

Parent Handbook



CALVARY CHRISTIAN
— HIGH SCHOOL —

CALVARY **CHRISTIAN** **ACADEMY**

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Welcome Message

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 28th year. It will be the eighth 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 about Jesus and the life He gives!

Each year, our Academy embraces a theme that guides our chapel times, assemblies, and newsletters. This year's theme is "Build Up." In the Bible, the concept of building often signifies strengthening, establishing, and prospering. As Job 22:23 reminds us, "If you return to the Almighty, you will be restored." Similarly, Psalm 69:35 speaks of God rebuilding the cities of Judah, and Jeremiah 18:9 describes God's intention to build up and plant a kingdom.

"Build Up" reflects our mission to glorify God and raise a generation of beacons of light and truth. At CCA, we are committed to building up by integrating faith into every aspect of our program. We strive to "develop minds, build character, and nurture faith," believing this approach helps our students grow from the inside out. Our dedicated staff, who love and live for God, are passionate about reflecting His love, care, and goodness in the lives of your children every school day.

This year, we focus on building from the foundation up, using the Bible as our blueprint for life. As 1 Corinthians 3:9-15 teaches us, "For we are God's fellow workers. You are God's field, God's building. According to the grace of God given to me, like a skilled master builder I laid a foundation, and someone else is building upon it. Let each one take care how he builds upon it. For no one can lay a foundation other than that which is laid, which is Jesus Christ." We are encouraged to build with materials that will withstand the test of time and trials.

Regardless of how you arrived at CCA or any uncertainties you might have, we believe you are meant to be here, and our community is enriched by your presence. I invite you to join us in prayer for a year of building up and strengthening, with Jesus as our foundation. May this year be one of mutual growth and prosperity.

May God bless you in 2024-25,

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.

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. The Academy has a constitution and by-laws. 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 membership of the Calvary Christian Academy. The Board hires a Principal/CEO to lead, manage, and supervise the Academy.

Mission Statement

Developing minds, building character and nurturing faith.

Our mission is to provide a quality academic program that emphasizes the development of Christian character, grounded in historical Biblical Protestant beliefs and values. We use God and His teachings in the Bible as the cornerstone for all academic instruction.

Vision Statement

Generations and communities flourishing through a relationship with Jesus.

Our vision is to influence current and future generations and their communities towards a flourishing life rooted in a relationship with Jesus, as revealed in Scripture. Our focus is to invest in our students and community by cultivating a learning environment rooted in the principles of truth, love, and service for God

History of CCA

Calvary Christian Academy began its journey in September 1997 with just six kindergarten students. Over the early years, we consistently expanded, adding at least one new grade annually. Today, we are proud to provide a comprehensive educational program from Preschool through to Grade 12.

In 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 six classrooms, a gymnasium and library, located on a 50-acre property in Franktown.

The Apple Seeds preschool program, which started as a part-time initiative in 2012, has blossomed into a vibrant full-time program running five days a week. In January 2014, we expanded our facilities with the addition of a 2600 square foot Early Childhood Education wing on the north end of the school. This expansion included two additional classrooms, a licensed kitchen facility, and a staff room.

In the 2015-2016 academic year, CCA expanded to include a high school program, Calvary Christian High School (CCHS), which rapidly grew and celebrated its first Grade 12 graduation in June 2018. A significant extension was completed in 2018, adding an extra 2600 square feet to our campus. This included three new classrooms, two bathrooms, and an expanded commercial kitchen to accommodate our growing food program.

We are thankful for our forefathers and foremothers that followed God's leading and faithfully walked with the Lord in seeing Calvary Christian Academy established, and our current campus built. We are deeply grateful for each opportunity to contribute to our students' intellectual and spiritual growth, guiding them to "seek ye first the kingdom of God". With God's guidance, CCA aspires to continue expanding and providing an educational environment where children can truly experience and

understand God's love. For many within our community, we are the recipients of unimaginable sacrifices and incalculable risks taken by others.

With an understanding and appreciation of our past, we look to the future with hope and excitement for what God has in store. We desire to build upon our rich history and the continued call to provide Christian education that influences generations and communities. This Strategic Plan is one more step in our response to God's faithfulness to us. Psalm 78:4 reminds us of our responsibility to the next generation. There's a longing to ensure that the next generation knows who God is, what He has done, and what He will do. Additionally, what God has said. In hopes that we would all walk with God.

We will not hide them from their descendants, we will tell the next generation the praiseworthy deeds of the LORD, his power, and the wonders he has done. Psalm 78:4

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.

Our Identity

At Calvary Christian Academy, our identity is firmly rooted in our devotion to and identification with Jesus Christ. But what does this really mean in practice? Our aim is to nurture students who are followers of Jesus, embodying core truths and cultivating daily life habits that lead to a 'full and abundant life,' as described in John 10:10. We achieve this by weaving faith and learning together by incorporating truth and practices throughout our curriculum and educational programs. Our approach includes deliberately designing experiences that are formative in nature. We aspire for our students to grow into individuals who learn Biblical values and flourish by demonstrating them in their lives.

- 1) God-Worshipping (Philippians 2:9–11): Students understand that Jesus is both Savior and Lord. We worship and celebrate who God is, what God has done and is doing, and what God has created. Students see worship as a way of life.
- 2) Creation-Value (Genesis 1:27): Students will celebrate God as the creator and understand that we are made in the image of God - imago deo. Because "God created man in his own image, in the image of God he created him; male and female he created them", we are valuable and cherished by Him.
- 3) Jesus-Saviour (John 14:6): Jesus, God incarnate, came to earth with the mission of redeeming His creation. Everyone is invited to enter into a relationship with Jesus through faith, by acknowledging His sacrificial death on the cross as the payment for our sins. Students will learn about Jesus' offer of forgiveness and are encouraged to "be kind and compassionate to one another, forgiving each other, just as in Christ God forgave us"
- 4) Holy Spirit-Guide (John 14:26): Upon accepting Jesus as our Savior, we receive the Holy Spirit, who dwells within us. The Holy Spirit acts as our guide, prompting us to be representatives of Jesus and to develop characteristics reflective of Him. Students are taught to identify and respond obediently to the guidance and promptings of the Holy Spirit.
- 5) Scripture-Truth (John 17:17): God calls us to lead a sanctified life, set apart in our pursuit of Him. He has provided us with His infallible Word as documented in Scripture, which serves as our guide and leader. As we journey through this world in following God, His Word stands as the beacon of truth, shaping and influencing our actions, reactions, and interactions. Students will learn to discern God's standards above any other standard.

