you have previously authorized them to do so in writing on the car pool section of the family information sheet. This form is filed in the office. You may only add names to this list by doing it in person or over the phone with our office staff.

Cleaning Cooperative – beginning September 11

In an attempt to keep tuition costs down, we continue to offer parent cleaning nights. Parents have the choice of participating or paying to “opt out”. Cleaning responsibilities are scheduled for approximately 2 hours six times a year. The cost to opt out is \$300. Cleaning cooperative hours do not count as volunteer hours. Deep Cleaning or hours spent cleaning over and above the 6 scheduled cleanings will count as volunteer hours. Please see the website or **appendix C,I** of this handbook for the volunteerism obligation section of the ***Tuition and Enrolment Policy***.

Communication

Communication between home and school is vital. Parents are encouraged to communicate with teachers and principal either by:

- Email
- A note in your child’s agenda
- Phone call
- Arranging an appointment to meet

Staff and the office attempt to communicate with parents through regular newsletters, calendars, emails and a digital calendar. Students are not permitted to have cell phones while at school. If a student need to contact home, staff will use professional discernment to field requests to call home. Generally, students are discouraged from calling home. If a concern requires a call home, teachers will excuse a student from class to use the office phone.

Communication Bags

CCA nylon bags are provided to children in kindergarten to grade 5. It is expected that they bring their communication bag to school daily. All school textbooks, readers and communication book going home are to be carried in the school bag. This reduces the risk of damage to school property. Agendas are to remain in the bags. All notes of communication from school to home, and vice versa, are placed in the bag. Lost or ruined communication bags must be replaced by purchasing a new bag from the office.

Chromebooks

Students are expected to take good care of their assigned chrome book. Chromebooks which are unreasonably damaged or lost will be billed to the family at repair or replacement cost. Chromebooks are not permitted to leave schools property.

Communicable Diseases

According to our local Health Department, children who have contracted a communicable disease must follow the current Reportable Diseases Form before returning to school. You can find the infectious diseases fact sheet online or call 1-800-660-5853 for more information. Report all such illnesses to the office.

CCA partners with the local health unit to provide opportunities for immunization information to interested families.

Doors Locked

In adherence to the Safe Schools Act, doors are locked during school hours. The exception is the office entrance when the office is staffed with an employee present at all times.

Discipline/ Corrective Action (*Appendix D,E,F*)

CCA is pleased to provide an academic setting which is positive, respectful and non-threatening to teachers and students. We have adopted the Ontario Safe Schools Act 2000, including the Ontario Schools Code of Conduct. Also, recognizing the specific need for Christian guidelines, CCA has adopted the Student Code of Conduct from the Ontario Alliance of Christian Schools. In addition to the above, we have personalized our own discipline policy and rules, including a chart of unacceptable behaviors and their consequences as a guideline. Parental communication and support is highly valued and encouraged in all matters of discipline. When corrective actions last more than one day, parents are to be informed. In extreme cases of escalating, ongoing or other concerning behaviors by students' immediate removal from the school may be required for the tranquility of the academy.

In circumstances where one or more parent does not support the decision by school leadership, professional discernment by staff or external sources may be necessary in making decisions outside of the guidance provided. In all such cases, the Bible and Christian resources will serve as a guide for coping with crisis.

See *appendix D* for **CCA School Rules**, *appendix E* for **CCA Student Code of Conduct**, and *Appendix F* for **CCA Guideline for Unacceptable Behaviours and their Consequences**.

Early/ Emergency Dismissal

This is unlikely, but possible with extreme weather, or power outage please have an emergency contact person prepared to pick up your child in the event that we unexpectedly need to close the school. This person must be on your car-pool form and available for emergency baby-sitting. (Other CCA parents are ideal!)

Emergency Evacuation

We have an emergency evacuation plan for the school. In the event of a fire, the children would be removed from the premises and taken to 152 Church Street in the village of Franktown. Again, for safety and emergency purposes, children must always wear shoes in the school.

Each year we practice a Violent Incident Drill (code red). A code red lockdown is a drill developed to ensure each occupant of the CCA premise will respond concisely and safely to a violent incident. The drill is practiced in a non-emergent, low-stress, calm manner with the teachers' assurance that it is only a practice.

Admittedly, it is very hard to practice what could or would be an urgent situation in a non-urgent setting, it is good to teach the students to take the drill seriously and follow instructions.

Field Trips

Students will be transported by bus for school wide field trips. Attempts are made to plan field trips that enhance the curriculum. Some field trips are simply a matter of tradition or for purpose of experience.

Parents are encouraged to volunteer on field trips. CCA will cover all admission costs to museums etc for supervising parents. We do not cover parking costs or meals.

Some field trips are specific to a class or grade and may have additional costs to attend the trip. The Field Trip and Materials fee in the tuition cost, only covers trips that are school wide. Some examples of additional trips with fees include: Graduation trips, overnight trips, ski and swimming trips.

