

TRINITY CHRISTIAN SCHOOL

Parent / Student Handbook

Revised 2009

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1.0 INTRODUCTION

1.1 Principal's Message

It is with great pleasure that we provide you with this handbook. Parents are, and will continue to be, a very important part of the educational process that we provide here at Trinity. Our school Society believes that children should be educated in an environment that is consistent with the beliefs of Christian parents. It is our hope that the material you find in this booklet will inform you about Trinity Christian School and encourage you to consider this school as a viable Christian educational alternative for your children.

Most of the information that is outlined in this booklet is not meant to be carved in stone. The policies serve only as guidelines that are constantly reviewed and changed to meet the changing needs of the school. These policies are based on the changeless Word of God, the Bible, which is the only infallible standard for us.

At Trinity Christian School we strive to guide children to commit their hearts to God. We expose children to knowledge of God and His world. As tools of the Holy Spirit, we hope to instil in them an obligation to respond to God by living a life of responsible service in the world--a life of obedient discipleship.

Qualified teachers possessing their Teaching Certificates teach our curriculum at Trinity. A Christian institution must provide students with excellent curriculum to prepare students with the necessary skills to continue in higher education and to be functional in today's Society. Our program meets the educational guidelines required by the Ministry of Education of Ontario. However, each area of the curriculum is taught from a distinct Christian perspective by teachers proclaiming that Jesus Christ is Lord over all areas of life.

Trinity has been in operation since 1964 and has a strong supporting community. It is an interdenominational school that accepts children from Christian parents who share this same view of education. This booklet represents many years of service by people who have trusted the Lord, and who believe that He will continue to bless all those who strive to nurture His covenant children in the Christian faith.

2.0 BURLINGTON PARENTAL CHRISTIAN SCHOOL SOCIETY INC.

2.1 Purpose

The purpose of this Society is to establish, maintain and operate a school for the daily instruction of our children, and to be directed toward the end that these children may occupy their places worthily in Society, church and state.

2.2 Vision & Mission of School

Vision

Trinity Christian School's vision is that all children from Christian families know, love and serve our saviour Jesus Christ.

Mission

Trinity Christian School's mission is to enable our children to develop their gifts for service in God's world through a Christ-centered, quality education.

2.3 By-law 3: Statement of Faith

Preamble

Believing that it is our duty and privilege as Christian parents to provide Christian education for our children, and believing that this can best be accomplished by concerted action, we do hereby make and adopt the following articles of association:

Article 1 Name

This organization shall be known as the Burlington Parental Christian School Society.

Article 2 Basis

The basis of this Society is the infallible Word of God as interpreted by the Reformed Creeds, such as, the Belgic Confession, the Heidelberg Catechism, the Canons of Dort, the

Westminster Confession and the Westminster Catechisms (as they relate to educational principles - not theological doctrines). These educational principles are expressed in the following statements:

Educational Principles

Believing that the Lord, by graciously giving us the Holy Scriptures, has revealed to His people ordering principles intensely relevant to education, and mandates man to bring the whole Word of God to bear in all its redeeming power upon education, we confess:

(1) Life

That human life in its entirety is religion, for God created man to serve Him everywhere, and requires us to educate our children for this purpose.

(2) Bible

That the Bible as the written Word of God, is the truth by which the Holy Spirit enlightens our understanding of God, ourselves and the world, and is the infallible authority by which He directs and governs all our activities, including the education of our children.

(3) Creation

That the world in its origin and gracious preservation, is the work of the triune God, and the glorification of His name is its purpose. We can understand the world rightly only in its relation to Him.

(4) Man

That people were created in the image of God to enjoy the fellowship with their Creator and reflect in their person and works the excellence of their Maker, and were instructed to exercise dominion over the world in strict and loving obedience to God and to interpret all reality in accordance with His design and law.

(5) Sin

That sin is disobedience to God's law, and that people, by sinning, forsook their office and task, estranged themselves from God and their neighbour, and brought God's curse upon creation. As a result, people have become corrupt and blind to the true meaning of life, and repress and misuse the knowledge of God that confronts them in creation and Scriptures.

(6) Christ

That Jesus Christ is the only begotten Son of God, according to the Scripture, and is both truly God and fully man. By His life, death and resurrection, He reconciles us to God and redeems our life in its entirety. Through His Spirit, He renews our hearts to love God and neighbour, and redirects our understanding to rightly know God, ourselves and the world. He is the only way of salvation.

(7) The Kingdom of God

That the rule of Jesus Christ over all things established the Kingdom of God and makes education possible and meaningful. In obedience to Christ we submit ourselves in every area of life to His Word and Spirit, to love the Lord with all our heart and soul and mind and strength and our neighbour as ourselves.

(8) The Purpose of Education

- To prepare the child as image-bearer of God for meaningful participation in Society.
- To provide wholesome learning opportunities so that the children can recognize and develop their God-given talents, learn to apply these talents and extend their interests.
- To receive basic instruction in all subject areas, as required by the Ontario Ministry of Education, in the light of God's Word.
- To aid the children in developing their total physical and mental capabilities.
- To lead the children towards willing obedience to God and authority of His work and, therefore, encouraging a concern and respect for government and others, a passion to give of themselves, honesty and integrity and helping themselves find the joy and peace of a Christian commitment.
- To give the children a greater awareness and understanding of the secular and Christian communities, and guide them, with the help of the Holy Spirit, to the

- understanding that all of life is directed by God's Word.
- To show the children that a Christian life in this sinful world is a life of faith and witness to our sovereign God.

(9) Parents

That God has given parents the responsibility to nurture and educate their children. Therefore, Christians should establish and maintain Christian schools.

(10)The Child

That the child, entrusted by God to parents, needs ordering, correction and inspection. Children of the Christian home share in the promises of the Gospel and are entitled to Christian education.

(11) The Teacher

That Christian teachers, both in obedience to God and in cooperation with parents, have a specific pedagogical responsibility while educating the child in the school.

(13) The Christian School

That the Christian school is an institution established and controlled by an association of Christian believers, to function in education in total and voluntary submission to Christ the King.

Article 3 Purpose

The purpose of this Society is to establish, maintain and operate a school for the daily instruction of our children, such instruction to be in accordance with Article 2 of this constitution, and to be directed toward the end that these children may occupy their places worthily in Society, church and state.

