



BOARD POLICY MANUAL	
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Policy Section Society	Identification SOC-2014

VOLUNTEER TEACHER HELPERS IN THE SCHOOL

1.0 INTRODUCTION

Trinity Christian School is a parent-run school and relies on parental involvement and support. We are blessed with many devoted volunteers, and could not exist without them. In fact, all our parents are actively involved as volunteers as outlined in our Get Involved For The Students (G.I.F.T.S.) program. This policy, however, is directed towards parent and community volunteers who will be volunteering with the teaching staff at Trinity. Volunteers who are not in regular contact with the students will follow the G.I.F.T.S program.

2.0 DEFINITIONS

A **parent volunteer** is a parent or guardian who currently has a child enrolled in and attending Trinity, or is a member of the community who continues as a volunteer in a school without interruption after the child has left the school.

A **community volunteer** is a member of the community who does not have a child enrolled in the school and who agrees to undertake, without pay, a designated task that supports a classroom, school or Board-sponsored activity.

When not specifically stated, the word **volunteer** refers to both parent and community volunteers. Co-op students are not defined as volunteers.

3.0 PROCEDURES FOR SELECTION

- 3.1 The principal in consultation with staff will identify situations where volunteer support would enhance the learning environment for students in the school.
- 3.2 The school office will include the identified situations on the Get Involved For The Students (G.I.F.T.S.) handout that is distributed every September to all school parents.
- 3.3 Invitations may also be issued to the parents and community to respond to identified volunteer needs in the school. Volunteers are welcome to come forward at any time to offer their services as appropriate.
- 3.4 Potential volunteers will complete a Volunteer Questionnaire. (Sample in Appendix A). All questionnaires will contain the following acknowledgement:

If chosen as a volunteer, I agree to abide by the policies and procedures of Trinity Christian School and to respect the confidentiality of student and teacher records. I realize I will be required to submit a criminal reference check and a minimum of two reference checks.

- 3.5 Volunteers are expected to model Christian values and standards. Specifically, they will demonstrate the following qualities:
- a genuine interest in children (**caring**)
 - a commitment to a specific schedule (**reliability**)
 - an ability to maintain confidentiality and respect the rights of staff and students (**confidentiality**)
 - provide a current criminal reference check (**safety**)

4.0 DUTIES OF THE PRINCIPAL

The principal will:

- 4.1 approve all volunteers in the school, after ensuring that the established selection criteria (1.5) has been met
- 4.2 ensure that all volunteers receive a copy of *A Guide for Volunteers*.
- 4.3 ensure that all volunteers who support the school program have a positive impact in both the school and the community
- 4.4 address concerns immediately when it is apparent that a volunteer no longer meets the criteria established and described in section 1.5
- 4.5 ensure that volunteers are appropriately supervised and establish an appropriate probationary period.

5.0 DUTIES OF THE TEACHER

The teacher will:

- 5.1 confirm with the principal that the volunteer has been approved
- 5.2 provide a welcoming atmosphere for the volunteer who is assisting the teacher
- 5.3 meet with the volunteer to clearly outline the tasks to be performed
- 5.4 provide training in any necessary skills
- 5.5 ensure that tasks are planned and materials prepared in advance so that the volunteer's time is not wasted
- 5.6 address any problems with the volunteer that may arise
- 5.7 inform the principal of any unusual conflicts or events arising from the use of volunteers.

6.0 DUTIES OF VOLUNTEERS

The volunteer will:

- 6.1 respect the procedures and routines established in the school
- 6.2 record arrival in the log book at the office
- 6.3 provide reasonable notice for anticipated absences
- 6.4 communicate with the teacher about assigned tasks
- 6.5 report immediately any discipline problems to the teacher or the principal
- 6.6 defer to the teacher in areas of student management and student work
- 6.7 inform the principal/teacher of any unusual events or conflicts.

APPENDIX A

SAMPLE VOLUNTEER QUESTIONNAIRE

Please complete the following:

NAME: _____
Surname First Name

I am willing to volunteer on a regular weekly basis. _____

I am willing to volunteer once in a while ... _____

Time(s) I could be available to help:

Monday	a.m. _____	lunch _____	p.m. _____
Tuesday	a.m. _____	lunch _____	p.m. _____
Wednesday	a.m. _____	lunch _____	p.m. _____
Thursday	a.m. _____	lunch _____	p.m. _____
Friday	a.m. _____	lunch _____	p.m. _____

Possible starting date: _____

Grade level(s) preference: _____

Activities I am willing to assist with or organize:

- a. coaching sports teams _____
- b. hot lunch, etc. _____
- c. clerical help in the library _____
- d. listening to children read _____
- e. assisting with special days _____
- f. overnight field trips supervision _____
- g. student clubs e.g. drama, games etc.
(Please specify) _____
- h. arts and crafts _____
- i. head lice inspection _____
- j. other (please specify) _____

Special talents you could share with students

If chosen as a volunteer, I agree to abide by the policies and procedures of Trinity Christian School and to respect the confidentiality of student and teacher records. I realize I will be required to submit a criminal reference check and a minimum of two reference checks. I have read and understand the information outlined in A Guide for Volunteers.