- 6) Gratitude-Generosity (1 Thes. 5:18): CCA will cultivate gratitude by giving thanks in all circumstances, for this is the will of God in Christ Jesus. Students will see that gratitude leads to praise (Psalm 100:4) and generosity flows from praise and thanksgiving as modelled by Jesus and his followers. God loves a cheerful giver.
- 7) Faithfulness-Generational Mindset: God, who made the world and everything in it, is Lord of heaven and earth. His steadfast faithfulness spans all generations. CCA strives to embrace and uphold this principle of enduring faithfulness as both a blessing and a responsibility. This commitment to a generational mindset is reflected in the practice of sharing with the next generation about the glorious deeds of the LORD, about His power and His mighty wonders.
- 8) Idolatry-Discerning (Psalm 19:105): Students will understand that when other “things” are more important to us than our relationship with God, they become idols. Students will be challenged to filter everything through Scripture.
- 9) Worth-Purity (1 Thes. 4:3-5): Our immense value stems from being created by God in His image, as both male and female. God's profound love for us is evident in His desire for our hearts, minds, and bodies to be safe, healthy, and pure for Him. In His wisdom, God has ordained marriage as a union to be cherished by men and women, with intimate relationships intended to be exclusive to this bond. Moreover, God blesses families with children as a “heritage from the LORD, the fruit of the womb is a reward”. Children will learn to pursue purity as a reflection of their worth in God’s eyes.
- 10) Stewards-Respecting (1 Peter 2:17): Students will show respect at all times, as God’s calls us all to be stewards and honor all of creation by respecting property, people and ourselves.
- 11) Love-Action (John 3:16): Students will be active agents of love by putting love into actions with Jesus as an example. Love is never stationary, love doesn't just keep thinking about it or keep planning for it. Simply put: love does!” (Bob Goff)
- 12) Servant-Missional (Matthew 28:16-20): Students will actively work to fulfill Jesus’ great commission “go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.
- 13) Community-Service (Philippians 2:3-4): Students will learn to be other focused and do nothing out of selfish ambition or vain conceit, but in humility consider others better than themselves. Each of us should look not only to your own interests, but also to the interests of others. Following the commandment and being active pursuers of Jesus example of servanthood “I have set you an example that you should do as I have done for you.” (John 13:15).
- 14) Image–Excellence (Colossians 3:23-24): We bear the image of God in their daily lives. All humans reflect God’s greatness and therefore strive for excellence in all areas, seen and unseen, as unto Him. Students will be led to excellence through *developing minds, building character, nurturing faith*.

- 15) Unity-Justice (1 Corinthians 12:15-26): Students will act as agents of unity by identifying and responding to injustices and wrongs for the purpose of unity and harmony in their communities.

Words– Build (Ephesians 4:29): Words matter! Students will use helpful words to build others up according to their needs, that it may benefit those who listen. A gentle tongue is a tree of life. Students will seek to heal brokenness and bring joy through words.

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 2024-2025

Administration Team

Tom Bourne – Principal/CEO

tom.bourne@calvaryca.com

Christine Martel – VP of Preschool to Grade 3

cmartel@calvaryca.com

Sylvia Bourne – Director of Operations

office@calvaryca.com

Kathryn Chapman – CCHS Program Director

kchapman@calvaryca.com

Ken Erwin – Bookkeeper

CCA Website

www.calvaryca.com

Preschool – Mrs. Christel Pryce (ECE) and Ms. Rylee Bennett

Junior Kindergarten – Ms. Christine Martel and Mrs. Danielle Davis

Senior Kindergarten – Mrs. Jennifer Agnew

Grade 1 – Mrs. Margie Becker

Grade 2- Mrs. Kim Vala and Mrs. Danielle Davis

Grade 2/3 – Mr. Ernest Kennedy

Grade 3 – Mrs. Julia Burns

Grade 4 – Mrs. Jessica Hamelin, Teacher Mentor

Grade 5 – Mrs. Maddie Kuhn

Grade 6- Mrs. Allison Weldon, Teacher Mentor

Grade 6/7 – Mrs. Sue Reid, Leader of Athletics and Student Life

Grade 7 – Mrs. Andrea Lee

Grade 8 – Mr. James Salisbury and Mr. Fletcher Prinsep

Grade 9-12 – Mrs. Kathryn Chapman (9), Mr. Gabriel Schilke (10), Mr. Gavyn Pols (11/12) Athletic Director

Subject Teachers

French – Grade 3-8 - Mme. Sandy MacFarlane

JK – Grade 2/3 French - Ms. Kim Hagerty

Resource – Mrs. Sharon Connor

Piano – Mrs. Bethany Cousins

Support Staff

Resource Educational Assistant – Mrs. Lynn Mutahi

Kindergarten Teacher Assistant– Ms. Chantal Loewen

CCHS Teacher Assistant – Ms. Grace Connor

Kitchen Lead – Mrs. Amy Loewen

Bible Support - Pastor Dan Schilke

CCA Phone: 613-283-5089 CCA Fax: 613-283-6949 Office Hours: 8:30 a.m. to 4:00 p.m.

Elementary School Day

8:20 a.m.	Staff Prayer
8:30 a.m.	Supervised Activity Break (outdoors)
9:20 a.m.	O'Canada, prayer and devotion
9:25 a.m.	Classes Begin Period 1
10:05 a.m.	Period 2
10:45 a.m.	Period 3
11:25 a.m.	Period 4
12:05 p.m.	Lunch
12:25 p.m.	Activity Break
1:20 p.m.	Classes Resume Period 5
2:00 p.m.	Period 6
2:40 p.m.	Period 7
3:20 p.m.	Closing Exercises (Prayer, Clean-Up, Pack-Up, Dismissal)
3:00 p.m. – 4:00 p.m.	Teacher Prep
3:30 – 3:45 p.m.	Parents pick up children
3:45- 5:00 p.m.	After School Program

School Routines and Information A-Z

Arrivals/Departures (Appendix A and B)

School begins daily at 8:30 a.m. It is the responsibility of parents to ensure their children safely arrive at the doors of CCA. All students are required to use the front entrance, except for kindergarten and Apple Seeds Preschool students, who may use the Lower School wing entrance until 9 a.m., after which it will be locked. Please refer to the attached CCA Administrative Procedures for Safe Arrivals (Appendix A) and Safe Departures (Appendix B).

*Temporary Entrance Change

Starting in September 2024, all students will use the primary entrance until further notice. This measure is temporary and will remain in effect until additional information is provided.

Late Arrivals

Students arriving after 9:15 a.m. must be signed in at the office by a parent and receive a “late slip.” Out of respect for teachers and fellow students, punctuality is highly valued, and unexcused tardiness will be noted on report cards. However, please note that late slips are not issued when driving conditions are hazardous.

Early Departures

If a student needs to leave school early, they must sign out and be picked up at the office. Please inform both the homeroom teacher and the office in advance of any early departures. All early departures must occur before 3:15 p.m.

Academic and Online Integrity

At CCA, we partner with families to nurture the next generation of Christian leaders. We aim to cultivate integrity in our students by upholding high standards of ethical behavior. Students who misuse online privileges in any form will be held accountable. The use of plagiarism or artificial intelligence (AI) to complete assignments is closely monitored and strictly forbidden. Any student found to be academically dishonest will face consequences from the Academy and/or relevant school boards, which may be reflected on their Ontario Student Record.

We strongly encourage families to establish healthy and safe technology routines at home to protect the hearts and minds of young learners. At CCA, we implement filters, limit technology use to educational purposes, and hold students accountable for their actions.

- i) Any inappropriate use of technology during school hours will be addressed by the teacher and administration.

- ii) Any inappropriate use of technology after school hours on CCA platforms (e.g., chat rooms, student email) or equipment (e.g., Chromebooks) that comes to our attention will be handled by CCA administration. iii) Any inappropriate use of technology after school hours that negatively impacts a student or the school community will also be dealt with by CCA administration.