Article 4 Education

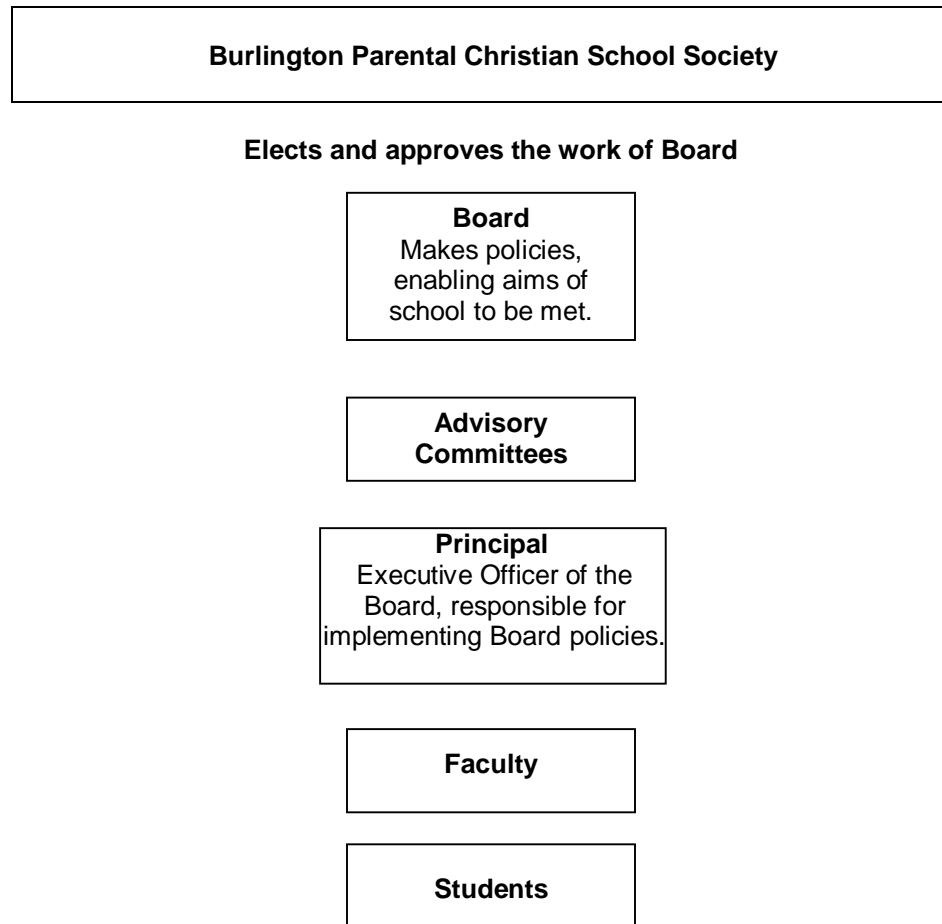
Being committed to the reformed world and life view as expressed in the above-mentioned basis, we believe in the following principles:

- (1) That all things have been created to the end that the triune God (Father, Son and Holy Spirit) may be glorified in and through them.
- (2) That the children of Christian parents are covenant children, and that God by His wise covenant arrangement has appointed the parents to be responsible for the training of the child to the end that God and his glory shall be central and supreme in life's total experience.
- (3) That the training of the child shall be under the parents' supervision in a school that carries out the basic God-centred program begun in the home.
- (4) That this Society, which establishes, maintains and operates such free, parent-controlled, private Christian schools, is not an ecclesiastical body and is not subject to any ecclesiastical organization in carrying out its educational principles, distinctively reformed in emphasis and character.

2.4 Structure

Trinity Christian School is maintained by the Burlington Parental Christian School Society. Membership in the Society is available to parents who enrol their children, and to the friends of the cause of Christian Education who are in agreement with the basis, purpose and principle guidelines of the Society, and who comply with the Society's membership criteria.

God's will is sought in all decisions and actions. All levels are first accountable to God.



Affiliation

Trinity Christian School is a member of the Ontario Alliance of Christian Schools (O.A.C.S.). The O.A.C.S. is a service organization serving over 70 sister schools. Developing Christian curriculum is one of its key functions, and teachers from member schools meet regularly to work at this task.

The O.A.C.S. is a District (No. 10) of the Christian Schools International (C.S.I.). The C.S.I. is also a service organization serving over 400 schools in Canada and the United States.

3.0 THE SCHOOL PROGRAM – A CHRISTIAN PERSPECTIVE

3.1 Philosophy of Education

The philosophy of education is rooted in the inspired and infallible Word of God as it is revealed in the Bible, in creation and in Jesus Christ, God's Son. Education, like every aspect of life, is subject to God's reign, therefore, the Word of God is foundational to all learning. In the classroom, no distinction is made between so called "religious" and "neutral" subjects since all educating is a religious activity.

3.2 Teaching Staff

The Board chooses teachers on the basis of personal commitment to Jesus Christ and professional competence. Most teachers are graduates of Christian liberal arts colleges and all have their Teaching Certificates. Teachers work closely with parents to ensure the best possible education for their children. A shared commitment to Christ by parents and teachers creates an atmosphere of love and care for the children. Academic excellence is expected and achieved through hard work and regular professional development.

3.3 Distinctive Christian Curriculum

Trinity defines curriculum as the set of programs designed for the students in our school. This specific focus does not negate the importance of the role of the teacher, the school atmosphere, or the many subtle influences that permeate the educational process. The curriculum at Trinity is a distinctively Christian curriculum because:

(1) Each course of studies will include a number of clearly stated starting points that direct the students to the central message of the Scriptures. All the parts of the course flow together into one confession: Jesus is Saviour and Lord and the child may serve Him in obedience and joy. The instruction has a purpose: nudging, encouraging, practising, convincing, and preparing the child for competent Christian service.

(2) The course of studies will promote a spiritual-emotional response that leads to a sense of wonder and amazement, culminating in this confession: "This is my Father's world; I am part of His fantastic universe, intricately made, loved, and cared for." At the same time the child is led to experience some of the sadness of broken relationships, a longing for renewal and a "waiting upon the Lord." The child will also come face to face with the mystery that not everything can be comprehended. The human mind is limited.

(3) The content of the course of studies is carefully selected to present the Truth, to foster the good and beautiful and to develop the knowledge, skills and attitudes necessary for competent Christian service.

3.4 Description of Curriculum Offered at TCS

A full Junior/Senior Kindergarten through Grade 8 program is taught at Trinity. The academic content is comparable to the course of studies suggested by the Ontario Ministry of Education, but differs substantially in interpretation. The curriculum consists of language arts, French, Bible instruction, science, social studies which include history and geography, mathematics, physical education, health, music and fine arts. Staff members seek to unify all educational activities with the central thrust of the school's vision for life. Christian curricular material published by the Ontario Alliance of Christian Schools (OACS) and Christian Schools International (CSI) are used in many subject areas.

Bible

The purpose of teaching Bible is to (a) impart knowledge of the Bible to the children, (b) open up ways for children to know and love their Lord and (c) move children to a deeper faith. Teaching is primarily done through story-telling, the overall theme being God's covenantal relationship with His people. Memorization of Scripture is required regularly using passages relevant to the course of study. Bible is taught in a concentric way; that is, the Bible is covered several times, beginning with the key stories the first year and adding to this skeletal outline during the ensuing years. We use a series published by CSI, which emphasizes a story telling approach to the teaching of Bible, especially at the primary and junior levels. It continues this method through a biographical and "heroes of the Christian faith" study in the intermediate grades.

Language Arts

The four Blocks framework for teaching language arts is being implemented in K through Grade 4. It's multi-level, multi-method approach to the teaching of reading and writing works well with the Christian view of the child as a unique image bearer of God.

In Grades 5-8 reading, writing, listening and speaking skills are developed through the use of anthologies, novels, short stories, drama, poetry, media studies, as well as grammar and spelling exercises. Many of these materials are published by the OACS and CSI.

French

French is taught formally to the students in Grades 1-8, with regular exposure to the language already beginning in Kindergarten. Our purpose is to learn to speak and understand a second language and to learn to appreciate another culture. Our formal program provides maximum opportunity to hear and speak French. French is taught primarily through a conversational method in primary grades. Vocabulary, pronunciation and grammatical structures are developed through situation dialogues.

Mathematics

Our math series emphasizes math teaching from a "problem solving" point of view and includes regular drill and computational skill development. Concepts are introduced and reviewed in a sequential way from grade to grade. Students learn new skills by making practical and logical applications of those skills which they have already learned.

Science & Technology

Our Science curriculum's purpose is to allow students to observe and experience the wonder of God's revelation of Himself in creation. Units developed by the OACS and CSI cover topics from the areas of life systems, matter and materials, energy and control, structures and mechanisms and Earth and space systems.