CCA uses a Blanket Permission form for Field Trips in our educational programming. Parents must sign a new form at the start of each school year for their children to participate. Field trips and activities are communicated in regular emails and newsletters.

Food and Garbage

We attempt to minimize the garbage at CCA for a variety of reasons, especially wildlife around our garbage bin. We encourage the use of re-useable containers as much as possible. Our food program uses washable dishes to reduce our eco footprint.

Food: Safety and Hygiene

A teacher monitors lunch time and visits each classroom to check in. Kindergarten students always have an adult in the room. Microwaves are not available for students to use. Send a cold lunch or use a thermos.

All children are encouraged to wash their hands with soap before every snack or meal. Kindergarten and grade one children are escorted to the washroom for this purpose. Desks are sanitized before all food.

Food on the Playground

We do not permit children to eat on the playground, because of risk of choking or garbage attracting wildlife. If a child cannot finish his/ her lunch in the allotted time, he may finish it at the picnic table under the outside canopy.

Food on Field Trips

Food is generally not permitted to be eaten on school buses, although occasionally we get permission. Most field trips require a bagged lunch, however, some museums have cafeterias where students may purchase a snack or meal.

Food: Sending Food to a Classroom

In general we try to limit “treats” coming in to CCA, primarily because of allergies and medical conditions. We have various children with food sensitivities, allergies or preferences. Please always

check with your child's teacher before preparing anything for a class. If sending a treat, we would appreciate efforts to keep it healthy. Thank you!

Footwear: Indoor/ Outdoor

Students must have indoor running shoes at school. Inside shoes are left on hall benches. Shoes are to be worn inside at all times for safety and emergency purposes. Non-marking soles are required. Footwear should be appropriate for gym time. In the winter or wet/mud season students are expected to remove their outside footwear at the door and carry it to their coat hook area.

Four Blocks – A Balanced Literacy Framework

Four Blocks literacy provides teachers with the framework essential to providing a balanced approach to literacy development. It recognizes that children do not all learn at the same rate or the same way. The *Four Blocks* framework values reading and writing 'to' the children, 'with' the children and 'by' the children (i.e. independently). *Four Blocks* emphasizes four major approaches to reading development:

1. Guided Reading: Specific planned reading instruction that focuses on comprehension
2. Writing: Story writing that is expressive and not critiqued, role modeled
3. Self-Selected Reading: Students choose and read level-appropriate books that they enjoy and then they conference with the teacher weekly.
4. Working with Words: Exercises working with words, children learn basic sight words, phonemic awareness, sound/ letter associations.

Gym Rentals

Academy families are welcome to rent the gymnasium for personal events. Families must request bookings through the office. No outside teams or clubs allowed. Families are responsible to pay the rental and cleaning fee. Equipment is not included in the rental.

Homework

Homework is important at CCA as it helps develop study habits that are necessary for success in higher level academic grades. In addition, it gives the parents an opportunity to partner in their child's educational experience. Generally, projects and assignments are started at school, and may require parental involvement. Teachers are requested to provide written outlines and deadlines of all assignments. As a rule of thumb, CCA aims to assign students 10 minutes of nightly homework for each grade (ex, grade six can expect 60 minutes an evening). Missed work due to missed school, or other is expected to be caught up. Teachers may send work home with a sibling or provide it electronically.

Homework may be assigned for a variety of reasons, i.e. for practice, drills, remedial or enrichment activity, catch up work, or for special projects and assignments.

Head Lice (Appendix G)

Parents are asked to routinely check their children's hair for lice. The school is to be notified whenever lice are found. In addition, Head lice checks could occur periodically through the school year, particularly after summer & Christmas breaks, by trained volunteers. A student found with head lice will not be sent home and may re-enter school when treatment has been administered according to

Health unit guidelines. Upon reentry students may be checked by staff. More detail concerning the **Head Lice policy** can be found in *Appendix G*.

Inclement Weather

Recognizing that most families and staff must commute to Franktown, we typically choose to err on the side of caution when deciding to close the school due to inclement weather and driving conditions. **If the Upper Canada District School Board cancels local bus services, CCA will be closed.** The Student Transportation of Eastern Ontario website is developed to inform families of the status of their bus schedule at: steo.ca. A notice to the Facebook parent page and an email will confirm a CCA school closure.

CCA draws staff and students from a wide geographic demographic. It is for this reason that the school is closed on “Snow Days”. The safety and well-being of people outweighs the risk to have them drive in unsafe conditions. In rare circumstances CCA leadership may override a snow day policy by opening school when it is safe to do so. There is no tuition credit for cancelled school days.

When STEO cancels all transportation, CCA is closed. Parents are encouraged to always have back up childcare available in the event that the school is closed.