Applicant's Signature

Date

All information gathered via this form will be used for the sole purpose of determining the applicant's suitability for volunteering at TCS, and will not be used or released for any other purpose.

Offence Declaration

Please complete the following 3 sections:

Section 1

Name: (please print clearly)

Date of Birth: (yyy/mm/dd)

Position:

Section 2

I DECLARE since the last criminal record check collected by Trinity Christian School, or since the last Offence Declaration given by me to Trinity Christian School, that:

- I have **no** convictions under the *Criminal Code of Canada* up to and including the date of this declaration for which a pardon has not been issued or granted under the *Criminal Records Act (Canada)*.
- OR**
- I have been convicted of the following criminal offences under the *Criminal Code of Canada* for which a pardon under Section 4.1 of the *Criminal Records Act (Canada)* has **not** been issued or granted to me.

List of Offences:

- 1 a) Date: _____
 b) Court Location: _____
 c) Conviction: _____
- 2 a) Date: _____
 b) Court Location: _____
 c) Conviction: _____

(Use additional page if necessary)

Section 3

DATED at _____ this _____ day of _____, 20____

(City)

(Day)

(Month)

(Year)

Employee Signature: _____

All information gathered via this form will be used for the sole purpose of determining the applicant's suitability for volunteering at TCS, and will not be used or released for any other purpose.

VOLUNTEER CODE OF ETHICS

As a volunteer at Trinity Christian School (TCS), I will strive to:

- Pray regularly for the school, its students, and staff.
- Be respectful of fellow volunteers and staff members, including their opinions and time.
- Speak supportively of the school.
- Endorse and promote the mission and vision of TCS.
- Respect the procedures and routines established in the school.
- Record arrival in the visitor's sign-in sheet at the office.
- Provide reasonable notice for anticipated absences.
- Communicate with the teacher about assigned tasks.
- Report immediately any discipline problems to the teacher or the principal.
- Defer to the teacher in areas of student management and student work.
- Inform the principal/teacher of any unusual events or conflicts.
- Respect the confidentiality of all school-related discussions.
- Set an example of leadership by modeling Christian values and standards.

Specifically, I will demonstrate the following qualities:

- a genuine interest in children (**caring**)
- a commitment to a specific schedule (**reliability**)
- an ability to maintain confidentiality and respect the rights of staff and students (**confidentiality**)
- provide a current criminal reference check (**safety**)

If chosen as a volunteer, I agree to abide by the Volunteer Code of Ethics.

Volunteer's Signature

Date

All information gathered via this form will be used for the sole purpose of determining the applicant's suitability for volunteering at TCS, and will not be used or released for any other purpose.



2170 Itabashi Way, Burlington ON L7M 5B3
 P: 905.634.3052 F: 905.634.9382
 E:trinity@tcsonline.ca

References

Provide the following information with respect to **two (2)** persons who are not your relatives and who have known you for at least **two (2)** years. These references may be contacted.

1. Surname (last name)		Given name(s)		
Relationship:	Address (<i>Number, Street, Apartment, City, Province/Territory/State, Country</i>)			
Daytime phone number	Evening phone number	Cell number or email address (optional)	Has known me for State number of years	

2. Surname (last name)		Given name(s)		
Relationship:	Address (<i>Number, Street, Apartment, City, Province/Territory/State, Country</i>)			
Daytime phone number	Evening phone number	Cell number or email address (optional)	Has known me for State number of years	

Declaration of Applicant

DECLARATION-I solemnly declare that the statements made in the application are true.

Signature of Applicant	Signed at (City)	Date (yyyy/mm/dd)
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TRINITY CHRISTIAN SCHOOL

A Guide for Volunteers

Introduced 2011

“The ultimate expression of generosity is not in giving of what you have,
but in giving of who you are.”

- Johnnetta B. Cole

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1.0 WELCOME

We are very happy that you have decided to join us as a volunteer. It is a great opportunity for the students, for the school and for you to benefit from sharing the gifts, talents and time with which the Lord has blessed you!

We take your contribution seriously and we want you to know that we recognize you as a partner in the mission of the school.