Assemblies - Wednesdays at 2:00 p.m. (Bi-weekly)

Children participate in bi-weekly assemblies on Wednesdays at 2:00 p.m. These gatherings are a wonderful opportunity for the entire school to come together, support each other, and celebrate their peers. Students have the chance to showcase their talents and hobbies, encouraging one another and exploring various extracurricular skills. It has been inspiring to see the children develop their talents and grow in confidence when performing in front of an audience. Please encourage your children to participate in these assemblies by reminding them to practice and bring any necessary materials. Due to the number of participants, individual performances are limited to once per month. Ideas for participation include singing, playing musical instruments, dancing, sharing something made at home with a parent, puppet shows, drama, memory verses, poetry, or scripture (either read or memorized). Parents are always welcome to attend.

After School Program – Starting September 9

Families may use the After School Program either on a full-time basis or as needed. Billing for aftercare services is issued at the end of each month. Students are expected to respect the staff and adhere to the program's rules in order to continue participating. Pick-up time is by 5:00 p.m. sharp. A fee of \$1 per minute will be charged for every minute after 5:00 p.m., payable in cash directly to the staff member. Students must be registered to participate in the After School Program. Registration forms are available from the office upon request. Any unpaid bills will be processed via PAD (Pre-Authorized Debit) in June.

Bus Service – Starting September 3

Students using the CCA bus must follow the bus rules, which primarily involve respecting and listening to the bus driver's instructions for safety reasons. These rules are communicated to families who use the bus service. If a student consistently disobeys the rules or disregards authority, they will lose the privilege of using the bus. Regular bus users pay a monthly fee. Non-bus students can use the CCA bus for a flat fee of \$15 per ride per family, payable to CCA via electronic funds transfer. If your non-bus child needs to use the CCA bus, you must inform the office and homeroom teacher.

Board of Directors

Chair: Terry Wills, board@calvaryca.com

Treasurer: Cindy Adegbile

Secretary: Esther Houle

Director: Mark Lyons
Director: Doug Sprunt

The Board of Directors is the legally recognized body elected by the members to oversee and govern school policy. The Board focuses on broad policy decisions rather than administrative details and daily operations. Authority is delegated to the principal, who is given the freedom to work within the established policy guidelines. The Board is composed of committees that meet quarterly, with each committee reporting to the Board, including the Principal who provides regular updates.

Blended Families

At CCA, our primary focus is on the well-being of each child. To best support your child's needs, we require blended families to provide legal documentation, such as custody arrangements, for school records and communication purposes. It is essential that all parents work together to support the student's sense of well-being throughout their academic journey. Keeping the school informed about any changes at home, including routines or caregiving arrangements, is crucial for effectively managing situations like illness, emergencies, or other concerns. The custodial parent(s) are responsible for completing all necessary paperwork, including but not limited to enrollment forms, payments, permission slips, and vaccine records.

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). In accordance with the Child, Youth and Family Services Act, 2017, S.O. 2017, c. 14, Sched. 1, Calvary Christian Academy has a zero-tolerance policy for bullying. The 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, and volunteers at the Academy, as well as all visitors and independent contractors, who are expected to adhere to CCA's policies.

In the event of a reported bullying incident, an internal investigation will be conducted by leadership. Depending on the findings, the offender(s) may be temporarily or permanently removed from the premises at the discretion of leadership. If necessary, external agencies and authorities may be contacted to ensure the safety and well-being of the child, individual, victim, or offender.

Calendars

For the school calendar, please visit our website or the Family Portal. Parents are encouraged to subscribe to the digital calendar to receive real-time updates. In addition to the school calendar, each teacher will provide a classroom-specific calendar.

Car Pooling

Students will only be permitted to leave CCA with friends or relatives if you have authorized them in advance, in writing, on the carpool section of the family information sheet found in your portal. This form is kept on file in the office. To add names to this list, you must do so either in person or by contacting our office staff by phone.

Chapel Service – Weekly on Mondays

At CCA, we begin each week with a Monday morning chapel service, which is led by our staff or visiting pastors and leaders. We warmly invite parents to join us. If your pastor is interested in participating, please let us know.

Classroom Basics

Classroom basics involve adhering to both school-wide rules and any additional rules established by the teacher for their specific classroom. Key basics include: no personal belongings from home are allowed in the classroom, hats and hoods are not permitted, and all clothing must be CCA-approved uniforms. Teachers will oversee and enforce both school-wide and classroom rules. If a student is disciplined, parents will be informed of the behavior and the consequences by the homeroom teacher.

Cleaning Cooperative

To help keep tuition costs manageable, we offer parent cleaning nights as an option. Parents can choose to participate in these cleaning sessions or pay a fee to opt out. Cleaning responsibilities are scheduled for approximately 2 hours, six times a year. The opt-out fee is \$300. Please note that cleaning cooperative hours do not count as volunteer hours; however, any additional cleaning beyond the six scheduled shifts, such as deep cleaning, will count as volunteer hours. For details on volunteer obligations, refer to the Tuition and Enrollment Policy in Appendix C, I of this handbook or visit our website.

New this year – Parents will have the opportunity to self-schedule their cleaning shifts.

Communication between School and Home

Effective communication between home and school is crucial. Parents are encouraged to reach out to the office, teachers and the principal via:

- Email
- A note in your child's communication book
- Phone call
- Scheduling an appointment

The school communicates with parents through regular newsletters, calendars, emails, and a digital calendar. If a student needs to contact home, staff will use their discretion to manage the request. Generally, students are discouraged from calling home. If a call home is necessary, teachers will excuse the student from class to use the office phone as students are not allowed to use cell phones at school.

Communication Bags

CCA provides nylon communication bags for students in kindergarten through grade 5. Students are expected to bring their communication bags to school every day. These bags should be used to carry all school textbooks, readers, and communication books, helping to prevent damage to school property. Communication books should remain in the bags. All notes of communication between home and school should be placed in the bag for safe keeping. If a communication bag is lost or damaged, it must be replaced by purchasing a new one from the office.

Chromebooks

Students are expected to take proper care of their assigned Chromebook. If a Chromebook is excessively damaged (by carelessness, accident or purposely) or lost, the family will be billed for the repair or replacement costs. Chromebooks are not allowed to leave school property.

Communicable Diseases

In accordance with our local Health Department guidelines, children who contract a communicable disease must complete the current Reportable Diseases Form before returning to school. For information on infectious diseases, you can access the fact sheet online or call 1-800-660-5853. Please report all such illnesses to the office.

CCA collaborates with the local health unit to offer immunization information and clinics to families who are interested.

Doors Locked

In compliance with the Safe Schools Act, all doors are locked during school hours. The only exception is the front entrance which may remain unlocked when a staff member is present.

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

At CCA, we are committed to maintaining a positive, respectful, and non-threatening academic environment for both teachers and students. We adhere to the Ontario Safe Schools Act 2000 and the Ontario Schools Code of Conduct. Additionally, recognizing our Christian values, we follow the Student Code of Conduct from the Ontario Alliance of Christian Schools. We have also developed our own discipline policy, which includes a chart outlining unacceptable behaviors and their corresponding consequences.

Parental communication and support are crucial in all disciplinary matters. Parents will be informed if corrective actions extend beyond one day. In severe cases involving escalating, ongoing, or other concerning behaviors, a student's immediate removal from the school may be necessary to maintain the school's peaceful environment.

If one or both parents do not support the decisions made by school leadership, professional judgment by staff or external sources may be required. In such instances, the Bible and Christian resources will guide us in addressing the situation.