Illness/ Injury

If a child appears ill or continually complains of being ill, their parents will be called. We do not have a health room, so it is generally best for sick children to be picked up as soon as possible. We always attempt to contact parents of injured children. Small cuts and bruises are treated in the office with first aid and some “TLC”, while an ambulance would be called for anything more serious. Accidents are documented and reported to parents either verbally or in writing on the day of the incident.

Medications (*Appendix J*)

The office does not keep or supply over-the-counter medications. If sending medications to school, they must be given directly to office staff and accompanied with a completed drug and medication record form. These forms are also available on the CCA website under “About CCA . . . School Forms”.

Medical Needs

Students with medical needs (asthma, diabetes, seasonal allergies, any assistive devices, or regular medication) must have a student Medical Alert poster completed. This form helps us care for your child and answer any questions asked by a medic if 911 must be called. Every child that regularly takes medication, has a diagnosis, or medical device please ask for a Medical Alert poster.

Nut Free Facility

Please be reminded not to send in any foods that may contain even a trace of nuts, or foods manufactured in such a facility. Parents are required to read all labels. Teachers are encouraged to remove any foods that are suspicious. On this note, please remember to wash off any peanut butter residue from hands or faces before coming to school. "Life Threatening Allergies" policy is in the CCA Policy and Procedures manual.

All students with a life threatening allergy must have an Anaphylaxis Alert/Medical Poster submitted to the office. Posters can be requested at the office.

Lost and Found

Lost and Found items are generally located in a box near the front door in the front hall. Parents are strongly encouraged to label all uniforms, lunch bags, footwear, etc with permanent marker or labels. Items not retrieved from the Lost and Found are eventually donated elsewhere. Uniform items can be embroidered with family name on the sleeve or hood.

Parents in the School

Out of respect for teachers and their need to prepare for their lessons, we discourage parents from entering CCA in the morning. If a parent needs to enter the school, they must sign in at the office. Kindergarten parents are the exception and can walk their children to class through the kindergarten entrance. Teachers are available to address parental concerns by prearranging a phone call or appointment with the teacher.

Parking Lot Safety

It is safest for children to simply be dropped off at the interlock walkway entrance. This allows parents to "drive the loop" without having to park. When waiting for children after school, parents are asked to either "drive the loop" or park, so that they do not need to reverse when leaving. Generally, this means backing into your parking spot, before children are dismissed at 3:30 p.m. Cars are not to stop or park in the drive-through loop. Children must use the sidewalk to walk in and are not allowed to cross the parking lot without a parent. If you choose to park you must walk up to the front to have your grade 1-4 child dismissed by staff.

Politics

CCA aims to focus the learning environment to learn about government and politics from a structural and historical point of view. CCA does not promote, endorse, partner or solicit any political party, person or point of view.

Resource Program

It is our desire to see every child succeed. We recognize that children learn differently and at different rates. Having caring staff that are professionally qualified to differentiate their instruction in a small classroom environment helps us ensure our students succeed. However, there may be students in our school that require further resource instruction.

CCA's Resource program was developed to help students who needed extra support to succeed and feel confident in their academic journey. In some cases resource is required for enrollment. In other cases, when staff become aware of a need or challenge, resource will be required to continue at CCA. CCA does not have in class support and in some cases additional support is needed for them to successfully achieve at grade level. Parents that wish to enrich their children's learning can inquire about openings in the schedule.

Resource program payments can be paid in full by electronic funds transfer to the office or incorporated into the tuition structure and debited monthly with tuition payments.

Relationships / Dating

CCA does not endorse dating among elementary students. We understand that during adolescent years "crushes" may develop. Relationships are not endorsed at school. It is our belief that students are best served focusing on healthy friendships, fun, extra-curricular, and of course academics while at school. We recognize that opinions outside of this belief may be present among families. Respectfully, we ask that families continue to support the vision and mission of the school in this area as all other areas. Elementary school relationships have proven to lead to messy dynamics in the classroom that infiltrate the school day negatively.

Healthy Living— JK - 8

All CCA children participate in healthy living initiatives including physical education, nutritious lunches, clubs, teams and the Running Club training. Besides the obvious benefits of fitness, children participating in these physical activities gain a better understanding of the values of commitment, hard work and perseverance. Students will set goals for themselves and monitor their own progression. Students will be challenged to develop both athletically and personally by participation in these events. Participants will experience successes as they train individually and as a team. We hope that athletes will train to benefit themselves and the team. Students that join a team and make a commitment to a club are expected to keep their commitment to it. One goal students will have is to train for participation in the CCA "*Where's Franktown?*" 1K, 5K, 10K and 15K run in May (Mother's Day Saturday).

Soliciting and Social Media

CCA does not advertise, solicit or promote any external programs, camps, activities, movements or agenda from individuals, churches, organizations or government. Email distribution lists are kept private. CCA is not interested in making any public appearance or statements unnecessarily, instead, "lead a tranquil and quiet life in all godliness and dignity" (1 Timothy 2:2).