In many respects, you are joining our staff and are taking on the rights and responsibilities of a staff member. Legally, you are considered unpaid staff. Throughout this document, the term "Teacher Volunteer" or "Volunteer" will be used to describe all volunteers who carry out tasks to help teachers over a period of some duration e.g. classroom assistants, coach yard duty supervisor, etc.

With this in mind, we have prepared *A Guideline for Volunteers*. ***We ask you to read the guideline carefully and to sign and return any of the pages that require a signature.***

1.1 Your Volunteer Experience

As a volunteer, you have a right to:

- Know what is expected of you.
- Have clearly specified lines of support and supervision.
- Be shown appreciation.
- Have safe working conditions and be insured.
- Know what your rights and responsibilities are.
- Be trained.
- Be free from discrimination and harassment.
- Have the opportunity for personal development.

We ask that you:

- Be reliable.
- Be honest.
- Respect confidentiality.
- Make the most of training and support opportunities.
- Represent Trinity Christian School in a way that is consistent with our core values.
- Work within agreed guidelines.

2.0 THE SCHOOL PROGRAM – A CHRISTIAN PERSPECTIVE

2.1 Philosophy of Education

Many of our teacher volunteers will be interacting with the school program as they assist our classroom teachers. Our philosophy of Christian 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.

2.2 Teaching Staff

Volunteers will have the privilege of working with dedicated Christian educators. 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 and volunteers to ensure the best possible education for the children they teach. A shared commitment to Christ by parents, volunteers 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.

3.0 CHRISTIAN NURTURE

3.1 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. The parents and staff at Trinity Christian School would greatly appreciate if our volunteers would also hold our students accountable for their actions during their interactions together.

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.

3.2 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. Volunteers may also ensure that our students' 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 may be sent to the office to be given temporary appropriate clothing to wear for the day and the office will notify the parents.

3.3 Biblical Components of Discipline

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.

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 excerpts from the Discipline Policy found in the Appendix.

4.0 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. The office will ensure that the school has all current medical information, Health Card Number and emergency phone numbers for each student are found in the office. Any allergies or ongoing health conditions are included in the student’s school record.

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 found in the Appendix.

CHECK-IN – PARENTS, VISITORS, VOLUNTEERS

All parents, visitors and volunteers 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 volunteers is also consulted during an emergency.

CHILD WELFARE

Trinity Christian School is committed to the nurture of its students. Every professional (i.e. teaching volunteer) who has reasonable grounds to suspect that a child is, or may be, in need of protection is legally required to make a report directly to a children's aid society, and must not rely on anyone else to report on his or her behalf. Failure to report can result in a fine or imprisonment. It must be stressed that the professional has a duty to report not only cases where there is reason to believe that [physical, sexual or emotional] abuse has taken place but also cases where the child is at risk of suffering abuse or neglect. Please read the Child Welfare Policy carefully and become aware of the indicators of child abuse.

Please refer to the Child Welfare Policy found on our website.

CHRISTIAN ACTIVITIES AND TEACHINGS

Trinity Christian School calls itself a "Christian School" because its Board, teachers and membership consist of those who are committed followers of Jesus Christ. Our school seeks to provide a quality education that will help foster in our children a faith in Christ as they develop their gifts and skills. We also seek to help our children discover their calling to serve Christ in this world that God has made and is actively redeeming.

We embrace the Christian faith as summarized in the unifying statements of faith held by Christians throughout history: the Apostles' Creed, the Nicene Creed and Athanasian Creed. In agreement with our fellow evangelical Christians across Canada, we affirm the core beliefs and the position on key issues listed in the document below.

Please refer to the document entitled, "Christian Activities and Teachings at Trinity Christian School" found in the Appendix.

COMPLAINTS AND CONCERNS

All volunteers and employees of Trinity Christian School have a right to a discrimination and harassment free workplace. If you experience anything that makes you feel uncomfortable, please see the Principal.

CONFIDENTIALITY

Volunteers are required to respect the confidentiality of all student and teacher communications, interactions and records. Any discipline problems must be communicated to the teacher or the principal only and not to the school community at large. It is also the responsibility of volunteers to inform the principal/teacher of any unusual events or conflicts.

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. 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

DRESS CODE

We invite all volunteers to dress comfortably and respectfully. The student dress code listed above can also serve as a guideline.

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 found in the Appendix.

HEALTH AND SAFETY INFORMATION

Trinity Christian School, as a Christian community is devoted to the welfare of its volunteers, employees and students and recognizes its responsibility to promote their health and safety. In keeping with its mission, TCS undertakes to provide a healthy and safe work environment and to make every effort to achieve this objective. The Board of Directors gives its promise that every reasonable precaution will be taken to protect all volunteers, employees and students from injury or occupational disease.