Social Studies

In the primary grades we begin with a foundational study of people - families, friends and neighbourhoods. The program, developed through the OACS introduces such topics as: Mapping My Home; Countries Around the World; Celebrating Canada. In the junior grades there is a continuation in the study of people, lands and landforms around us. Each grade studies an ancient culture, a modern culture and a region of Canada. In the senior grades specific cultures of Western civilization are studied and a growing awareness of Canadian culture is developed. In Canadian studies in Grades 7 & 8, particular emphasis is placed on pre-Confederation times and on the years immediately following Confederation. Geography is taught as a separate subject in the intermediate grades and is approached from an ecosystem or biome perspective.

Music

Vocal and instrumental music are an important part of our curriculum. In the primary grades we concentrate on singing and music appreciation. In the junior grades recorder playing enhances music skills and the teaching of theory. Junior and intermediate choirs allow for the practice of good vocal skills and the enjoyment of performance. In the intermediate grades students will participate in an instrumental band program. The Musicanada program is a curriculum resource throughout the grades.

Art

Art work enables children to recognize, explore and develop their creative talents. Students are encouraged to use art media skilfully and apply concepts of line, colour, shape, form, space and colour value. Various aspects of art history are covered in the junior and intermediate grades.

Health

Responsible stewardship also includes taking care of one's self. The health curriculum, called Healthy Living published by CSI, is a comprehensive health education curriculum for Grades JK-8. The series addresses the mental, emotional, social and spiritual aspects of health as well as the physical. It helps students take responsibility for their health as individuals and as members of families and communities. It gives them opportunity to develop basic life skills--such as communicating, decision making and resolving conflicts--in order to prepare them to meet the challenges of daily living. Its Christian perspective leads students to recognize that a healthy lifestyle is a lifestyle of obedience to God.

Physical Education

In the primary and junior grades the emphasis lies in the development of motor co-ordination, development of muscle tone and creative movement, as well as initial sports skills. The ensuing grades continue to develop these skills and focus more on team sport skills such as baseball, soccer, volleyball and basketball, and individual sports required for Track and Field competition.

Special Education

As a Christian school, we take into account and accommodate all needs that may not be fully met within the regular classroom setting, seeking to develop each student's God given potential.

The resource room takes a supportive role in identifying and planning for those students who are considered to be at risk in the primary grades. The resource teacher works alongside the classroom teacher with students who continue to falter throughout their elementary education due to learning disabilities (specific or general). Students remain in the classroom with their peers but receive help on a withdrawal basis.

Though the student may be referred initially by the parents or teachers, parental permission is required before the child enters the program. Informal and formal testing may be done as is deemed necessary, and an individual educational plan may be prepared. Regular communication with parents is maintained through conferences and progress reports which are issued after each term.

The resource room supports teachers by identifying and developing programs for those students who are intellectually gifted and need to be challenged to engage in higher level thinking skills, strategies, problem solving and independent study.

3.5 Homework and Home Study

Home study plays a vital role in the attainment of good progress. It is necessary to learn how to work and study effectively. Each student must learn to work by him/herself. With effective home study he can learn how to solve problems independently, to drill, to review, to summarize and to do independent reading and research.

Our staff assigns homework when the need exists. It is not our intention to let it become excessive or to become just busy work. It is given for a specific purpose. The amount varies from child to child based on need and the amount not completed during class time.

The following are guidelines for homework. There will be times when your child's homework load will exceed these guidelines because of projects and tests that need completion and study.

- K: Find things for your letter bulletin board and Snuggle Up and Read.
- 1: Reading and math practice (10-30 min./night)
- 2: Reading, math, memory work & spelling words (15-35 min/night)
- 3: Reading, math, spelling, memory work, unfinished class work and project work (20-40 min/night)
- 4-8: Spelling, assigned homework, project work and test preparation
- Gr. 4: 30 – 45 min/night
- Gr. 5,6: 45 – 60 min/night
- Gr. 7,8: 60 – 90 min/night

If you are away for several days in a row, get the work you missed from your teacher and catch up at home.

Some Good Rules for Home Study

- Home study is a habit that can be learned through regular practice each night.
- If no homework is assigned, this is your opportunity to review.
- Have a time and place to study.
- Make out a study schedule.
- Take short breaks between periods of study. Few young people or adults can effectively concentrate for long periods of time without a short break.
- Do your most difficult subject first.
- Form the habit of asking for help whenever you do not understand some part of your work.
- Oral drill is excellent for most subjects. Ask someone at home to hear your work whenever possible.
- Don't be satisfied with just getting by. Get the satisfaction that comes from doing your work

thoroughly and well.

4.0 CHRISTIAN NURTURE

4.1 Student Code of Conduct

The purpose of the Student Code of Conduct is to encourage students to follow the Christian standards of behaviour by clearly indicating acceptable behaviour.

MY RELATIONSHIP WITH GOD

- I will speak of God in respectful ways.
- I will respect Bible reading, prayer, sharing and other habits that build relationship with God.
- I will respect myself because God created me in His image.

MY RELATIONSHIP WITH THOSE IN AUTHORITY

- I will be respectful in my speech and conduct.
- I will be obedient to those in authority over me.
- I will not condone disrespect displayed by others to those in authority.

MY RELATIONSHIP TO OTHERS

- I will be respectful of others and I will not engage in bullying actively or as a bystander.
- I will address everyone properly and not resort to name calling, swearing or dirty language towards others.
- I will respect everyone's property and use it only with permission.
- I will encourage everyone to feel included.
- I will respect everyone's person and remember, "no touching except for helping."
- I will learn to apologize when I fail and seek God's strength to continue building a community of love and respect.

MY RELATIONSHIP TO SCHOOL PROPERTY

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

4.2 Dress Code

Parents are responsible for the dress of their children; however, the school reserves the right to call certain dress inappropriate. Scripture calls us to be "transformed by the renewing of our minds" rather than being "conformed to the patterns of this world" (Romans 12:2). Even our appearance can reflect our desire to honour God with our lives by redeeming culture rather than being absorbed by it. Please ensure that your children's dress observes the following criteria

SHIRTS AND TOPS

- Must have sleeves or shoulder straps at least 6cm in width.
- Must be long enough to be tucked in.
- Must be free of alcohol related or offensive slogans – Brand names are acceptable.
- Extremely tight-fitting shirts and tops are inappropriate.

PANTS

- Must cover underwear at all times (i.e. standing and sitting).
- Pajama-style pants are not to be worn.
- Extremely tight-fitting pants are inappropriate.

SHORTS AND SKIRTS

- Length must be at least to the tips of the fingers with the arms hanging at the side.

- Spandex shorts are not allowed unless they are worn under a skirt to allow active play (i.e. climber).
- Extremely tight-fitting shorts and skirts are inappropriate.

ACCESSORIES

- Hats, bandannas and sports sweat bands must be taken off after entering the school building.
- For safety reasons we require that jewellery and earrings be close fitting.
- Make-up should be minimal if worn and applied ONLY at home.

FOOTWEAR

- Students must have suitable indoor **and** outdoor footwear.
- Outdoor footwear must be conducive to playground activities (e.g. “flip flops” and high heels leave the feet vulnerable to injury).
- Indoor footwear must be worn at all times. (REMEMBER: Each student needs a pair of **non-marking** shoes and socks for physical education.)
- Slippers are not appropriate footwear!

Students whose dress does not meet these criteria will be sent to the office to be given temporary appropriate clothing to wear for the day and the parents will be notified. Repeated offences may result in suspension from school.

4.3 Biblical Components of Discipline

The purpose of discipline at Trinity Christian School is to encourage the development of each student in the image of Jesus Christ, as evident in the student’s responsible behaviour, character and learning. A commitment to the authority of Christ will be manifested in respect for the teachers and fellow students, caring for the responses and property of others, and the desire to achieve academically in accordance with his/her God-given abilities.