Sex and Sexuality

CCA holds a historical Biblical world view for sex and sexuality which will be taught in health class beginning grade six through eight. Conversations that would fall under the umbrella of sex and sexuality are not acceptable conversation outside of health class. We recognize that opinions outside of a historical Biblical world view may be present within the school community. Respectfully, we ask that families continue to support the vision and mission of the school in this area as all other areas.

School Supplies

Students in kindergarten to grade eight will have all school supplies provided by CCA. Children are discouraged from bringing their own supplies. Binders are provided in the older grades when deemed appropriate by the teacher. Students may use their own binders for home based projects and reports. Grade nine to twelve students need a computer, and supplies as communicated by their teachers.

Sports

Sport teams are offered to students in grades 5-8. If there is a need for more players, the coach will review with teachers/ principal to determine best-suited younger children that may contribute to the team. Practices will reflect the volunteer coach's needs. When a student commits to a team they are expected to keep their commitment to the team including; attending practices, training, tournaments etc. Often sport events require parental commitment and as such, parents should consider their own commitment to the transportation of their athletes for events and practices.

Lunch hour intramurals will be offered to all grades.

Textbooks

Students are expected to take good care of their textbooks. Textbooks which are unreasonably damaged or lost will be billed to the family. Unpaid fees will be debited by PAD.

Toys/ Items from Home

In general, students are not allowed to bring items from home. The exception would be for show-and-tell or with special teacher permission.

Cell phones, tablets and screens are not permitted at school. Students who own these items will be required to keep them in their school bag and will not be permitted to check them or play with them. The only exception to this rule is for bus students who are permitted to use a screen while on the bus. Out of respect for each other, we ask that movies, shows and the internet are not played on devices while on the bus. Please limit screen activity to family friendly games. Devices are not permitted to be shared while on the bus.

Uniforms (*Dress Code Appendix H*)

School uniforms are ordered directly from Lands End (landsend.com).

Used Uniform sales are held periodically as inventory comes in from parents. This is a great opportunity to both buy and sell used uniforms. Parents are welcome to contact the team about upcoming sales or clothing to sell at useduniforms@calvaryca.com.

Daily Uniform: Any combination of daily uniform or dress uniform items are permitted for daily wear. Sports shorts and t-shirts are to be used for gym only. Gym clothes are mandatory for grades five to eight. Shoes must be non-marking. Girls are to wear black or navy leotards when needed. If children need extra warmth, they are to wear CCA sweaters as opposed to non-uniform sweaters. All clothing worn inside the school must be CCA school uniform, including pants (no look-alikes). If a family has financial or sizing difficulty with uniforms, they are to speak to the office for assistance.

Uniform infractions will be tracked and communicated home by the home room teacher. After three infractions students will be sent home.

Daily Uniform – Black or tan bottoms, red or white collared shirt.

Optional – CCA Hoodie or zip-up sweater.

Dress Uniform – Boys - Black bottom, white top. Girls – tunic, skirt, white top.

Dress Uniform Optional – Red cardigan sweater.

Optional – black or navy tights.

Gym Kit – CCA Sport shorts, CCA Gym shirt.

Field Trips: Students are asked to wear the daily school uniforms on all field trips unless otherwise instructed. On special trips they may be asked to wear their dress uniform or gym clothes. Uniform requirements will be communicated for each field trip.

Dress Uniforms: Picture Day, presentations, concerts and special occasions require students to wear their dress uniform.

Dress Code: The Dress Code was established to ensure our students dress modestly and age-appropriately. See *appendix H* for complete Dress Code

Dress Down Days: Scheduled dress down days occur periodically to raise funds for a community initiative or charity. Dress down days will be communicated through newsletter, online calander and email.

Outdoor Dress: Students are to dress appropriately for the weather. In the spring and fall when the weather is very wet, students must wear rubber boots and slush pants. In the winter, students are required to wear a toque, gloves, snowpants and boots. If a student isn't dressed for the weather, they will sit outside the office during recess time. Students that are too wet or muddy for school will be sent home. Grade 7/8's can choose not to wear snow pants, however, they are not permitted on the playground and must remain near the school building where it is shoveled.

Vandalism

Actions involving deliberate destruction of or damage to property are not acceptable. Fees to cover the cost of cleaning, repair or replacement will be billed to the family or debited by PAD.

Virtual Learning

During the pandemic CCA enjoyed an interactive, fun and rigorous learning platform that met the needs of the online learning requirements of the ministry due to the pandemic. It is not our intention, nor desire, to offer an online learning alternative to in person learning. Students that are away for multiple days due to sickness or travel are expected to keep up on school work by making arrangements with their homeroom teacher, in advance. Google's education suite, may be utilized in conjunction with in-person learning for sharing worksheets and communication for these circumstances.