Every volunteer and worker must protect his or her own health and safety by working in compliance with the law and safe work practices and procedures established by Trinity Christian School. Every worker is responsible to bring to the attention of the Board or the Board's principal or other supervisors, the existence of any unhealthy or unsafe conditions or practices.

It is in the best interest of all the workplace parties to consider health and safety in every activity.

Commitment to health and safety must form an integral part of all positions at Trinity Christian 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.

MEDICATION

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.

PERSONAL PRIVACY

Safeguarding the personal information of employees and volunteers is a primary concern of Trinity Christian School. We are committed to meeting or exceeding the privacy standards established by federal legislation entitled **Personal Information Protection and Electronic Documents Acts (PIPEDA)**. TCS 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 found in the Appendix.

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.

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.

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.

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. Volunteers are welcome to use the telephone in the supply room.

5.0 APPENDICES

5.1 ANAPHYLACTIC POLICY

On January 1, 2006 Sabrina's Law 2005 came into force. This law directly affects children with allergies that could result in an anaphylaxis reaction but we would like to take this further.

Schools have a responsibility with regards to students with life threatening allergies or illnesses. Trinity Christian School already has an Anaphylaxis Policy in place, but Sabrina's Law 2005 goes further. The principal of the school is required to have an individual file for each student with an anaphylactic allergy and we require very specific information for that file. Specifically, *"a medical file, including current treatment, prescriptions, instructions from the pupil's physician or nurse, a current emergency contact list and a readily accessible emergency procedure."*

Christian Perspective: Trinity Christian School is operated by a community of Christians and strives to provide Christian Education to all children who are part of the TCS Community. As such, TCS seeks to address the wide range of gifts, talents and challenges found among the children in its support community. This approach is based on several points that are relevant to the Anaphylactic Policy of TCS:

1. **Body of Christ:** The Scriptures teach that adults and children are all members of the one Body of Christ. The image of the body is sketched with great clarity in Corinthians 12:21-26. The Christian School is one place where members of the Body of Christ learn how to live together for God. The Christian School offers a unique opportunity for a group of God's children with varying backgrounds and challenges to learn to need each other and to work with each other. The Christian teachers, parents and administrators working together to build an educational community, students will grow up with greater awareness of how to live with the body of Christ in their communities.
2. **Love Your Neighbour:** In both the Old and New Testament (Leviticus 19:18 & Matthew 22:39), we are reminded to love our neighbours as ourselves. In the New Testament, the standard for such love is Christ's love for us. "Love each other as I have loved you" (John 15:12 (Love is the mark of the Christian community.)

In summary, the Anaphylactic Policy encourages the students, parents and teachers of the TCS community to operate as the Body of Christ and to exhibit the love for each other that God commands.

Purpose: One of the paramount concerns and obligations of the TCS Society is to provide a safe and healthy environment for all those who work, learn, play and visit within TCS facilities. In keeping with this obligation, the TCS Society will act responsibly to address identified risks within their control.

It is to be noted that a "nut free" environment is virtually impossible to obtain. This policy and associated procedures are a prudent attempt to provide an environment where the risk of anaphylaxis is reduced.

DEFINITIONS:

Anaphylaxis

Anaphylaxis refers to a collection of symptoms affecting multiple systems in the body. The most dangerous are breathing difficulties, and a drop in blood pressure or shock, which are potentially fatal. Common examples of potentially life threatening allergies are to foods, especially nuts, and insects.

Symptoms of an anaphylactic reaction are:

- Tingling, itching, swelling
- Throat tightness
- Difficulty swallowing
- Wheezing, coughing, difficulty breathing
- Chest tightness
- Sense of fear
- Flushing of the face and body
- Weakness or dizziness
- Hives
- Stomach cramping, vomiting, diarrhea

- Feeling faint
- Runny nose, voice change
- Sudden fatigue
- Rapid heart beat or chills
- Pallor, loss of consciousness, coma, death

Not all have to be present for an anaphylactic reaction to be taking place; and reactions can be delayed for up to 2 hours.

Epipen

The medically prescribed instrument used to auto-inject the drug Epinephrine in the event of an anaphylactic allergy reaction. This instrument is only to be used under trained adult supervision.

Nuts

Includes food products made from or including ingredients defined by:

- Peanuts
- Hydrolyzed vegetable protein
- Ground nuts
- Peanut butter
- Cold pressed peanut oil

Nut Safe Environment

An environment where it is relatively assured that nuts or their derivatives will not be present.