Within the school community, discipline is implemented to ensure the integrity of an orderly environment conducive to teaching and learning, so that the objectives of Christian education are realized for all students. The authority of school faculty is that of “in loco parentis” (in place of parents), as the Christian school serves as an extension of the home. Each teacher, under the supervision of the Principal, is responsible for maintaining classroom order desirable for ideal learning experiences.

Attending Trinity Christian School is a privilege. For the sake of the student body, this privilege may be denied/withdrawn from any student whose conduct is not in keeping with biblical standards and/or with regulations designated by school faculty. A student’s attitude at the time of infraction will be a factor in assessing appropriate discipline. The school principal may impose suspension from class if necessary.

The faculty of TCS will seek to present incidents of discipline as learning experiences. Punishment must be equal to the infraction and parents will be contacted upon administration of the discipline, so that clear communication gives way to mutual understanding, especially between student and teacher. Should conflict result from disagreement, a process of resolution towards reconciliation should be implemented immediately, according to the Biblical principles outlined in Matthew 18.

Please refer to the Discipline Policy on the school website for more details.

5.0 TRANSPORTATION

STUDENTS' RESPONSIBILITIES

Riding on a school bus both to school and on planned excursions is a privilege, not a right. Improper conduct may result in the withdrawal of this privilege. Reinstatement will be at the discretion of the school officials after consultation with the student and parent or guardian.

- Obey the bus driver's instructions at all times.
- Remain seated at all times.
- No littering.
- Absolutely no eating, drinking or chewing gum.
- Keep hands to yourself.
- Always be courteous.
- Keep head and hands inside the bus. No yelling out of windows.
- Behave in an orderly manner and RESPECT the safety of others.
- Absolutely nothing can be thrown outside the bus.
- Treat the bus with the same care and respect you treat your own precious possessions.
- Use of personal electronic devices is permitted for use on the bus. When departing the bus all devices shall be turned off and stored appropriately.
- Students will report any damage done and will pay for the damages, if responsible.
- Don't cross the road without the permission of the bus driver.
- Poor behaviour on the bus will result in a discipline report from the bus driver. A student will be suspended from the bus when he/she receives two discipline reports, per school term under the principal's discretion.

Students are expected to:

- Be at their bus pickup point at least 5-10 minutes prior to bus arrival time.
- Choose the safest walking route to and from the bus stop and keep well clear of the travelled roadway while waiting for the bus.
- Line up and board the bus promptly in single file without crowding or pushing.
- Not open or close windows unless authorized.
- Not at any time create a disturbance by distracting the driver's attention, or by interfering with another student or his/her belongings.
- Not carry any dangerous or annoying objects on school buses.

PARENTS' RESPONSIBILITIES

- Parents are responsible for the safety and conduct of their children prior to their pickup by the bus and after leaving the bus at the end of the day.
- Parents should impress upon their children the need for good behaviour and observance of safety precautions while riding the bus.
- Parents of physically handicapped students are required to assist the student on and off the bus at his/her home stop.
- Parents are responsible for monitoring the radio stations as listed in the *School Cancellation* procedure.
- Parents should ensure that primary aged children are dressed appropriately for the weather.
- Parents of JK and kindergarten children should arrange for the student to be met at the bus stop after school by someone who is of a legally acceptable age (min. 12), or a responsible child or sibling as deemed by the parent.
- Parents are responsible for their child(ren) boarding or leaving the school bus at a stop other than their designated stop.
- Parents of students not eligible for transportation per Transportation Policy will be responsible for their own transportation.
- Parents are responsible to contact BCBS to notify that their children will not be on the bus on any given day (sick or receiving a ride to school).
- Parents are responsible to yearly request arrangements for children's alternate bus stops. There is only one bus stop per family. If you child takes different buses on different

days (i.e. day care of more than one stop per family), you must contact the Transportation committee with your request for the following year. No bus route arrangements will carry over to the next school year.

- Parents are responsible to make arrangements if children are to be on an alternate bus route or stop after school on any given day by notifying the BCBS dispatch, either through phone call or email. Bus routes will not be altered for one of these requests. A note must also accompany the student to class on the day of the change so that the teacher can ensure that the student gets on the correct bus.
- Parents are responsible to make their own transportation arrangements for their child's birthday party. Please note that there is not enough room on our buses for multiple birthday party guests to ride to the birthday party on the bus.

6.0 COMMUNICATION BETWEEN HOME AND SCHOOL

In any organization, especially a Christian school, open and honest communications are an essential element to survival. Christ Jesus Himself taught that good communications have a spiritual value, and instructed His disciples to follow the pattern that has been recorded in Matthew 18.

Most Christian schools have advertised Matthew 18 as their principle of conflict resolution, but, as with many Biblical teachings, the concept is easier talked than walked. Many parents find it difficult to approach the teacher when something disturbing happens in the classroom; they find it difficult to live up to Matthew 18 and phone up another parent instead, or skip the first step and go right to the principal who, in fact, has had his/her hands tied by the Biblical injunction. Many parents are not sure how or when to go about initiating discussion with the teacher.

Sometimes a careful look at the Parent / Student Handbook will answer the question or at least clarify whether or not the school has a policy on the issue, which the parent wants to discuss. Recognizing that good communications are essential to the school's continuing health, the administration has invested a lot of time and effort into preparing and publishing the material in that Handbook. Many stressful situations could be avoided by systematic use of the communication channels already in place.

Though we would not want to load the full weight of Matthew 18 on the child's shoulders, there is still some value in encouraging the child to talk with the teacher before, or at least as well as, talking to his/her parents. It is also important to remember that third-party negotiations are always more difficult because the parent has limited information and only knows what the child has told him/her. Similarly, if a child has had a bad experience at school that day, it is much more effective to have the teacher deal with it close to the source rather than a day or two later when the parents have come to see the teacher and expect him/her to take some action.

In summary, Matthew 18 is not just a good idea; it is a divine principle. When we do not follow it, no end of complications arise that could have serious ramifications for the effective operation of the school. Though it may not be easy to "go to your brother (teacher)", it is imperative that you do. By using the communication channels already in place, observing some social graces, making appointments, using an open-minded approach, and, drawing on the strength, wisdom and courage of the Holy Spirit, we can keep home and school communications open in a God-honouring fashion.

7.0 WHEN PARENTS ARE CONCERNED

If an issue cannot be resolved with a teacher, the principal's help may be requested. If dissatisfaction still continues, parents may request the input of the Board. It is wise to document concerns on paper thereby specifying the exact nature of one's concern and providing a future frame of reference.

Where a school policy has been violated, and the principal is aware of the situation, the principal must intervene, whether or not the parent has spoken already to the teacher. For example, if a teacher started teaching a denominational doctrine as though it were the only acceptable position on a certain issue, the parent would be encouraged to talk to the teacher first, but it would not be necessary. The principal could intervene directly.

There will still be situations where a teacher has done something that a parent dislikes, and the parent should try to resolve the issue with the teacher before notifying the principal. An example of such a situation might be the choice of a song in music class or the lack of comments on student work. These are not covered by a policy and, in and of themselves, should not warrant action on the part of the principal.

Consult with your child's teacher on a regular basis. Communication between home and school is a vital part of your child's educational process.

Take an interest in your child's education by encouraging a positive attitude toward the assignments and relationships at school. Endeavour to instil a sense of loyalty to Trinity by your positive support of its activities and meetings.

Please encourage your child to get sufficient rest so as to be at his or her attentive best. Nutritious foods and healthy exercise will enhance interest in learning and performance.

Please refer to the Parental Disagreement Procedure on the school website for more details.

8.0 GENERAL POLICIES, PROCEDURES AND INFORMATION

ACCIDENTS

Accidents do happen at school. Every three years, teachers are trained and certified in Emergency First Aid. Minor accidents will be treated by simple first aid and will be reported to parents as deemed appropriate.