Refer to Appendix D for CCA School Rules, Appendix E for the CCA Student Code of Conduct, and Appendix F for Guidelines on Unacceptable Behaviors and Their Consequences, and Appendix J for School Code of Conduct Policy

Emergency Dismissal

While rare, early dismissal may occur due to extreme weather or power or water outages. Please ensure you have an emergency contact person ready to pick up your child if the school needs to close unexpectedly. This person must be listed on your carpool form and available for emergency babysitting. Ideally, this contact should be another CCA parent.

Emergency Evacuation

We have established an emergency evacuation plan for the school. In the event of a fire, students will be evacuated from the premises and taken to 152 Church Street in Franktown. For safety reasons, students must always wear shoes while at school.

Each year, we conduct a Violent Incident Drill (code red). This lockdown drill is designed to ensure that everyone on the CCA premises can respond effectively and safely to a violent incident. The drill is conducted in a calm, low-stress manner, with teachers providing reassurance that it is just a practice.

While it can be challenging to simulate an urgent situation in a non-urgent setting, it is important to teach students to take the drill seriously and follow instructions carefully.

Field Trips

Students will be transported by bus for school-wide field trips, which are designed to enhance the curriculum or provide valuable experiences. Some field trips are also part of tradition or special events.

Parents are encouraged to volunteer for field trips. While CCA covers admission costs to places like museums for supervising parents, parking and meal expenses are not covered.

Certain field trips may be specific to a class or grade and could involve additional costs. The Field Trip and Materials fee included in tuition covers only school-wide trips. Additional trips that may incur extra fees include graduation trips, overnight excursions, ski trips, and swimming outings.

CCA uses an annual Blanket Permission Form for all field trips. Parents are prompted by the Family Portal to give permission at the start of each year. Details about field trips and activities will be communicated through regular emails and newsletters.

Food and Garbage

Minimizing Waste

At CCA, we strive to minimize garbage to protect wildlife around our bins and reduce our environmental impact. We encourage the use of reusable containers and our food program employs washable dishes to further lower our eco footprint.

Food Safety and Hygiene

- A teacher supervises lunchtime and visits each classroom to ensure food safety. In Kindergarten, an adult is always present in the room.
- Microwaves are not available for student use; please send a cold lunch or use a thermos.
- All children should wash their hands with soap before eating. Kindergarten and grade one students are escorted to the washroom for handwashing. Desks are sanitized before meals.

Food on the Playground

- Eating on the playground is not allowed due to choking hazards and the risk of attracting wildlife. If a child cannot finish their lunch in the allotted time, they may complete it at the picnic table under the outside canopy.

Food on Field Trips

- Generally, food is not permitted on school buses, though occasional exceptions may be made. Most field trips require a bagged lunch, but some museums have cafeterias where students can buy snacks or meals.

Sending Food to a Classroom

- We limit “treats” due to food allergies and medical conditions. With various sensitivities and preferences among students, please check with your child’s teacher before sending anything to class. If you do send a treat, we appreciate efforts to keep snacks healthy. Thank you

Footwear: Indoor/Outdoor

Students are required to have indoor running shoes at school. These shoes should be kept at the school for the duration of the school year. Running shoes must be worn indoors at all times for safety and emergency purposes. Non-marking soles are necessary, and footwear should be suitable for gym activities.

During winter or wet/muddy seasons, students must remove their outdoor footwear at the door and carry it to their coat hook area.

Four Blocks – A Balanced Literacy Framework

The Four Blocks literacy framework offers a balanced approach to literacy development, recognizing that children learn at different rates and in different ways. It emphasizes reading and writing ‘to’ the children, ‘with’ the children, and ‘by’ the children (i.e., independently). The framework focuses on four key approaches to reading development:

1. **Guided Reading:** Planned instruction focused on reading comprehension.
2. **Writing:** Encouraging expressive story writing without critique, modeled by the teacher.
3. **Self-Selected Reading:** Students choose and read books at their level that they enjoy, and discuss their choices with the teacher weekly.
4. **Working with Words:** Exercises that help students learn basic sight words, phonemic awareness, and sound/letter associations.

Gym Rentals

CCA families are welcome to rent the gymnasium for personal events. To book the gym, families must request availability through the office and agree to the terms of use. Please note that the gym is not available for rental by outside teams or clubs. Families are responsible for paying both the rental and cleaning fees. Equipment is not included in the rental. Access is limited to the gymnasium only; all other areas of the school are off-limits.

Homework Policy

At CCA, homework is an essential part of developing the study habits needed for success in higher academic levels. It also provides parents with an opportunity to engage in their child’s educational experience. Typically, projects and assignments are initiated at school and may require parental involvement. Teachers are expected to provide written outlines and deadlines for all assignments.

As a general guideline, CCA assigns 10 minutes of nightly homework per grade level (e.g., grade six students can expect 60 minutes of homework each evening). Students are expected to make up any missed work due to absences. Teachers may send homework home with a sibling or provide it electronically.

Homework may be assigned for various purposes, including practice, drills, remedial or enrichment activities, catch-up work, or special projects and assignments.

Head Lice (Appendix G)

Parents are asked to regularly check their children's hair for lice and notify the school if lice are detected. Periodic head lice checks may be conducted by trained volunteers during the school year, especially in the case of an outbreak.

Parents will be informed if a student is suspected to have head lice. The student will not be sent home but is expected to be treated and may return to school once treatment has been administered according to Health Unit guidelines. Upon reentry, students may be checked by school staff. For more details on the Head Lice policy, please refer to Appendix G.

Inclement Weather “Snow Days”

Given that many families and staff commute to Franktown, CCA prioritizes caution when deciding to close the school due to inclement weather and driving conditions.

Since CCA serves a wide geographic area, the school is closed on “Snow Days” to ensure safety and avoid the risks of traveling in hazardous conditions. In rare instances, CCA leadership may choose to open the school if it is deemed safe to do so, despite it being a snow day. Please note that there is no tuition credit for canceled school days.

If ALL transportation for the Upper Canada District School Board is cancelled CCA is closed. For updates on bus schedules, visit the Student Transportation of Eastern Ontario website at: steo.ca. CCA will also confirm closures via a notice on the Facebook parent page and by email.

Parents are encouraged to have backup childcare arrangements in place in case the school is closed.

Illness/Injury

If a child appears ill or frequently complains of being unwell, their parents will be contacted. As we do not have a health room, it is best for sick children to be picked up as soon as possible. For injured children, we will always attempt to contact parents. Minor cuts and bruises are treated with first aid and care in the office, while more serious injuries will prompt a call for an ambulance. All 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 your child requires medication at school, it must be delivered directly to office staff along with a completed drug and medication record form. These forms are available on the CCA website under “About CCA... School Forms.”

Medical Needs

Students with medical conditions (such as asthma, diabetes, seasonal allergies) or those who use assistive devices or take regular medication must have a completed Student Medical Alert poster. This form helps us provide proper care and assists medics if 911 is called. Please request a Medical Alert poster for any child who regularly takes medication, has a diagnosis, or uses a medical device.

Nut-Free Facility

Please ensure that no foods containing nuts or manufactured in a facility that processes nuts are brought to school. Parents are required to read all food labels carefully. Teachers will remove any foods that appear to be suspicious. Additionally, please make sure to wash off any peanut butter residue from hands or faces before arriving at school. For details, refer to the “Life Threatening Allergies” policy 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. These posters can be requested from the office.