RESPONSIBILITIES:

Parents/Guardians:

1. Parents/Guardians will:
 - Fill out the Emergency Allergy Alert Form that will be posted at school.
 - Provide an epinephrine auto-injector device labeled by name and expiry date, as well as two current photos, one for the office, one for staff room.
 - Instruct child to wear fanny pack at all times, if necessary.
 - Sign a consent form that allows the school to administer epinephrine.
 - Provide information to students and staff at the school. This can be done in individual classes or at an assembly.
2. It is required that the parent/guardian ensures that the student with a potentially life threatening allergy is provided with a Medic-Alert bracelet/necklace.
3. Parents/guardians are asked to refrain from sending food containing nuts to school.
4. Parents/guardians will discuss birthday treats with teacher to ensure a safe eating environment for all students. No home made baked goods should be brought into the classroom for sharing.

Students:

1. When documented by parents on the Emergency Allergy Alert form, students will be responsible for having the Epipen on them (in a fanny pack), at all times.
2. Trading and sharing of foods, food utensils and food containers is discouraged.
3. Children with food allergies should only eat lunches and snacks that have been prepared at home.
4. It is required that the student with a potentially life threatening allergy wear a Medic Alert bracelet/necklace.

Staff Members & Teachers:

1. At the beginning of the school year, staff members and teachers will be instructed as to the potentially severe nature and proper treatment of the allergic problem.
2. The Principal will inform staff members and teachers of those students who may require epinephrine treatment.
3. Principal will: post a current photo (3x5" approx.) of child on the Medical Alert Board in the office and a photo with form outlining child's allergy in staff room.
4. Teacher of allergic child will:
 - Introduce student to all staff members and students, describing the specific allergy, possible symptoms and necessary emergency response action.

5. For “special lunch” days, teacher will remind at-risk student(s) to bring own lunch, unless the parent has specifically approved the menu.
6. The homeroom teacher will make classroom volunteers and supply teachers aware of at risk children.
7. The use of food in crafts and cooking classes will comply with this policy.
8. Class parties will be directed by the teacher who will monitor and endeavor to arrange for safe and nutritious snacks.
9. Where units are extended to include a sampling of food, the teacher will endeavor to provide a safe eating environment for all students.

School:

1. Food served by the school for snacks, special programmes, class trips, etc., will comply with this policy. (Please note that an Allergen Alert will be posted for events which will not be nut-free (community and membership events, e.g. Annual Bazaar, Hot Dog Barbecue, etc.)
2. The Property Maintenance Committee will:
 - Conduct bi-yearly yard surveys for the purpose of removing insect nests on school property.
 - Provide proper storage of garbage in well-covered containers.
 - Post appropriate signs around the school to inform and remind all visitors, staff and students of the policy.
3. The school Transportation Co-ordinator will inform bus drivers of children on their route identified as having severe allergies and train them in anaphylactic emergency response techniques.
4. Normally, eating areas during school hours will be restricted to inside school buildings.
5. At the beginning of each school year, the Principal will ensure that all volunteers be made aware of at risk children. In cases of emergency, volunteers will contact a staff member immediately.
6. Effort will be made regularly to educate the staff, students and community regarding the understanding and treatment of Anaphylaxis.

TREATMENT:

Accidental food ingestion and insect bites can occur despite avoidance measures:

- Epinephrine must be administered **IMMEDIATELY** after the onset of symptoms of severe allergic reaction.
- Adult supervision is mandatory.
- The EpiPen will be kept in the office on the “Medic-Alert” board.
- Dial 911 and request an ambulance.
- Instruct emergency personnel of nature emergency and treatment already given so that additional epinephrine will be available.
- **DO NOT ATTEMPT TO DRIVE INDIVIDUAL TO HOSPITAL.**
- Parents of child must be notified.

PROCEDURES TO ENACT THE POLICY:

1. Identify children at risk as per policy.
2. Remove risks as per policy.
3. Educate in-school population as per policy and:
 - Within each enrolment/re-enrolment package forwarded by office staff to all parents, a notification of this policy will be included.
 - At the initial staff meeting, the Principal will review the typical emergency response actions as well as the list of students at risk.
4. Educate Bus Drivers and Playground Volunteers as per policy.

5.2 CHRISTIAN ACTIVITIES AND TEACHINGS

Trinity Christian School calls itself a “Christian School” because its Board, teachers and membership consist of those who are committed followers of Jesus Christ. Our school seeks to provide a quality education that will help foster in our children a faith in Christ as they develop their gifts and skills. We also seek to help our children discover their calling to serve Christ in this world that God has made and is actively redeeming.