In the case of more serious injury, an ambulance may be called. We will attempt to contact the parents or emergency contact persons immediately. In extreme circumstances, a student may be taken to Joseph Brant Hospital or Urgent Care Facility for medical treatment. Please ensure that the school has all current medical information, Health Card Number and emergency phone numbers for your child. Any allergies or ongoing health conditions should also be included in your child's school record.

ACCIDENT INSURANCE

An accident and life insurance plan is available to all students. Insurance envelopes will be sent home early in the school year. If insurance is desired, the enrolment card is to be completed and mailed with the premium in the self-addressed envelope to the insurance provider.

ANAPHYLAXIS

Anaphylaxis, sometimes called "allergic shock" is a potentially fatal allergic reaction to a specific substance, for example certain foods, bee/insect stings, latex, and some medications. A number of our students have this severe, life threatening allergic reaction condition. TCS seeks to reduce the risks of all students by providing a reasonable and appropriate standard of care and by taking various preventative measures so that a student is not in danger.

Please refer to the Anaphylactic Policy on the school website for more details.

ANNUAL SCHOOL BAZAAR

October is the month when the school becomes a hive of fundraising activities in preparation for the annual bazaar. It is also a time for rejuvenating community spirit. For many, it is a highlight of the school year.

ARRIVAL AND DEPARTURE TIMES

As a rule, students should not be at the school earlier than 20 minutes before the start of school because no supervision will be available on the playground before this time. If this creates a problem, and special arrangements need to be made, please make arrangements with the Trinity Troopers Club for arrivals as early as 8:00am. It is also expected that all students leave school property at the end of the school day unless they are participating in some school activity supervised by a staff member. Any students, including brothers and sisters, who are not part of this activity should not remain behind. If students are left behind, they will be sent to the Trinity Troopers Club for supervision. The Trinity Troopers Club provides supervision after school from 3:30-6:00 pm.

For safety reasons the Police recommend that children in Grades K - 4 not ride their bikes to school. Students travelling by bikes must adhere to the rules of traffic and should wear a helmet. Students are not permitted to ride their bikes on school property but should walk them to the bicycle rack at the back of the school where they should be locked.

ASSEMBLIES / CHAPELS

Assemblies are times for getting the students together for singing, celebrating, special events and listening to guest speakers. The main assemblies are posted in our school calendar and parents are welcome to attend. During the assembly, students need to be a respectful, attentive and appreciative audience.

ATTENDANCE

Law requires regular attendance. If a child needs to be absent, parents must notify the school by telephone or note, preferably before school starts. If the school does not receive notification from the parents, a telephone call will be made home. This accounting for each child is a safety check as well.

All students arriving late are required to get a late slip from the school office before entering

class. **Punctuality is very important.** Arriving late on a regular basis is disruptive to the class. Please arrive on time. Families who continue to arrive late will receive a phone call/letter from the school administration.

Extended absence due to vacation, work, etc., is to be strongly discouraged because it may impact negatively on the student's academic progress and cause possible disruption of the class. If parents, for whatever reason, decide that it is necessary to do this, they take upon themselves the responsibility to see to it that their children have adequate school work with them so that they will not fall too far behind.

AWARDS

Special effort and accomplishments are recognized at TCS every year. At our June Awards Assembly, students receive honourable mention or awards for accomplishments such as perfect attendance, contests, team points etc.

BIRTHDAY PARTIES

What's more exciting than a birthday party? It's great to celebrate together! But imagine how you would feel if you were one of a small group of people who was not invited to a classmate's party! When planning your special party, please remember to treat each classmate as you would like to be treated. If you only invite a small group of close friends please send invitations by mail or phone. Please don't leave out a small group!

CALENDAR

We prepare the annual calendar in May and usually distribute a copy to the school community before the end of the year. A detailed calendar of events is posted on the school website and updates are included in the Parent Letter that is sent home every other week.

CANCELLATION

When transportation is cancelled prior to school opening, it is cancelled for the day. TCS will automatically cancel transportation and close the school when the Halton Board of Education cancels its transportation. The Transportation Committee, together with the Principal and the Bus Company, reserve the right to cancel transportation and school in questionable weather circumstances if it is deemed safer for the children.

The decision to cancel buses and close the school before the start of a school day will be made prior to 7:00 a.m., the following radio/television stations will be informed:

- CHML (900 AM), KLITE (102.9 FM)
- Television Stations: CHTV Morning
- Also the school's web site will be updated immediately to reflect the cancellation and a message will be sent to all parents on the school's e-mail list.
- The school's answering machine will be updated to reflect the cancellation.

The Transportation Committee will inform the principal and the Bus Company of the cancellation after which the Call Relay lists are activated and all parents are responsible to cooperate with the call list procedure.

At the beginning of the school year, all families will receive a Call Relay List of names of families who share the same bus or who walk to school. If school is to be cancelled due to poor weather, the school will call the first family on each list, who will then proceed to start a chain of calls down the list. Everyone is expected to contact the next family on their list. If they can't be reached, then the next family after that one should be contacted in order to keep the list moving.

CHECK-IN – PARENTS, VISITORS, GUESTS

All parents, visitors and guests are to check in at the school office upon entering the building. It is important for the safety of the students that all visitors have permission to be in the building. A list of parents, visitors and guests is also consulted during an emergency.

CHILD WELFARE

Child abuse is found in all communities in the world, but it is contrary to God's norms for healthy interpersonal relationships in his creation. It is a practice which must be confronted because it destroys the structure of personality and undermines the quality of relationships necessary for a wholesome community. TCS will work to prevent child abuse and deal with it responsibly if it occurs.

Please refer to the Child Welfare Policy on the school website for more details.

CLASS TRIPS AND CHOCOLATE SALES

Field trips offer you wonderful first-hand experiences to complement various units of study. When field trips are planned, a notice will be sent home providing details of the trip. We welcome parent volunteers who wish to help supervise students on our class trips. The costs for most of our trips are covered by our student fund. Generally buses will be used to transport students on class trips. All students are required to sell one box of chocolates per year to cover field trip costs. Any family who does not wish their children to participate, is expected to make a contribution to the student fund equivalent to the profit from one box of chocolates per student. Normally, students do not need to bring money on trips. If you need spending money, your parents will be notified.

CO-CURRICULARS

Co-curricular activities occur outside of class time. These activities are meant to complement the curriculum and they are voluntary. Some examples include the following: intramural sports, chess club, art club, Battle of the Books team, drama club, praise team, and sports teams.

Please refer to the Co-curricular Policy on the school website for more details.

CRIMINAL REFERENCE CHECK

The Board requires all staff and all volunteers who have regular contact with the students to provide a criminal reference check from the Regional Police Service. All new staff and regular volunteers will provide a Criminal Reference Check before they begin regular contact with the students. Any issues raised by the Criminal Reference Check must be resolved for the satisfaction of the Board of Trinity Christian School prior to regular contact with students. The Board of Trinity Christian School will reimburse the cost of the Criminal Reference Check process upon presentation of a receipt for the service rendered. At the beginning of each school year all staff and volunteers previously having submitted a *Criminal Reference Check will complete and sign an Offence Declaration Form.*

DAILY TIME SCHEDULE

Generally, the daily times are from 8:50am to 3:30pm, with a 20-minute morning recess and a 45 minute lunch/recess break between 12:30 and 1:15pm. Students are to bring their own lunches each day to be eaten in their homerooms during the lunch break.

Outside supervision	8:40 – 8:50 a.m.
School begins	8:50
Morning recess	10:40 – 11:00
Lunch in Classroom	12:30 – 12:45 p.m.
Noon Outside Recess	12:45 – 1:15
Primary Dismissal	3:25
School ends	3:30

DEVOTIONS

Daily devotions include Bible reading, chapels, prayer and singing by teachers and students. The school nurtures the idea of the presence of God in all subject areas, as well as in attitudes, values, relationships and personal contact.