Lost and Found

Lost and Found items are typically stored in a box near the front door in the hall. Parents are strongly encouraged to label all uniforms, lunch bags, footwear, and other personal items with a permanent marker, labels or by embroidering the family name on the right sleeve. Unclaimed items in the Lost and Found are eventually donated to other organizations or given away.

Parents in the School

To respect teachers' preparation time, we discourage parents from entering the school unnecessarily. If entry is necessary for drop off it should be prompt. Morning entry for any reason outside of drop off requires signing in at the office. Kindergarten parents may walk their children to class for drop off using the Kindergarten entrance. For meetings, visits or concerns, parents should arrange a phone call or appointment with the teacher in advance.

Parking Lot Safety

For safety reasons, it is best to drop off children at the main entrance. This allows parents to “drive the loop” without needing to park. When picking up children after school, parents should either “drive the loop” or park and walk up. For the safety of children please avoid reversing in the parking lot.

Cars should not 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 the staff member on duty.

Politics

CCA focuses on teaching government and politics from a structural and historical perspective. The school does not promote, endorse, partner with, or solicit support from any political party, individual, or viewpoint.

Resource Program

At CCA, we are committed to ensuring every child's success. We recognize that students learn differently and at varying rates. Our caring, professionally qualified staff provide differentiated instruction in a small classroom setting to support student success. However, some students may require additional resource support.

The CCA Resource Program is designed to assist students who need extra help to succeed and build confidence in their academic journey. In some cases, resource support is required for enrollment. If staff identify a need or challenge, additional resource support may be required for continued enrollment at CCA. While we do not offer in-class support, we strive to provide the necessary resources for students to achieve grade-level success. Parents interested in enriching their child's learning can inquire about available slots in the schedule.

Payments for the Resource Program are added to tuition and debited monthly with tuition payments.

Relationships/Dating

CCA does not endorse dating among elementary students. We acknowledge that "crushes" may arise during the adolescent years, but relationships are not encouraged or supported at school. We believe that students benefit most from focusing on healthy friendships, extracurricular activities, and academics while at school.

We understand that families may have differing views on this matter, but we respectfully request that families support the school's vision and mission in this area, as with all other aspects of school life. Elementary school relationships can lead to complicated dynamics that negatively impact the classroom environment and school day.

Healthy Living – JK-8

At CCA, all students participate in healthy living initiatives, which include physical education, nutritious lunches, clubs, teams, and Running Club training. These activities not only promote fitness but also help children understand the values of commitment, hard work, and perseverance. Students will set personal goals and track their progress, challenging themselves both athletically and personally through participation in these events.

Participants will experience success as they train individually and as a team and are encouraged to train with both personal and team goals in mind. Students who join a team or club are expected to honor their commitment to the team.

Sex and Sexuality

CCA follows a historical Biblical worldview regarding gender, sex and sexuality, and marriage which is taught in health classes starting in grade six through eight. Discussions on these topics are limited to these health classes and are not conducted outside of this context. "Jokes", innuendos or conversations related to sex and sexuality are not tolerated in any school setting. We understand that different viewpoints may exist within the school community, but we respectfully ask that families support the school's vision and mission in this area, as they do in all other aspects.

School Supplies

For students in kindergarten through grade eight, CCA provides all necessary school supplies. Children are not to bring their own supplies. Students may use their own binders for home-based projects and reports.

For students in grades nine through twelve, a laptop computer and supplies will be required as communicated by their teachers.

Soliciting and Social Media

CCA does not advertise, solicit, or promote external programs, camps, activities, movements, or agendas from individuals, churches, organizations, or government entities. Email distribution lists are kept private. The school prefers to avoid public appearances or statements unless necessary, adhering to the principle of "leading a tranquil and quiet life in all godliness and dignity" (1 Timothy 2:2).

Sports

Sports teams are available for students in grades 5-8. If additional players are needed, the coach will consult with teachers and the principal to identify younger students who may contribute to the team. Practice schedules will be determined based on the needs of the volunteer coach.

Students who commit to a team are expected to honour their commitment by attending practices, training sessions, tournaments, and other team activities. Parents should be prepared to support their child's participation by handling transportation for events and practices, as many sports events require parental involvement. An athlete contract will be sent home with athletes outlining the responsibility and commitment of parent and player.

The School Code of Conduct applies to all school events, including sports.

School Property and Textbooks

Students are expected to take good care of their school property and textbooks / novels. Any books that are excessively damaged or lost will incur a charge to the family. Unpaid fees will be collected through PAD.

Toys/Items from Home

Generally, students are not allowed to bring items from home, with exceptions made only for show-and-tell or with special teacher permission.

Students must keep personal belongings, including cell phones, tablets, screens, and other items, in their school bags during school hours. These items may not be used during the school day.

The only exception is for bus students, who are allowed to use screens while on the bus. To respect others, please adhere to the bus rules by limiting screen activity to family-friendly games and avoiding movies, shows, or internet browsing. Devices should not be shared on the bus.

Uniforms (Dress Code Appendix H)

Ordering and Sales

- School uniforms are ordered directly from Lands' End (landsend.com). Students are required to wear daily uniforms, which can be ordered from landsend.com using the school code 900161589 or by searching for Calvary Christian Academy from the Lands End website.
- Used uniform sales are held periodically as inventory comes in from parents. This is a great opportunity to both buy and sell used uniforms. For details on upcoming sales or to sell clothing, contact useduniforms@calvaryca.com or check the school calendar.

Daily Uniform

- Students may wear any combination of daily or dress uniform items.
- Sports shorts and t-shirts are for gym use only. Gym clothes are mandatory for grades five to eight.
- Shoes must have non-marking soles. Girls should wear black or navy leotards when needed. For extra warmth, CCA sweaters should be worn instead of non-uniform sweaters. All clothing worn inside the school must be CCA-approved, including pants (no look-alikes).
- Families facing financial or sizing difficulties with uniforms should contact the office for assistance.

Uniform Infractions

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

Uniform Guidelines

- **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. Optional: Red cardigan sweater, black or navy tights.
- **Gym Kit:** CCA sport shorts and CCA gym shirt.

Uniform on Field Trips

- Students should wear the daily school uniform on field trips unless otherwise instructed. Special trips may require dress uniforms or gym clothes. Uniform requirements will be communicated for each field trip.

Uniform for Special Occasions

- Dress uniforms are required for picture day, presentations, concerts, and special occasions. Notice will be given by homeroom teachers and/or the office.

Dress Code

- The Dress Code ensures that staff and students dress modestly and age-appropriately. For details, see Appendix H.

Dress Down Days

- Scheduled dress down days occur periodically to raise funds for initiatives or special causes.

Vandalism

Deliberate destruction or damage to property is not acceptable. Costs for cleaning, repair, or replacement will be billed to the family or debited by PAD.

Virtual Learning

During the pandemic, CCA successfully implemented an engaging and rigorous online learning platform that met the ministry's requirements. However, we do not intend to offer an online learning alternative to in-person instruction. Students who are absent for extended periods due to illness or travel should arrange with their homeroom teacher in advance to keep up with their schoolwork.

Google’s education suite may be used alongside in-person learning to share worksheets and facilitate communication in such cases.