We embrace the Christian faith as summarized in the unifying statements of faith held by Christians throughout history: the Apostles' Creed, the Nicene Creed and Athanasian Creed. In agreement with our fellow evangelical Christians across Canada, we affirm the following core beliefs*:

- The Holy Scriptures, as originally given by God, are divinely inspired, infallible, entirely trustworthy, and constitute the only supreme authority in all matters of faith and conduct.
- There is one God, eternally existent in three persons: Father, Son and Holy Spirit.
- Our Lord Jesus Christ is God manifest in the flesh; we affirm his virgin birth, sinless humanity, divine miracles, vicarious and atoning death, bodily resurrection, ascension, ongoing mediatorial work, and personal return in power and glory.
- The salvation of lost and sinful humanity is possible only through the merits of the shed blood of the Lord Jesus Christ, received by faith apart from works, and is characterized by regeneration by the Holy Spirit.
- The Holy Spirit enables believers to live a holy life, to witness and work for the Lord Jesus Christ.
- The Church, the body of Christ, consists of all true believers.
- Ultimately God will judge the living and the dead.

As a Christian School, we believe that parents have the primary God-given responsibility to nurture their children into a living relationship with Jesus Christ. Alongside the work of the family, the Church and the Christian community, TCS plays a key and supportive role in the faith development of our children. A Christian worldview is woven into and provides the context for all our subject lessons. In addition, our children are involved in a number of faith-building activities, such as classroom prayers and devotions, regular Bible curriculum lessons, school-wide chapels and Scripture memorization.

Our curriculum supports and affirms our position on key issues that reflect our understanding of God and His world, such as:

- Marriage is the exclusive union between a man and a woman that is solemnized by the Church and certified by the State. Sexual relations belong exclusively within marriage.
- Humanity is made in God's image. As such, human life is sacred from the moment of conception.
- Creation, in its origin and preservation, is the work of our triune God. He continues to uphold, preserve and redeem His world. We can only understand the world rightly in its relation to Him.

5.3 DISCIPLINE POLICY (Excerpts)

STUDENT PLEDGE

ALL grade 5-8 students will sign the Student Code of Conduct each September.

CLASS MANAGEMENT

The classroom teacher is primarily responsible for the students in his/her classroom. Every teacher looks for an approach towards discipline that leads to a successful program of instruction. There will always be professional freedom for teachers to develop their own unique class management style. However, teachers will see that school policies are taught and implemented constructively and consistently.

REPORTING A STUDENT TO THE PRINCIPAL

When a teacher directs a student to the office, several things must be kept in mind.

- The teacher should escort the student to the office or send another student to the office to bring the Principal to the classroom.
- The teacher must give an explanation to the Principal of why the student is being sent to the office.
- The teacher must indicate what prior work with the student and the parents has been done.
- The teacher may recommend what should be done with the student.
- The teacher will submit a written report of the incident upon the Principal's request.

IMMEDIATE REPORTING TO THE PRINCIPAL

There are certain examples of student misbehavior, which occur at school, on field trips or on class trips that must be reported to the Principal immediately by a teacher. Although the following list is not exhaustive, these examples are considered *major offences* and are described as follows:

- Disrespect of any authorized adult at any time (e.g. teacher, assistant, chaperone, volunteer etc).
- Physical harm.
- Bullying of another student. (Please refer to definition below.)
- Throwing of objects in anger.
- Destruction and/or vandalism of school or personal property.
- Possession and /or distribution of illegal items and substances as well as entering the school property showing evidence of the use of illegal items and substances.
- Swearing and vulgar language.
- Possession of a weapon (e.g. pocket knife, sling shot, paintball gun, air soft pistol etc.)
- Uttering a threat to inflict serious bodily harm on another person.

DEFINITIONS

- **BULLYING** is typically a form of repeated, persistent, aggressive behavior that is directed at an individual or individuals that is intended to cause (or should be known to cause) fear, distress and /or harm to another person's body, feelings, self-esteem or reputation. Bullying occurs in a context where there is real or perceived power imbalance (Ministry of Education's Policy/Program Memorandum No. 144).
- A **DETENTION** occurs when a student is kept back or from his or her normal school routine. A student will spend the morning or lunch recess in the office and he/she will be given another activity or task to perform.
- A **SUSPENSION** occurs when a student's attendance at school and participation in all school-related activities is stopped temporarily. An *In School Suspension* includes a temporary stoppage of the student's admittance into class and participation in all school activities.
- An **EXPULSION** occurs when a student is no longer permitted to attend the school.