Visitors

All visitors to our school must be approved by the office. Visitors must report to the office and sign in. If visitors will be interacting with children a vulnerable sector check and volunteer policy sign off must be submitted to the office prior to the visit.

CCA has the right to refuse any visitor or volunteer that is or may be disrupting/ disturbing to the learning and safe environment for students and staff. Unacceptable words, actions or agendas will not be tolerated.

Volunteers (Volunteer Hours of Service Form, Appendix I)

Volunteers are welcomed and encouraged at CCA. They are considered a vital and valued aspect of CCA, both as enrichment and a way to close the gap between the tuition revenue and operating expenses. According to our *Tuition and Enrolment* policy (*appendix E*) "It is expected that each family will contribute their gifts, experience and time through their involvement during the year. Families may "opt out" of this obligation with a payment of \$625 at the start of the school year." Outstanding hours will be debited by PAD at \$25/hour in June.

Volunteers opportunities are communicated in the monthly newsletters or by email from the office. Opportunities are as needed, either on a sporadic basis or at regular intervals. Over the years parents, grandparents and friends of CCA have helped to enrich our programming in numerous ways. New in 2023-24 – parents must sign-off in the Volunteer Handbook each school year. Please let the office know how you are interested or what your interests are in volunteering – and thank you!

Opportunities to help include:

- a) field trips
- b) classroom assistance: centre time, reading stories, spelling drills
- c) student assistance: one-on-one tutoring, reading
- d) assistance with deep cleaning
- e) school assistance: bulletin boards, shelving books, book fairs
- f) committee work in a variety of ways – IT, Where's Franktown, Used Uniform team
- g) special events and occasions (i.e. *Where's Franktown* run, Grandparents' Day, etc)

Volunteers at the academy are expected to express a sincere commitment to Jesus Christ. They must be in good standing and regularly attend a Bible-believing church. We view their personal character, qualities, gifts and abilities as a silent teaching witness to our students. All volunteers working with children in the school must submit a vulnerable sector check and sign off on the Volunteer Policy.

Wildlife and CCA's 50 Acres

CCA's property is home to and/or visited by deer, raccoons, foxes and several birds. The Ministry of Natural Resources assures us that we need not be overly concerned and that animals are scared of humans, especially over 200 laughing, and playing children.

Academy families are welcome to use the property when the school is closed. Please be aware of the wildlife when using CCA property with your family.

**Safe Arrival**

These procedures are published to facilitate the reporting of student absences by the parents to the school, and the school to the parents. For proper communication to protect the safety of our students there are expectations placed on the parents and responsibilities accepted by the school.

The purpose of this procedure is to ensure our children are safe. Proper communication will prevent the school staff and volunteers from wasting their time making unnecessary phone calls, will prevent parents from getting phone calls at home and at work and possibly avoid having law enforcement agencies involved - looking for children that are not missing.

Expectations placed on the parents include:

- Notification by the parent by email, phone, note, or in person of a student's absence for a school day or part of a day prior to the commencement of classes for the day, including the reason for the absence.
- Provision at the beginning of the school year of home, work and emergency contact information and telephone numbers.
- Notification of the school, in a timely manner, of any changes regarding phone numbers or emergency contact persons.

Responsibilities of the school

- Facilitation of the receipt of messages from parents.
- Accurate and timely tracking of attendance throughout the day
- Proper record keeping of emergency contact numbers.

The school will have someone answer the phone each morning or allowance must be made to receive and check automated answering messages. Attendance and phone messages must be scrutinized by 09:30 each morning, and 13:30 each afternoon to identify any unexplained absences. If there is an unexplained absence, a quick search of the school property will be done following which parents and/or their designated contacts must be called immediately.

The administrator, or the administrators designate, will contact the police regarding student absence when no prior notification of absence has been received and the school cannot contact the parent or designate.

Parents that do not meet their expectations

- Parents that do not inform the school of a child's absence with out excuse will receive a verbal reminder of this policy. On a second offence, parents will receive a written letter reminding them of this policy and warning that they will be asked to pay the Academy's expenses for further infractions. Each additional infraction will result in a written letter to the parent explaining the seriousness of the academy's safety policy and an invoice sent to cover the academy's expenses.
- If police are involved the board must be informed and the parents responsible must appear before a board hearing.

Adopted: September 4, 2001



Calvary Christian Academy Board of Directors

SAFE DEPARTURE

The purpose of this procedure is to ensure that a child does not leave school property with a person not designated to pick up that child.

Responsibility for safe departure is shared among parents and Academy.

Expectations placed on the parent

- Provision at the beginning of the school year of a list of designated people to pick up each child attending the school.
- Notification of the school in a timely manner of any changes in the list of designated people. Notification must be provided in writing and in person. Notification by telephone will be considered in extraordinary circumstances, at the discretion of the administrator. Telephone calls on the day of intended departure may not be accepted, at the discretion of the administrator. Telephone requests must always be live contact with the administrator, automated telephone answering messages will not be accepted.
- Once the parent (or parents designate) is parked on school property they will be responsible for the children they are to pick up.
- Ensure that children will enter the passenger side of the car only in the loading zone.