Visitors

- Approval and Sign-In
All visitors must be approved by the office before entering the school and sign off on the Visitor Policy. Upon arrival, visitors must report to the office and sign in.
- Interaction with Students
If visitors will be interacting with children, they must submit a vulnerable sector check and sign off on the volunteer policy to the office prior to their visit.
- Visitor Policy
CCA reserves the right to refuse any visitor or volunteer who may disrupt or disturb the learning and safety environment for students and staff. Unacceptable behavior, language, or agendas will not be tolerated.

Volunteers (Volunteer Hours of Service Form, Appendix I)

Importance and Expectations

Volunteers are highly valued at CCA, contributing significantly to enriching our programs and bridging the gap between tuition revenue and operating expenses. As outlined in our Tuition and Enrollment Policy (Appendix E), each family is encouraged to contribute their time and talents throughout the year. Extended family, grandparents can volunteer in the place of parents. Over the years parents, grandparents and friends of CCA have helped to enrich our programming in numerous ways. Students can not earn volunteer hours for the family unless pre-approved by the office. We understand that many families may not have the time or flexibility to volunteer this year and may opt out of this obligation by making a payment of \$625 at the start of the school year. Families that sign up but not earn volunteer hours, will billed at \$25 per hour in June.

Communication and Sign-Up

Volunteer opportunities are communicated through monthly newsletters and office emails. These opportunities may arise sporadically or at regular intervals. Starting in the 2023-24 school year, parents must sign off in the Volunteer Handbook each year. Please inform the office of your interests or preferred volunteer roles—thank you for your support!

Volunteer Opportunities Include

- Field trips
- Sporting events and Transportation
- Classroom assistance: helping with center time, reading stories, spelling drills
- Student assistance: one-on-one tutoring, reading support
- Assistance with deep cleaning

- School-related tasks: managing bulletin boards, shelving books, organizing book fairs
- Committee work: IT support, organizing events, managing used uniforms
- Special events: such as Grandparents' Day, and the Gratitude Gala etc.
- Other – as needed or as offered

Volunteer Requirements

Volunteers are expected to have a sincere commitment to Jesus Christ, be in good standing, and regularly attend a Bible-believing church. Their personal character and abilities serve as a silent testimony to our students. All volunteers working with children must submit a vulnerable sector check and sign off on the Volunteer Policy.

Wildlife and CCA's 50 Acres

CCA's 50-acre property is home to wildlife such as deer, raccoons, foxes, and various bird species. According to the Ministry of Natural Resources, these animals are generally shy and avoid humans, particularly when there are large groups of children around.

Academy families are welcome to enjoy the property when the school is closed at your own risk. However, please be mindful of the wildlife while using CCA's grounds with your family.



Appendix A: 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



Appendix B: 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: 2024-2025 Tuition Policy

Standard Tuition Rates

Junior/Senior Kindergarten (Monday, Wednesday and Friday)	\$6,300
Extended Kindergarten (Monday - Friday)	\$9,000
Grades 1 – 12	\$9,000
Family Rate	\$14,300

*If the Academy is required to transition to online learning, fees and tuition do not change. The Academy's online platform continues to focus on core academics, community, physical activity, and mental and spiritual health for all staff and students.

*Students in grades 4-8 must 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 schoolwide 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 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.

Music Lessons

Mrs. Cousins will teach piano lessons, with limited space available for our interested students. Students can sign up and receive weekly one-on-one piano lessons throughout the year. There are 36 lessons over the year at a total cost of \$1000. Register early, as this program fills up quickly.

Resource Support

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

CCA offers a Resource department for families 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 the resource room. Support can occur in the classroom during lessons, tests and/or assignments. The resource teacher or an assigned Educational Assistant will offer resource support at \$1200 per academic year per each block of resource required. Some students may need more than one resource block. A resource block can be 40 minutes per individual or 80 minutes in a small group per week.

*Resource is intended for students in the elementary school. If your child is in CCHS, please speak to administration.

Special Tuition Discounts

The following special tuition discounts are available to some CCA families based on their family situations. Eligible families may use at most one of the special tuition discounts. These discounts only apply to the standard tuition rates and do not apply 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.

Bursary Program

- tuition assistance is available to eligible families and is allocated according to need and availability.
- Pastoral families - We strongly 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 precedent will be given to pastoral families.
- applications are available by contacting the school office (office@calvaryca.com) and are due by March 10, 2023

- 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

- The deadline to register for the upcoming year is Friday April 5th, 2024.
- After April 5th, 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 total 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 NSFs 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 school year for any reason, the Principal and the CCA Board of Directors must be given 90 days' notice in writing of the intention to withdraw from the Academy. Once a family has registered, they must provide a minimum of 90 days notice of intention to withdraw from the school or one of our programs (Music and Resource). In lieu of such notice, payment of the registration fees and a tuition amount equal to the 90-day notice period will be required.

Capital Campaign Contribution – Legacy Commitment

As part of our 5-year strategic plan Generations and Communities, beginning this year families are required to contribute to the Capital Campaign through a legacy commitment. The amount of the monthly contribution is for each family to prayerfully consider with a minimum of \$25 per month.

Volunteerism

There is a significant financial gap between tuition revenue and operating expenses. 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.

Each family is expected to contribute their gifts, experience, and time through the different volunteering opportunities for the duration of the year.

General Volunteerism

- Each family must contribute 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.

Gratitude Gala

- Families are required to purchase 2 tickets for \$100 each, to our Gratitude Gala.

Cleaning

- To share the workload of maintaining our school facilities without incurring significant expenses, 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.

Admission Procedure – New Families

- complete and submit an application form. Application fee of \$250
- submit Pastor's letter of reference and signed statement of faith
- submit the most recent report card for each student to be considered for admission
- attend an interview with members of the Admissions Committee
- child(ren) may be asked to meet with the teacher(s) for academic assessment



Appendix D: 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



Appendix E: Student Code of Conduct

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.

(adapted from the Ontario Alliance of Christian Schools)



Appendix F: 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.

**Appendix G: Head Lice Policy**

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



Appendix I: 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.



Appendix K: School Code of Conduct Policy

Preamble

The purpose of this Policy is to support and encourage a safe and caring school environment conducive to effective learning, nurturing mutual respect and trust. This Policy aligns with Biblical principles and promotes accepted standards of behavior.

Policy Principles

In keeping with the mission, vision, and values of Calvary Christian Academy (the “School”), the objectives and context of all activities at this institution stem from a Biblical Christian worldview to serve and educate students.

- Each person is created in the image of God and has dignity and worth.
- The Holy Spirit enables students to love God and neighbor, submit to Jesus Christ, and display the fruit of the Spirit.
- The Bible is the authoritative Word of God, providing standards of conduct for all behavior.
- Discipline is supportive, nurturing, and restorative, understanding the needs of the student.
- Parents are active participants in their child's education, modeling good, God-honoring standards.

The School fosters a safe, caring community that promotes learning, responsibility, respect, civility, and academic excellence. Positive school climate is supported by character development and intervention strategies addressing inappropriate behavior.

Standards of Behavior

These standards apply to all individuals involved in the School community, including students, parents, volunteers, teachers, and staff members, whether on school property, buses, or at school-related events.