THE FIVE STEPS OF DISCIPLINARY ACTION

When other forms of classroom discipline have proven to be ineffective, the teacher will bring all referrals and immediate reports of major offences to the Principal's attention. When Discipline Notices are given, the student will spend the morning or lunch recess away from his/her normal routine and will not be permitted to engage in any recess or noon hour activities. The student may be required to complete an assignment, a work detail, or a school cleaning detail.

For all detentions, Discipline Notices will be written up in triplicate and copies will be issued to:

- The parents for a signature
- The teacher for class records
- The Principal for the discipline file
-

Referrals will be dealt with using the following steps:

STEP ONE

For the first referral or major offence of the year, a student will serve a school detention for one noon hour. The student will receive a Discipline Notice that is to be signed by his/her parents and returned to the Principal. The Principal will attempt to follow the four steps of discipline listed below:

1. Show the student what he/she has done wrong.
2. Give the student ownership of the problem – no excuses, no blame shifting, no “buts”, and no “if onlys”.
3. Give the student a process for solving the problem he/she has created (restitution, resolution, and reconciliation).
4. Leave the student's dignity intact.

STEP TWO

A second referral will result in another Discipline Notice that is signed and returned to the Principal.

STEP THREE

For the third referral, OR ANY OFFENCE DEEMED SERIOUS ENOUGH BY THE PRINCIPAL, the student may serve a SCHOOL SUSPENSION at home. A School Suspension may be a 1, 2, 3 – day(s) duration, depending on the severity of the misbehavior. The Principal may also send a student home for the remainder of the day as a needed “cooling off” period for the benefit of all parties concerned. In certain cases, at the discretion of the Principal, a student may be required to serve an In-School Suspension.

Following a suspension, a 10 school day probation period will be in effect upon the return to school of the student. During the probationary period, a student may not represent the school at any inter-school program or sports event. A violation of the probation period will result in a 3-day suspension. The students will not be allowed to return to the school until the parents have met with the Principal and assured him/her that their child will respect the rules of the school. The student, parent(s), and Principal will meet to develop a plan to correct the behavior and to bring about restitution and reconciliation.

STEP FOUR

If and when the Principal concludes that:

- The repeated use of the school suspension is not effective in ensuring positive behavior on the part of the student or
- The safety and well-being of other students are in danger or
- The proper management of classes is not possible;

He/she may issue an INDEFINITE SUSPENSION. The students will not be allowed to return to school until the parent(s) have met with the school board executive and the Principal, and have assured them that their child will respect the rules of the school. The student, parent(s), and Principal will meet to develop a plan to correct the behavior and to bring about restitution and reconciliation.

STEP FIVE

Expulsion from Trinity Christian School is the final step in the disciplinary process. The Board will only consider this extreme measure after a recommendation by the Principal.

In the case of a recommendation of expulsion by the Principal, the student and parent(s) are entitled to an impartial hearing where they would have the opportunity to present their view of the issue. In the case of such a hearing, an ad hoc Disciplinary Proceedings Committee would be formed by the Board to hear arguments from the Principal, student, and parent(s) involved in the situation. Members of the Board, the Principal and family members of the applicant may not serve on this committee. The Board will review the committee recommendation as well as the Principal's recommendation before making the decision.

5.4 FIRE SAFETY PROCEDURES

PRINCIPAL, VICE PRINCIPAL, OFFICE STAFF and/or CUSTODIAN

IF YOU DISCOVER A FIRE:

1. Leave the fire area immediately removing any person in immediate danger. Make sure that doors to the affected area are closed.
2. Activate the building fire alarm system by operating the nearest fire alarm station as you leave the fire area, and yell "FIRE"!
3. Leave building using the nearest exit stairways. If you encounter smoke in the stairway use an alternate exit.
4. Call the Burlington Fire Service at ☎ 911 as soon as it is safe to do so. Advise them of your building address.
5. Follow your procedures on the next page,

A. **REMAIN CALM** re: "IF YOU HEAR A FIRE ALARM SIGNAL "

NOTE: Extinguishers should only be used by trained personnel. ***This is to be a voluntary act*** (see EXTINGUISHMENT below)

FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT

This is primarily the responsibility of the Fire Department. The production of toxic fumes in buildings makes firefighting potentially dangerous, particularly if a large amount of smoke is being generated.

Only after ensuring that the alarm has been raised and the Fire Department notified, a small fire can be extinguished by experienced person(s) familiar with extinguisher operation. ***This is to be a voluntary act!*** If it cannot be easily extinguished, leave the area and confine the fire by closing the door. REMEMBER, YOU ARE NOT A FIREFIGHTER. Leave it to the professionals and follow the procedures on the following page.