EARLY RELEASE

If school is cancelled during the day and students are to be sent home early, they will not be dismissed unless parents or emergency designate have been contacted and satisfactory arrangements have been made. If parents or emergency designate cannot be reached, the Principal may need to decide where the student will go. Students may not go home with another student unless the parents or emergency designate has granted permission. Students will **not** leave the property during the day without their parents consent and must be accompanied by an

approved adult, i.e. out for lunch, class trips, etc. In cases of emergency, the Principal or designate may make the decision for early release, i.e., injuries, emergency evacuation, etc.

ELECTRONIC DEVICES

We believe children are called to interact with one another and develop good social skills. Radios, walkmans, Game boys and iPods tend to isolate the student into a world that minimizes contact with others. Furthermore, we cannot always police what students are listening to. These items are not allowed on school property. Of late, we have been seeing more cell phones as well. Students may not use cell phones on school property.

Please refer to the Electronic Devices Policy on the school website for more details.

FIRE DRILLS

The school participates in a minimum of six fire drills per year. Fire drills are very serious practices. Students must walk in single file as they head toward the fire exit. They must remain absolutely quiet and continue to walk outside to the place where they have been instructed to go. The students must stand quietly in single file so that the teacher can take attendance.

Please refer to the Fire Safety Procedures Policy on the school website for more details.

GRADUATION

The entire school community is welcome to share with the school in the celebration and ceremony of our graduating grade eight class at the end of our school year. At the grade eight graduation ceremony several honours are awarded including the following: Class Speaker, the Andy Sybring Memorial Citizenship Award, Jordan Moxam Memorial Sportsmanship Award, Academic Award etc.

HEAD LICE

Students with head lice will be sent home and should be treated with the pharmacist-recommended shampoo and combs. The student may not return to school for 48 hours, even if they have received appropriate treatment. After 48 hours, if no lice or nits have been found, the student may return to school, but must be checked by the office before re-entering class. All cases of head lice MUST be reported to the school.

INCLEMENT WEATHER SAFETY

The safety of students and staff at TCS is a primary concern. The principal or designate will determine what measures to take in the following circumstances: extreme cold, extreme heat, UV index, smog advisory/air quality, thunderstorm watch/warning/lightning strikes, tornado warning, precipitation etc.

Please refer to the Inclement Weather Safety Procedures on the school website for more details.

LIBRARY

Developing a love for reading is an important goal for our school. The library supports the classroom in creating a literacy rich environment. Students will visit the school library with their classroom once a week and may check out books for home reading. Students are responsible for the books to be returned in the condition in which they left the library. A replacement fee for library materials, which are lost or damaged through carelessness, will be charged.

Please refer to the Library Policy on the school website for more details.

LOCKERS

All students on the upper level of the school have their own lockers. The lockers are to be kept neat and organized at all times. Teachers may need to inspect students lockers from time to time.

Please refer to the Lockers Policy on the school website for more details.

MEDICATION

If you must bring medication to school, the office will require a form to be filled out and signed by your parent/guardian and your doctor. All medications, including over the counter medication, are to be kept in the office and administered at the office. Forms are available in the school office.

LOST AND FOUND

A box is placed in the school where lost articles are stored. Have your child check the lost and found if something is missing. Unclaimed articles will be forwarded to the Salvation Army at the end of each term.

OFFICE HOURS

The school office is open Monday through Friday, 8:30am to 4:00pm. An answering machine is available if you need to call the school outside of these given times.

ONTARIO STUDENT RECORD (OSR)

It is the Policy of Trinity Christian School that Section 265(d) of the Education Act be followed, requiring the principal of the school "to collect information for the inclusion in a record in respect of each pupil enrolled in the school and to establish, maintain, retain, transfer and dispose of the record". The information on each student will be gathered in an Ontario Student Record (OSR) and will be maintained according to the guidelines proposed in the OSR Manual of the Ontario Alliance of Christian Schools 2004. The Education Act also regulates access to an OSR and states that the OSR is "privileged for the information and use of supervisory officers and the principal and teachers of the school for the improvement of instruction" of the student. Each student and the parent(s) of a student who is not an adult (that is, a student who is under the age of eighteen) must be made aware of the purpose and content of, and have access to, all of the information contained in the OSR. A fundamental principle is to make certain that personal information is protected to ensure privacy.

PERSONAL PRIVACY

Trinity Christian School respects the right to privacy and is committed to upholding the confidentiality and security of personal information. We have developed practices to ensure this commitment is carried out in a responsible manner.

Please refer to the Personal Information Privacy Policy on the school website for more details.

PROJECTS

Projects are assigned by teachers at various times in the school year. Involvement on the part of parents is applauded and appreciated. Understanding the expectations of the teacher, student and parents is essential to creating a positive experience.

Please refer to the Class Projects Policy on the school website for more details.

REPORTING STUDENT PROGRESS

The school year is divided into three terms. At the end of each term, a report card evaluating student work is sent home for students to discuss with their parents. These reports assess strengths and growth areas.

RETENTION AND ACCELERATION

The decision for the retention, or the acceleration of all students is made by the Principal upon the recommendation of the classroom teacher and any other teacher(s) involved in the education of the student. A review of past performance, standing in the class, standardized test results, skill development, social and emotional needs, and parental input are all factors in making the decision. In order that the child may indeed benefit from those recommendations that involve acceleration or retention, the school seeks the co-operation of the parents in each case. Much conferencing between home and school is essential. Parental acceptance of the decision is strongly advised. Usually the home and school concur in the decision. In all instances, the school retains the right to make the final determination.

Please refer to the Retention & Acceleration Policy on the school website for more details.

SCHOOL VISITORS AND STUDENT PICK-UP

All doors, other than the front entrance doors, will be locked during the school day. All parents, visitors and guests must sign in at the school office upon entering the building and get a visitor pass. No visitor (including parents) should be in any part of the school other than the office without a visitor pass. It is important for the safety of the students that all visitors have permission to be in the building. It is our policy that students will not leave the property during the day without parental/teacher consent be it verbal or in writing. If parents pick them up during the day for any reason, they will come to the office and office staff will call for the student to come and meet their parent. Students must have written or oral parent permission to leave school property with someone else, and must be accompanied by an adult if they leave school property.

SCIENCE FAIR

Every other year, all students in grades 5 - 8 will be required to complete a major science project for display in our Science Fair. This Fair will be open to the general public.

SECURITY

For security reasons, all the gates leading into the school play areas are closed and locked for most of the school day. Please report any concern or news affecting security to the Principal immediately.

SPORTS

All children have the opportunity to participate in a variety of intramural sports and school teams such as: soccer, basketball, volleyball, baseball, cross-country, track and field and badminton. Intramurals are scheduled for our lunch hours and involve all students in grades 5-8. Our school teams participate in tournaments with other Christian schools. The students that participate are generally selected from our intermediate classes (grade 7 & 8).

Please refer to the Sports Policy on the school website for more details.

SPORTS EQUIPMENT

Sports items such as soccer balls, baseballs, footballs, etc., are supplied by the school for team sport activities organized by the school. Students should bring their own sports items and equipment for their personal use during recess play time, but do not bring hardballs or wooden bats.

STANDARDIZED TESTING

The school conducts formal testing of all students in all grades. The Canadian Test of Basic Skills (CTBS) is administered to grades 3-8 every other year. CTBS is an achievement test and it helps us to monitor student development and provides us with an indication of how our students compare academically with students throughout Canada. The results of these tests are available to parents and are kept in the students' OSR. TCS does not participate in the provincial (EQAO) in grades 3 and 6. These tests are very costly; their relevance to the TCS program is very limited, and we believe our current testing provides sufficient information.