Responsibility of the Academy

- Orderly dismissal of students at the end of the school day. Students will await pickup in their classrooms or in a designated area outside of the front door of the school.
- School staff will be held responsible for supervision of each of students for 15 minutes after the normal end of classes.
- A staff member or regular volunteer will supervise the front door area and monitor children departing.
- Any student not picked up after 15 minutes will be sent to the after school program, for supervision at the discretion of the administrator or his/her designate. Parents will be billed for costs incurred.

Adopted: September 4, 2001

Appendix C

2023 – 2024 Standard Tuition Rates and Fees for CCA and CCHS Students

Standard Tuition Rates

Junior/Senior Kindergarten (Monday, Wednesday and Friday)	\$5,950
Extended Kindergarten (Monday - Friday)	\$8,500
Grades 1 – 12	\$8,500
Family Rate	\$13,900

*If the Academy requires online learning for high school courses applicable fees and tuition are paid by the students family.

*Students in grades 4-8 are required to have their own Chromebook (or equivalent) for home use. School Chromebooks will not be available for home use.

Additional Fees

- \$300 per student to cover the cost of school wide field trips and school materials is applicable in addition to the standard tuition rates.

Ambassador Program: As an incentive, we have created an ambassador program. To help encourage “word of mouth” promotion, families that are directly involved in recruiting a new family to CCA will receive a \$500 discount on their tuition. If multiple families are instrumental in recruiting a family, the \$500 will be divided among those families. Families with discounted tuition may not be eligible for the Ambassador program.

Music Lessons

Students will have the opportunity to sign-up and receive weekly one-on-one piano lessons throughout the year. In total, 36 lessons are being offered over the year at a total cost of \$975. The 3 month Early Withdrawal policy applies to piano lessons. Register early as this program fills up quickly.

Resource Support

It is our desire to see every child succeed here at CCA. We recognize that children learn differently and at different rates. Having caring staff that are professionally qualified to differentiate their instruction in a small classroom environment helps us ensure our students succeed. However, there may be students in our school that require further resource instruction.

CCA offers a Resource department for families who are interested in their child receiving small group focused tutoring (remedial or enrichment) to complement their learning. The Resource teacher will work closely with the student and family, tracking progress and offering support either in the classroom or in the resource room. Support can occur in the classroom during lessons, tests and/or assignments. Resource support will be either required or offered by the Academy for students. Parents can request resource help for their child(ren). Resource support with the resource teacher or an assigned Educational Assistant cost \$1,200 per academic year per each block of resource required. Some students may require more than one resource block. A block of resource can be 40 minutes individual or 80 minutes in a small group, per week.

Special Tuition Discounts

The following special tuition discounts are available to some CCA families based on their individual family situations. Eligible families may make use of no more than one of the special tuition discounts. These discounts are only applicable to the standard tuition rates and are not applicable to the field trip and materials fees or any other extra fees.

Staff Discount

- 50% tuition discount is available to any full-time staff member of the school

Pastoral Discount

- It is our strong desire to serve our families in ministry. We will make every attempt to work with pastoral families to offer them a discount that works with their annual salary.

Bursary Program

- Tuition assistance is available to eligible families and is allocated according to need and availability
- applications are available by contacting the school office (office@calvaryca.com) and are due by May 1st.
- priority will be given to families in full time Ministry.
- CCA must be notified of any financial status changes within the school year (i.e. new job, increased pay, tax refund, inheritance, etc.).

Tuition Payments

- After May 1st families are still welcome to enrol in the upcoming academic year providing there is space in the class. An additional late enrolment fee of \$100 will be charged to cover administration.
- Tuition can be paid in equal payments over 12 months, from July to June, or a one time payment of the full amount.
- Pre-authorized debit is withdrawn on the 15th of each month.

NSF Fees

- a \$50 fee will be charged for the first NSF; subsequent NSF's will result in a \$100 fee.

Refunds and Early Withdrawal

When we accept your child to CCA, we commit all resources and salaries for the entire year to ensure our students get an excellent education. We expect that all parents enrolling a child in the school will seriously consider the financial commitment they are making.

When a family voluntarily withdraws their children from the school before or during the course of the school year for any reason, the school must be given 90 days notice in writing of intention to withdraw from the Academy/programs. Once a family has registered, they are obligated to provide a minimum of 90 days notice of intention to withdraw from the school or of the programs we offer (Music, Resource, etc). In lieu of such notice, payment of the registration fees and a tuition amount equal to the 90 day notice period will be required.

Volunteerism

There is a significant financial gap between the tuition revenue and operating expenses. In an attempt to keep tuition affordable (one of the core values of CCA), the school relies on parent volunteerism. In addition to the financial benefit, volunteerism helps parents be involved in life at CCA.