Respect, Civility, and Responsible Citizenship

- Comply with all applicable laws.
- Demonstrate honesty and integrity.
- Respect differences in people, their ideas, and opinions.
- Treat one another with dignity and respect.
- Show proper care for School property and the property of others.
- Seek assistance from school staff if necessary to resolve conflict peacefully.
- Respect all members of the school community, especially persons in authority.
- Use non-violent means to resolve conflicts.
- Promote the safety and well-being of everyone in the School.
- Discourage the use of alcohol, illegal drugs, and cannabis (except for medical use).
- Discourage conversations and discussions that are known to or may lead to disruption of the harmony and or unity of the community.
- Prevent bullying and promote caring for each other.

Inappropriate Behavior

- No bullying, belittling, intimidating, or threatening behaviors.

- No inflicting or encouraging bodily harm to yourself or others.
- No hate propaganda or bias-motivated behavior.
- No harassment of any kind.
- No distribution of unkind/hate material.
- No sexual innuendo, jokes, harassment, or assault.
- No trafficking in weapons, cannabis, or illegal drugs.
- No promoting, encouraging, or giving alcohol or cannabis.
- No possession or influence of alcohol, cannabis, or drugs.
- No robbery.
- No possession of weapons.
- No use of any object to threaten, intimidate, or harm others.
- No acts of vandalism.
- No academic dishonesty or swearing including using the Lord's name loosely or in vain.
- No fighting.
- No inappropriate use of electronic communications or media.
- No unexcused absences or behavior injurious to the school's moral values.

Roles and Responsibilities

School

- Develop and enforce policies promoting respect, civility, responsible citizenship, safety, and Biblical character emphasizing servanthood.
- Regularly review policies with the school community.
- Communicate the Code of Conduct to all members of the school community.
- Develop effective intervention strategies and respond to infractions.

Principal

- In their personal life be committed to and attend a Bible-believing local church.
- Lead daily school operations, demonstrating care for the school community and commitment to excellence in all areas or values, morals, ethics and academic standards.
- Hold everyone accountable for their behavior.
- Empower students to be positive leaders.
- Communicate regularly and meaningfully with the school community.
- Provide an example of respect and outstanding Biblical character.
- Walk humbly and seek opportunities for servant leadership.

Teachers and Staff

- In their personal life be committed to and attend a Bible-believing local church.
- Maintain a positive learning environment, holding everyone to high standards of respectful and responsible behavior.
- Help students achieve their potential and develop self-worth.
- Empower students to be positive leaders in and outside the classroom.
- Communicate regularly with parents.
- Maintain consistent standards of behavior.
- Walk humbly and seek opportunities for servant leadership.

Students

- Treat others with respect and dignity.
- Demonstrate respect for themselves and others.
- Come to school prepared, on time, and ready to learn.
- Follow school rules and take responsibility for their actions.
- Walk humbly and seek opportunities for servant leadership.

Parents and Guardians

- Aim to be committed to and attend a local Bible-believing church.
- Support school staff in maintaining a safe and respectful learning environment.
- Engage in their child's schoolwork and progress.
- Communicate regularly with the school.
- Ensure their child attends school regularly and on time.
- Become familiar with and support school rules and the Code of Conduct.
- Encourage and assist their child in following the rules of behavior.
- Walk humbly and seek opportunities for servant leadership.

Sanctions

All School community members are responsible for observing both the letter and the spirit of the School's policies and procedures. The School reserves the right to apply a range of sanctions, including expulsion, for any offense. Sanctions consider the student's history, ability to exercise self-control, understanding of circumstances, nature and severity of behavior, and impact on the school climate.

Possible sanctions include:

- Meetings with appropriate persons.
- Removal from school activities or special programs.
- Detention or probation.
- In-school suspension.
- Behavior or performance contracts.
- Financial restitution or service for damage caused.
- Formal suspension or expulsion.

Recognizing the healing power of Christ's redemption, the School shall first explore, where it is warranted forgiveness, reconciliation, and restoration where warranted, exercising discretion in determining appropriate sanctions.

Policy on Dealing with Individuals Infringing on School Standards

Preamble

Calvary Christian Academy (CCA) is committed to maintaining a safe, respectful, and inclusive environment for all members of the school community. This policy addresses the procedures for dealing with parents, volunteers, teachers, and other staff members who infringe on school standards concerning respect, civility, responsible citizenship, safety, and inappropriate behavior.

Biblical Foundation

CCA's policy is grounded in biblical principles, reflecting the teachings of the Bible:

- **Respect and Dignity:** "So in everything, do to others what you would have them do to you" (Matthew 7:12).
- **Responsible Conduct:** "Let all things be done decently and in order" (1 Corinthians 14:40).
- **Forgiveness and Restoration:** "Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you" (Colossians 3:13).

Scope

This policy applies to all individuals on school property or at school functions, including parents, volunteers, teachers, and staff members.

Standards for Respect, Civility, and Responsible Citizenship

All individuals must:

- Respect and comply with all applicable laws.
- Demonstrate honesty and integrity.
- Respect differences in people, their ideas, and opinions.
- Treat one another with dignity and respect.
- Promote the safety and well-being of everyone in the School.

Inappropriate Behavior

Examples of inappropriate behavior include, but are not limited to:

- Bullying, intimidating, or threatening behaviors.
- Physical or verbal abuse.
- Harassment of any kind.
- Disrespect towards authority.
- Inappropriate use of electronic communications/media.

Procedures

1. Reporting Incidents

- Any incidents of inappropriate behavior should be reported immediately to the Principal or designated authority.

2. Initial Assessment and Investigation

- The Principal or designated authority will assess the situation and conduct a thorough investigation.
- The investigation may include interviews with involved parties and witnesses.

3. Progressive Discipline for Staff Members

- **Verbal Warning:** A verbal warning will be issued, and the staff member will be reminded of the school's standards and expectations.
- **Written Warning:** A written warning will follow if the behavior persists, outlining the specific issues and required corrective actions.
- **Suspension:** Continued infractions may result in a suspension, with conditions for return clearly communicated.
- **Termination:** As a last resort, termination of the employment agreement may occur if the behavior does not improve or is of a severe nature.

4. Addressing Parents and Volunteers

- **Warning and Meeting:** Parents or volunteers displaying inappropriate behavior will receive a formal warning and be required to meet with the Principal.
- **Probation:** If the behavior continues, the individual may be placed on probation, with clear conditions for continued involvement.
- **Termination of Membership/Agreement:** Persistent or severe infractions may result in termination of parent membership or volunteer agreements.

5. Restoration and Reconciliation

- The school will prioritize reconciliation and restoration where appropriate, reflecting the biblical principle of forgiveness.
- Measures may include counseling, mediation, and spiritual guidance.

Appeals Process

- Individuals have the right to appeal decisions to the Board of Directors. The appeal must be submitted in writing within 10 days of the decision.

Confidentiality

- All reports and investigations will be handled confidentially to protect the privacy of all involved parties.

Review

This policy will be reviewed every three years to ensure it remains effective and aligned with the school's mission and values.

Conclusion

Calvary Christian Academy is dedicated to fostering a respectful, safe, and inclusive environment. This policy ensures that all members of the school community adhere to the highest standards of behavior, reflecting the teachings of the Bible and the values of our school.

Restorative Justice Policy at Calvary Christian Academy

Preamble

Calvary Christian Academy (CCA) is committed to a restorative justice approach, emphasizing healing for victims, meaningful accountability for offenders, and community involvement in creating a healthier, safer environment. This non-adversarial and non-retributive approach aligns with biblical principles of repentance, forgiveness, reconciliation, and restoration.