RESPONSIBILITIES OF THE TEACHERS (Volunteers):

IF YOU HAVE DISCOVERED A FIRE OR ONE IS REPORTED TO YOU:

1. Leave the Fire Area immediately, removing any person in immediate danger.
2. Activate the building fire alarm system by operating the nearest fire alarm station as you leave the fire area, and yell "FIRE"!
3. Instruct the students to leave building using the designated exit stairway. If you encounter smoke in the stairway use the alternate exit. (take the class attendance list with you)
4. Ensure all windows and doors are closed (to confine the fire)
5. Congregate outside the building at your designated area. Proceed to the back field behind the baseball backstop.
 - a) ***Once outside the building ensure that every student in your class / group is accounted for.***
 - b) ***Each teacher will be responsible for the students in their group. During FIRE DRILLS the students will learn to line up in single file for an attendance check.***
- 6) Do not allow students back into the School until the Fire Department has responded and the cause of the alarm has been determined.

NOTE: In the case of inclement weather proceed with the children to the "ALTERNATE DESIGNATED AREA". This is the "WELLNESS CENTRE" directly south of the school @ 2160 Itabashi Way.

*** SPECIAL NEEDS STUDENTS:**

Students who will require assistance during an evacuation will be assisted by the teacher of that group. Each particular student's situation may be different and must be addressed as such. This will be practiced during FIRE DRILLS to ensure that no additional assistance will be required.

RESPONSIBILITIES OF THE TEACHERS (Volunteers):

NOTE: *If you are not teaching a class at that particular, moment proceed immediately to the back field behind the baseball backstop where you may be reassigned to assist to another area.*

IF YOU HEAR THE FIRE ALARM:

- 1) Proceed with a complete EVACUATION of the SCHOOL.
- 2) Instruct the students to leave building using the designated exit stairway. If you encounter smoke in the stairway use the alternate exit. (Take the class attendance list with you)
- 3) Ensure all windows and doors are closed (to confine the fire)
- 4) Congregate outside the building at your designated area. Proceed to the back field behind the baseball backstop.
 - a) **Once outside the building ensure that every student in your class / group is accounted for.**
 - b) **Each teacher will be responsible for the students in their group. During FIRE DRILLS the students will learn to line up in single file for an attendance check.**
- 5) Do not allow students back into the School until the Fire Department has responded and the cause of the alarm has been determined.

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Students who will require assistance during an evacuation will be assisted by the teacher of that group. Each particular student's situation may be different and must be addressed as such. This will be practiced during FIRE DRILLS to ensure that no additional assistance will be required.

5.5 PERSONAL INFORMATION PRIVACY

Policy Statement

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.

Trinity Christian School collects, retains, and discloses certain personal information in order to provide the best Christian education possible. To protect your privacy we are committed to honouring the following principles:

1. Accountability

At Trinity Christian School the principal is responsible for implementing the privacy policy for staff, students, and parental/guardian contact. This information will be kept in a locked filing cabinet in the principal's office or will be protected by a password on office computers. With respect to parents and Society members, this responsibility has been given to the board executive or designate. This information will also be locked in a secure place and password protected if in electronic format.

2. Identifying purposes

The purposes for which personal information is collected will be identified before or at the time of the collection of the information.

3. Consent

Based on the reasons provided for collecting personal information, each individual's consent will be obtained for the collection and disclosure of that information.

4. Limiting collection

Personal information collected will be limited to that which is necessary for the purposes identified.

5. Limiting use, disclosure and retention

Personal information will only be used and disclosed for the purposes for which it was collected and for which consent has been obtained. Personal information will only be retained for as long as is necessary for the fulfillment of these purposes.

6. Accuracy

Personal information shall be kept as accurate, complete, and up-to-date as is necessary to fulfill the purposes for which it is to be used.

7. Safeguards

Personal information will be protected by appropriate safeguards to prevent unauthorized access or uses.

8. Open policy

Trinity Christian School will readily make available its policies and practices regarding the protection of personal information.

9. Individual access

An individual has the right to access files containing personal information, and may challenge the accuracy and completeness of the information. Incorrect or incomplete information will be promptly corrected or deleted.

10. Questions and concerns

Please contact the Privacy Officer if you wish to discuss our policy and procedures relating to the protection of personal information.

Definition:

"Personal information" is defined very broadly in the *PIPEDA* as, "any information about an identifiable individual except the name, title, business address and business phone number of an employee."

"Personal information" therefore, includes an individual's home address, gender, age, ethnic origin, race, ID numbers, financial and credit information, personal health information, consumer preference information, religious affiliations, donation history, travel history, personal habits, personal interests, and personal history. (From *Fasken Martineau Client Notice* – April 2003.)