STUDENT COUNCIL

Every year students in grades 6-8 elect representatives to serve on the Student Council. Together with staff advisors, these student reps plan special activities that are fun for everyone.

STUDENT PLACEMENT

There are many factors that influence the classroom placement of a student. These include both individual and entire classroom needs. The factors listed below give some examples of specific educational needs:

- Physical, behavioural, cognitive etc.;
- Class dynamics and management issues;
- Peer relationships;
- Class size;
- Gender balance, and;
- Special education needs and programs.

Please refer to the Student Placement Procedures on the school website for more details.

STUDENT TRIP TRANSPORTATION

Government legislation requires that all children who are less than 80 pounds and 8 years old being transported by car must be in a booster seat. All students in Grades JK through 5 will be transported to all outside class trips and sporting activities by bus. Students in Grades 6-8 will mostly be transported by bus, however, there might be occasions when older students will be driven to sporting events by volunteer drivers (parents) using their own vehicles. All volunteer drivers must have a minimum \$1,000,000 auto insurance coverage. All students transported must have access to and wear a seatbelt.

SUPPLIES

While students in grades JK-2 have all their supplies provided, students in grades 3-8 are required to purchase items before the beginning of school. A list of necessary supplies is posted on the school website.

TELEPHONE CALLS

Only in an emergency may students use the telephone to call home. This may be done only with the permission of both their teacher and the office.

TEXTBOOKS, CLASSROOM FURNITURE AND SCHOOL EQUIPMENT

Students are responsible for ensuring that textbooks, furniture and equipment are returned in the same condition as when they were received. A replacement fee for materials which are lost or damaged through carelessness will be charged.

TRINITY TROOPERS CLUB

The Trinity Troopers are a before and after school club designated with fun in mind. Do you like to; play games (board games, gym games, wii games), get active, do arts and crafts, get help with your homework and need somewhere to go after school? If you answered yes to one of these questions then Trinity Troopers is just for you. Morning activities will include active and quiet play in the gym and afternoon activities will involve all of the above and more. Morning drop off can be made as early as 8:00 am. The afternoon program runs from 3:30-6:00 pm.

UNIFORMS

Gym uniforms are worn in grades 6-8. These can be purchased from the school office. Please ensure that all clothing is clearly labelled with your child's name. A tote bag, also clearly labelled, is recommended to store gym clothes at school.

VOLUNTEERS (GET INVOLVED FOR THE STUDENTS PROGRAM)

The school needs volunteers. In order to keep tuition costs accessible for parents, it is extremely important that parents participate in the general life of the school. A Gifts Survey is distributed for all members to complete in order to identify those areas where you can best serve. Regular dedicated volunteers are required for Board and committee positions as well as day-to-day activities that involve volunteering in the computer lab, library, VIP program, Giant Bazaar, Spring Garden/Plant sale etc.

9.0 STUDENT HEALTH CARE

TCS receives the services of the Halton Region Health Unit, which include HepB immunization, health education regarding allergies, diabetes, asthma, epilepsy, eating disorders, and a review of the regular health records of all students. TCS also works cooperatively with Public Health to enforce and adhere to the *Ontario Health Codes* for the prevention, control and containment of communicable diseases. The Principal may exclude students and/or personnel from school who are suspected or diagnosed with a communicable disease, or whose exposure to a communicable disease may threaten the well being of that individual. The Principal will refer all reportable communicable diseases to the Public Health department. Students suffering from communicable diseases such as pink eye, trench mouth, ringworm, scabies, pediculosis (lice), impetigo, chicken pox, etc., should not return to school until advised to do so by their doctor. The Health Department is prepared to provide one-on-one counselling about health concerns.

Parents who choose not to have their children immunized according to the *Immunization of School Pupils Act, 1990* must complete and submit the *Statement of Conscience or Religious Belief Affidavit – Form 2* to the local medical officer of health. A copy of Form 2 is also included in the student's Ontario Student Record (OSR).

Grade seven students receive Hepatitis B shots on two occasions during the year. Hepatitis B shots are necessary for a variety of reasons. A letter stating the reasons is sent home prior to administration of the vaccine.

Medication will not be dispensed by the school unless the office receives from the parent a signed and dated Self-Administration and Storage of Medications Form (form is available from the school office).

TCS has a health area in the main office. This area room is a place for ill children to rest while they wait for their parents to pick them up. The health room does not serve as a recovery room.

WHEN TO SEND THEM TO SCHOOL AND WHEN TO KEEP THEM HOME

From the Canadian Paediatric Society

Disease Symptoms	CHICKENPOX Fever and headache; rash within 24 hours; itching for 4 days; blisters appear in crops over 3 to 4 days, turning to crusty scabs. Symptoms appear 11 to 21 days after exposure.	Disease Symptoms	FEVER Temperature over 38.5C. A child with a temp. of 40C and higher will look and feel sick.
Transmission	Spread through the air and by direct contact with blister fluid, saliva, phlegm, or articles freshly soiled by the sick child.	Transmission Return to School	Not infectious. Keep child away from school until he/she is feeling well enough to return.
Infectious Period	Up to five days before the onset of the rash, and not more than five days after the spots appear.	Disease Symptoms	GASTROENTERITIS Poor appetite, vomiting, cramps, watery or bloody diarrhea. Symptoms usually appear 24 to 72 hours after exposure.
Return to School	When all lesions are dry (at least five days after the first crop of lesions appeared).	Transmission	Spread through contact with stool or through contaminated food, milk or water. Also spread through poor hygiene habits.
Siblings	Should only be attending school if they have already had the chicken pox.	Infectious Period Return to School	Contagious while symptoms are present. When diarrhea stops and stool tests are negative.
Disease Symptoms	COMMON COLD Runny nose, sore throat, cough, decreased appetite.	Siblings	No need for siblings to stay home.
Transmission	Spread through the air and via contaminated hands and objects.	Disease Symptoms	RED MEASLES Fever, cough, red eyes, runny nose, red spots in mouth, swollen neck glands.
Infectious Period	From one day before to seven days after onset of symptoms.	Transmission	Blotchy red rash spreads from face to neck to body over 3 days. Symptoms appear 7 to 18 days after exposure, with rash appearing on or about the 14 th day.
Return to School	Child can attend school unless too ill to participate in activities.	Infectious Period	Contagious from 4 days before to 4 days after rash appears.
Siblings	No need for siblings to stay home.	Return to School	Child can return to school anytime after the 4 th day if he/she feels well enough.
Disease Symptoms	CONJUNCTIVITIS (Pink Eye) Red Swollen eye; then thick yellow discharge and crusting; eyes itch and smart, no pain; symptoms appear 24 to 72 hours after exposure.	Siblings	Siblings may continue to attend school if they are immunized. If they have not been immunized, they may need a measles vaccine or immune globulin.
Transmission	Spread by touching the eye or through contact with articles soiled with discharge or phlegm.	Disease Symptoms	PERTUSSIS (Whooping Cough) Cold-like symptoms with irritating cough. Coughing is prolonged and severe, and it may be characterized by a high-pitched whoop or crowing. Symptoms appear 7 to 10 days after exposure.
Infectious Period	Contagious until treated.	Transmission	Spread through direct or airborne contact with saliva, phlegm or articles soiled by the sick child.
Return to School	When whites of eyes are clear and crusting is gone.	Infectious Period	Contagious for up to 3 weeks after start of cough or up to 5 days after antibiotics are started.
Siblings	No need for siblings to stay home.	Return to School	After at least 5 days of antibiotic treatment, assuming the child feels well.
Disease Symptoms	EAR INFECTIONS Earache, irritability, fever & cold symptoms.	Siblings	Siblings may continue to attend school if they are immunized. If they have not been immunized, they may need a booster shot and antibiotic.
Transmission	Not infectious.	Disease Symptoms	STREP THROAT Fever, sore throat.
Return to School	No need to stay home, unless not feeling well enough to go.	Transmission	Spread person to person.
Disease Symptoms	RUBELLA Mild fever, headache, cough, red eyes, runny nose; swollen glands at back of neck; may not feel ill; rash consists of mottled or raised spots spreading from back to neck to body over 12 to 24 hours; symptoms appear 14 to 23 days after exposure.	Infectious Period	Contagious until 24 hours after the start of treatment.
Transmission	Spread through direct contact with phlegm, saliva, or articles soiled by the sick child. People without symptoms can spread the infection.	Return to School	Child can return to school 24 hours after the start of treatment.
Infectious Period	Contagious from 7 days before to 4 days after rash appears.	Siblings	Siblings may continue to attend.
Return to School	Child should stay home for 7 days after rash appears and should avoid contact with non-immune pregnant women.	Disease Symptoms	
Siblings	Siblings may continue to attend school as long as they are uninfected and have been immunized against the disease.	Transmission	
		Infectious Period	
		Return to School	
		Siblings	