It is expected that each family will contribute their gifts, experience and time through the different volunteering opportunities for the duration of the year.

General Volunteerism

- Each family must contribute a total of 25 hours of volunteerism throughout the year. Families will track their volunteering using CCA's Volunteer Hours of Service Form available on our website.
- Families may "opt out" of this obligation with a payment of \$625, or \$25/hour.

Christmas Auction -

- Families are provided with 6 tickets valued at \$20 each paid with tuition. Families can sell the tickets or give to family or friends.

Cleaning

- In an attempt to share the workload of maintaining our school facilities without incurring significant expense, CCA families are expected to assist with cleaning duties 6 times per year. They also have the option to "opt out" of this obligation with a one-time payment of \$300. Each cleaning shift is approximately 2 hours.

Gratitude Gala

- Families are provided with 2 tickets valued at \$100 each paid with tuition. Families can sell the tickets or give to family or friends.
- Families are encouraged to find sponsors for the Gala
- Families are encouraged to make a donation of item(s) to sell at the silent auction.
- Families are encouraged to invite family and friends to the Gala by selling tickets at \$100 each.

Admission Procedure – New Families

- complete and submit a complete application and \$250 application fee
- submit Pastor's letter of reference and signed statement of faith
- submit the most recent report card and any professional assessments for each student to be considered for admission
- submit a \$250 application fee to the office by etransfer
- attend an interview with members of the Admissions Committee
- Child(ren) may be asked to meet with the teacher(s) for academic assessment

Calvary Christian Academy School Rules

1. Respect is expected at all times.

Each student is expected to show respect for everything God made: fellow students, school staff and volunteers, school property and yourself!

“Show proper respect to everyone.” 1 Pt 2:17

2. Zero tolerance for unwholesome talk.

“Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.” Ephesians 4:29

3. No touching, unless to help!

(For example: hugs, hand-holding, high fives are encouraged; pushing, hitting, shoving, rough housing are not allowed.)

“Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.” Ephesians 4:32

Calvary Christian Academy Student Code of Conduct

(adapted from the Ontario Alliance of Christian Schools)

Our Relationship With God

We will speak of God in respectful ways.

We will encourage close relationship with God in others as well as ourselves through Bible reading, prayer, sharing, etc.

Our Relationship With Those In Authority

We will be respectful in our speech and conduct.

We will be obedient to those in authority over us.

We will not condone the disrespect displayed by others to those in authority.

Our Relationship To Others

- We will be respectful of others.
- We will address each other properly and not resort to name calling, swearing or dirty language towards each other.
- We will respect each other's property and encourage everyone to feel included.
- We will respect each other's person and remember "no touching except for helping."
- We will learn to apologize when we fail and to seek God's strength to continue trying to live in fellowship.

Our Relationship To School Property

- We will respect school property. This includes furniture, books, equipment and building.
- We will report any damage done and volunteer to pay for damages if we are responsible.
- We will accept responsibility for the cleanliness of the school and grounds.

CCA Chart of Unacceptable Behaviours and their Consequences Guideline

Level	Unacceptable Behaviour	Consequences (*)
A	<p>Disrespectful: not sharing, disobeying adult's request, disobeying playground boundary or rule, ignoring the school bell, rude snarls, mistreating a book</p> <p>Unwholesome: words like 'get lost', 'buzz off', 'goof'; playing violent games</p> <p>Touching: impulsive push or shove, hit or swing; grabbing someone's hat, tripping</p>	<p>Verbal warning or reprimand</p> <p>Need to apologize verbally</p> <p>(2nd 'touch' in one day results in the loss of recess)</p>
B	<p>Disrespectful: rudeness, belligerence</p> <p>Unwholesome: hurtful words like: stupid, fat, ugly, idiot, profanity</p> <p>Touching: kicking, repeated pushing, shoving or hitting, rough housing.</p>	<p>Need to apologize in writing. Minimum loss of 2 recesses or 1 lunch (head down)</p> <p>Homeroom teacher and parent notified</p> <p>Parents asked to read Max Lucado book: <i>You Are Special</i> with child for unwholesome words</p> <p>Incident/Unacceptable Behaviour Report submitted to Administrator</p>
C	<p>Disrespectful: willful defiance</p> <p>Unwholesome: Threats of physical harm, bullying, intentional swearing</p> <p>Touching: fighting</p>	<p>As above, plus written apology signed by parent and administrator.</p> <p>Minimum loss of 4 recesses and/or clubs.</p> <p>Student completed "Action Plan" signed by parents</p> <p>1 day suspension for fighting, serious threats and swearing at teacher (Safe Schools Act)</p>

*Repeated offences in one level will be bumped to higher level at the discretion of the teacher or administrator.

* The CCA Principal has broad discretionary power to exercise administrator authority in all situations where behavior is detrimental to the safety, integrity and/or testimony of the Academy.