Biblical Foundation

This policy is grounded in biblical teachings:

- **Repentance:** "If we confess our sins, he is faithful and just to forgive us our sins and to cleanse us from all unrighteousness" (1 John 1:9).
- **Forgiveness:** "Be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you" (Ephesians 4:32).
- **Reconciliation:** "Therefore, if you are offering your gift at the altar and there remember that your brother or sister has something against you, leave your gift there in front of the altar. First go and be reconciled to them; then come and offer your gift" (Matthew 5:23-24).
- **Restoration:** "Brothers, if anyone is caught in any transgression, you who are spiritual should restore him in a spirit of gentleness" (Galatians 6:1).

Purpose

The purpose of this policy is to foster a school environment where conflicts and wrongdoings are addressed through restorative practices that promote healing, accountability, and community engagement.

Restorative Justice Principles

- **Healing for Victims:** Providing support and opportunities for victims to express their feelings, needs, and to be part of the healing process.
- **Accountability for Offenders:** Encouraging offenders to take responsibility for their actions, understand the impact on victims, and make amends.
- **Community Involvement:** Engaging the school community in the restorative process to build a supportive and safe environment.

Procedures

1. Incident Reporting and Initial Response

- Incidents are reported to the Principal or designated authority.
- Immediate support is provided to the victim, ensuring their safety and well-being.

2. Restorative Inquiry

- The Principal or a trained restorative justice facilitator conducts a restorative inquiry involving the victim, offender, and community members.

- The inquiry focuses on understanding the harm caused, the needs of the victim, and the responsibilities of the offender.

3. Restorative Conference

- A restorative conference is held with the victim, offender, their families, and relevant community members.
- The conference aims to create a dialogue where the offender understands the impact of their actions and agrees on steps to make amends.

4. Restorative Agreement

- A restorative agreement is developed, outlining the actions the offender will take to repair the harm.
- This may include apologies, community service, restitution, or other meaningful actions.

5. Monitoring and Support

- The school provides ongoing support to both the victim and the offender.
- Progress on the restorative agreement is monitored, ensuring commitments are fulfilled.

Roles and Responsibilities

Principal

- Oversees the restorative justice process, ensuring it aligns with the school's values and policies.
- Provides support and resources for victims and offenders.

Teachers and Staff

- Participate in restorative practices, supporting students in the process of reconciliation and restoration.
- Encourage a culture of respect, accountability, and forgiveness.

Students

- Engage in restorative practices when involved in conflicts or wrongdoings.
- Support peers in the process of reconciliation and community building.

Parents and Guardians

- Support their children's involvement in restorative practices.
- Collaborate with the school in promoting a restorative culture.

Conclusion

Calvary Christian Academy's Restorative Justice Policy fosters a balanced approach of expectations and support, emphasizing repentance, forgiveness, reconciliation, and restoration. By implementing this policy, CCA creates a safe and nurturing environment where all members can thrive in accordance with biblical principles.

Review

This policy will be reviewed periodically to ensure it remains effective and aligns with the school's mission and values.

This policy reflects Calvary Christian Academy's commitment to creating a respectful, safe, and inclusive environment that supports the academic and personal growth of its students, staff and community.

Adapted from Edvance Christians Schools Association

Referenced: School Code of Conduct Policy

Adopted: August 2024



Appendix L: CCA Resource Program

Purpose

The CCA Resource Program is designed as remedial support for students who are struggling academically and/or maintain a learning difficulty. It is intended to reinforce what is being taught in the classroom, develop skills that are lagging, and provide strategies to overcome learning challenges.

Goal

Our goal is that every student would have a positive learning experience at CCA. With assistance, our students will learn to manage their academic challenges, develop healthy strategies and habits, and be confident in their ability to progress with their classmates.

Description

Resource is a service offered by CCA, providing parents with the option of purchasing additional educational support for their child. In some cases, this support may be deemed mandatory if a student is unable to meet minimum ministry requirements in their grade level.

While EA support is occasionally provided in the classroom, most often, students visit the Resource Room for their scheduled time. They are welcomed to a quiet and encouraging learning environment, where they are free to work at their own pace and level. This helps not only the student, but also provides support to the teacher, ensuring the student is able to keep up with their class as much as possible. *Resource is not intended to replace habitual homework activities and assignments.*

Student Success Plans are developed for each student and implemented in Resource and the classroom.

The amount of support purchased is determined by a variety of factors. We take into consideration the student's grades, literacy, diagnosed learning disability or difficulty, previous IEP's and assessments, fine motor delays, anxiety, and even social/emotional challenges.

Resource is sold in 40 minute blocks **per week** for the duration of the year. This may be divided into two smaller blocks or doubled if it is shared in a small group. Multiple blocks may be required depending on the child's needs.

Every effort is made to schedule a student in the most opportune time for their learning needs and the classroom schedule. They are not permitted to miss French without special permission. We do not remove them from class during special activities or important instructional periods. We do not provide support during recess. This is their time to rest their brain and get fresh air and exercise. *Resource does not provide assistance in French.*

We also welcome students who require a quiet place to take a missed test or study. Occasionally a student who has missed several days of school may come to Resource to get caught up.

Student Success Plans (SSP)

Student Success Plans are developed for every student enrolled in Resource. They provide a brief summary of the child's strengths and interests. They list known information such as previous education, therapies, assessments, IEPs, and any interventions that have taken place in the past. The SSP outlines current concerns and a plan for success moving forward. This includes any required accommodations and strategies to ensure that the student is supported consistently in the classroom and in Resource.

The student's workload, requirements, and assessments are determined based on this agreed plan. These plans are written by our Resource teacher with the input of parents, the student's homeroom teacher, and suggested recommendations of any therapists, pediatricians, or psychologists that may be working with the child (past or present). They are approved by the CCA administration. Student Success Plans serve as an active blueprint for the child's learning. A copy is provided to parents, current teachers, Resource, and their school file. They are reviewed and revised as needed over the course of the school year. A new SSP is written at the beginning of each school year that reflects growth and development.

Occasionally, Student Success Plans are prepared for students who are not enrolled in the Resource program where minor accommodations suffice within the classroom.

Enrollment

A parent may request or a teacher suggest that a student be enrolled anytime during the school year subject to availability. The Resource teacher will follow up with these requests or recommendations.

A student is **eligible** for consideration if the following is true:

- They have already been enrolled in Resource or have an SSP
- They have an IEP from a previous school
- They are not able to meet ministry requirements in one or more subject (> Level 3)
- Their teacher recommends Resource support

1 - 2 blocks recommended depending on their situation

A student will be **required** to enroll when:

- They consistently score a Level 1 in one or more subjects
- A previous IEP or Assessment deems support as mandatory
- Their previous report card shows they were not able to meet minimum ministry requirements
- A drop in academic performance where minimum ministry requirements are not reached*

Number of blocks to be determined by administration, depending on the need.

** When academic performance is lapsing, a student may be referred to Resource for a period of time until they have shown they are able to meet expectations. This period of time will be determined by administration and upon the recommendation of the homeroom teacher. Parents will be responsible for the cost of the time period determined, not the full school year.*

2024-25 Pricing

1 Block = \$1200 for the year = equivalent of 40 minutes 1:1 support per week

Those enrolling part way through the year will be charged the pro-rated amount based on how many months of the school year remain, or the amount of an agreed upon period of time.