<p>Disease Symptoms</p> <p>Transmission</p> <p>Infectious Period</p> <p>Return to School</p> <p>Siblings</p>	<p>SCARLET FEVER</p> <p>Sore throat and fever; fine red rash that feels like sandpaper and fades on pressure. Most often appears on neck, chest, folds of armpits, elbow, groin, and inner thighs; symptoms appear 1 to 3 days after exposure.</p> <p>Spread through direct contact with phlegm, saliva, or articles soiled by the sick child. Limited spread through the air. People without symptoms can spread the infection.</p> <p>Contagious for 12 to 21 days after exposure, or 24 to 48 hours after antibiotics have been started.</p> <p>Child can return to school 48 hours after the start of antibiotics if he/she is feeling well.</p> <p>Siblings may continue to attend.</p> <p>PIN WORMS</p> <p>Pin worms should be seen as a communicable nuisance. Pin worms afflict the anal area of a child. The eggs of the worms spread easily among children when children do not wash their hands carefully and regularly after going to the washroom. When you suspect your child has pin worms, call the doctor or the health line. The whole family needs to be treated. A child can return to school 24 hours after being treated. In general, we do not alert others if there is a case of pin worms. If the condition spreads to other children, we will alert others. Please advise the school's secretary if there is a case of pin worms. You can obtain more information from the communicable disease office at 905-546-2063.</p>	<p>PEDICULOUS OR HEAD LICE</p> <p>Head lice are tiny bugs that live on the scalp and lay eggs or nits. They cause itching and scratching and sores which can get infected. Anyone can get lice. They are commonly spread by sharing brushes and hair bands, helmets and hats.</p> <p>To check for lice: use a bright light; spread the hair with a comb and look at the scalp. Lice are tiny, grayish insects which crawl fast; nits are oval and silvery white, they look like tiny grains of sands. Nits tend to bond to hair strands.</p> <p>All people in your house need to be treated at the same time. Treating lice usually requires two treatments of special shampoo (such as SH-206) one week apart or as specified.</p> <p>Children with head lice are required to stay home until the condition has cleared. Please be sure to advise the office of infestation. If more than one child is affected in a classroom, the school may call in people to check all the children in that classroom. The office sends home pamphlets in the beginning of the school year with details on head lice.</p>
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10.0 LOST IN A CLOUD OF ACRONYNS?

1. **C.E.A.F.** is the Christian Economic Assistance Foundation, which is committed to giving financial aid to Christian education in Canada in conjunction with OACSS policies.
2. **C.C.E.F.** is the Canadian Christian Education Foundation. It is devoted to raising money for the purpose of funding Christian textbooks. It is committed to supporting the curriculum programs of the CSI Curriculum Department. Its office is in Burlington.
3. **C.S.C.** is Christian School Canada, a recently established organization consisting of various school organizations (formerly CSI districts) in Canada. This organization deals with curriculum development, teacher certification, and Revenue Canada matters.
4. **C.S.I.** is Christian Schools International, which is the main organization of Christian schools from Reformed Christian communities in North America. Its head office is in Grand Rapids, Michigan. CSI develops and produces Christian curriculum that meets North American needs, and assists its member's schools with various services. It offers a wide range of services. Christian schools apply for membership of CSI directly. It also administers the Christian School Pension and Insurance Fund. The website is: www.CSIonline.org.
5. **C.S.P.C.** is the Christian School Principals Certificate. The OCSAA Professional Standards Committee awards this certificate to principals in OACSS member schools who have successfully met the requirement. The certificate is co-signed by the OACSS.
6. **C.S.S.** is the Christian Stewardship Services, which gives advice and information on estate planning, charitable giving and stewardly ways of using assets.
7. **C.S.T.C.** is the Christian School Teachers Certificate. This certificate is issued jointly by the OACSS and OCSTA to Christian schoolteachers who have successfully met its requirements and who teach in OACSS member schools.
8. **F.I.S.A. (O.)** is the Forum of Independent School Association in Ontario. It is a provincial organization of independent school groups. Its focus to strengthen cooperation among independent school groups and address matters of common concern with the Ministry of Education.
9. **F.I.S.C.** The Federation of Independent Schools in Canada is a national organization of independent schools dealing with federal matters such as income tax legislation, French grants and constitutional reform.
10. **M.O.E.** is the Ministry of Education; it is the official branch of the provincial government that sets policies for both public and separate school boards in Ontario.
11. **O.A.C.S.S.** The Ontario Alliance of Christian School Societies is a service organization for the schools of District 10 of CSI. It was organized in 1952 and exists to promote and strengthen Christian Education in Ontario and the Maritimes. It provides a wide range of services to its members. Member school societies are divided into 5 sections (Chatham, Hamilton, Toronto, Cobourg, Golden Triangle). The office is in Ancaster. The website is www.oacs.org.
12. **O.C.S.A.A.** is the Ontario Christian School Administrators Association and is the professional organization of the Christian school principals and vice-principals of the OACSS member societies. It exists to promote and strengthen Christian education in Ontario by providing help to the principals through the Principal Club meetings, study groups, and the annual retreat.
13. **O.C.S.T.A.** is the Ontario Christian School Teachers Association; it is the service organization of Christian school teachers of the OACSS schools. It seeks to promote Christian education by striving to promote high standards among its members. It sponsors an annual teachers convention and publishes a bi-monthly newsletter called

OCSTA News. OCSTA is divided into seven districts. Its office is in Ancaster, on the campus of Redeemer College.

14. **O.C.T.** is the Ontario College of Teachers. It is a self-regulating professional body for Ontario teachers. Membership is open for anyone who is qualified to teach in the province and membership is required to maintain an Ontario teaching certificate. The College also investigates complaints and takes appropriate disciplinary action.
15. **O.T.C.** is the Ontario Teacher Certificate. It is also referred to as a “Certificate of Qualification”. A teacher obtains this certification in Ontario only after completing required training programs and meeting specific expectations.
16. **M.A.T. / M.Ed.** are the Masters of Arts in Teaching and Masters of Education degrees respectfully. Both are postgraduate degrees.
17. **P.E.C.** Parents for Education Choice is a grassroots organization representing a variety of independent school supporters. P.E.C. encourages parents to place issues directly before their MPPs. Check their website at www.parentseduchoice.org.
18. **Sp. C** refers to Specialist Certificate. This certificate could apply to a primary teacher specialist or a special education specialist etc.