Head Lice**Policy:**

1. The Board recognizes that head lice in school is a concern for students, parents, staff and the school community.
2. CCA will refer to the current guidelines of the Leeds, Grenville & Lanark District Health unit for direction when head lice are discovered in the school.
3. Parents are to notify the school if they find head lice on their child.

Procedures:

1. Head lice checks could occur periodically through the school year, particularly after summer & Christmas breaks, by trained volunteers.
2. When head lice is discovered in a school, the principal will notify the parents of the child and provide information from the Leeds, Grenville & Lanark District Health unit for treatment of head lice. The principal may also inform the parents of other students in the classroom or other classrooms where there may have been physical contact.
3. Students found with head lice do not need to be sent home early from school, they can go home at the end of the day, be treated, and return to class after treatment has begun.
4. A student may re-enter school after treatment has been administered according to Health unit guidelines. Upon reentry students may be checked at the school.
5. Parents are required to complete treatment again after 7 days.
See attachment from Ottawa Public Health for Notice of Head Lice Treatment

Adapted from Ottawa Catholic School Board, Ottawa Public Health

Referenced: CDC: Ottawa Public Health Lice information for schools

Adopted: February 2012



Appendix H

Calvary Christian Academy Dress Code

Your beauty should not come from outward adornment...
Instead it should be that of your inner self, the unfading beauty
of a gentle and quiet spirit... 1 Peter 3:3- 4

- 1) CCA uniform to be worn daily (except on rare occasions, when necessary).
Therefore, all sweaters worn for extra warmth should be CCA, all pants CCA uniform pants (not look-a-likes, unless absolutely necessary for sizing reasons).
- 2) Leotards – black or navy
- 3) Shoes – style of shoe optional so long as it is non-marking and suitable foot attire for the classroom or gym. Indoor and outdoor shoes required.
 - Covered toes recommended
 - Boots not permitted in class
- 4) Skirt lengths – skirts are not to be hemmed or rolled up
 - Length not higher than 4” off floor when kneeling
- 5) Make up – Modest makeup is permitted (ie. Lip gloss rather than lip stick, no heavy eyeliner, etc.)
- 6) Jewelry – Modest Only
 - No facial or cartilage piercings to be worn at school
 - No studded fashion bracelets, etc.
 - Earrings – modest sized earrings, others must be removed for gym and special presentations (concerts, etc.)
 - Teachers may request jewelry be removed whenever/if ever a distraction
- 7) Phys-ed and Sporting Events – Grade 5 +
 - CCA gym T-shirt and CCA sports shorts
- 8) Appropriate body coverage –
 - Pants/shorts are to be worn at the waist in the appropriate size
 - Shirts are to cover the waist band of pants/shorts
 - Belly button should be covered at all times

Volunteer Hours of Service Form

Purpose

The primary purpose of the *Hours of Service* program is to encourage family participation in all school activities, reduce operational costs through volunteer involvement and to ensure that Academy's committee mandates are met. It will also serve to more equally disperse the effort required to operate the school while promoting a greater sense of community through the increased social interaction of our families.

Rationale

Family involvement and volunteerism is critical to the health of our school. Specifically, the revenue generated from tuition represents just over 60% of our operating expenses. However, volunteerism not only allows us to keep our operating costs down, it also enables you to take an active role in the spiritual, educational, relational, emotional and physical development of your children.

Details

The *Hours of Service* program requires that each family contribute 25 hours of volunteer time in each school year. For families who cannot meet this requirement, in whole or in part, we are offering an opt-out provision at the rate of \$25 per hour of service.

- Families who do not expect to participate in the program are asked to make the opt-out equivalent for the entire school year of \$625 per family (\$25 per hour for 25 hours) at the start of the school year.
- Families who expect to contribute some, but not all, of their expectation will be responsible for the amount owing at the end of the school year taken by PAD.
- New families who enroll partway through the school year will have a pro-rated expectation that will be based on a reduction of 1 hour per week.

Eligible Work

Hours of Service may be earned throughout the school year primarily through your direct participation in a committee. However, there are also various fundraisers (school gala, Where's Franktown, etc.), internal activities (librarian, organization, special assistance for students, etc.) and other ways that you can contribute. We would encourage you to use your specific talents and gifts to serve the school. If you are unsure whether a specific task qualifies as eligible volunteer work, please contact the office. Work that does not qualify includes both the (6 time) interior cleaning obligation.

Volunteer Hours of Service 2022-2023

Family Name:	Date:
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Date	Committee	Details	Time (hrs)

Notes:

- If you are unsure whether a task qualifies as eligible volunteer work, please contact the office.
- Where possible, please identify the name of the committee the work is associated with.
- Please enter time in hours, rounded to nearest quarter-hour increment (e.g. 0.25 hrs, 0.5 hrs, 0.75 hrs).
- Please submit this form to the school office by June 1 of the current school year.