



Parent – Student Handbook 2020 - 2021

Please note that several sections of the handbook are affected by new COVID-19 safety and health measures. Updated sections will be communicated directly to parents through email updates and newsletters.

Cochrane Christian Academy

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The Student-Parent Handbook is an important tool for both students and parents. Please take the time to read the school handbook for your own information as well as to your child where you feel it is applicable. While every attempt is made to provide a complete explanation of the various aspects of school life, invariably omissions may be made. In addition to this handbook please consult our school website and office for further information. Teachers will also provide parents and students with important information specific to their grade and classroom.

The fear of the Lord is the beginning of knowledge.

Proverbs 1:7

Our Vision



We are a community of learners journeying together to discover our full potential as expressions of God's love.



Our Mission

Through relationship in Christ, we are committed to:

- Developing learners with God-given PURPOSE,
- Cultivating a family COMMUNITY, and
- Making an IMPACT in our world.

PURPOSE | COMMUNITY | IMPACT

Statement of Faith

- The Bible is the inspired, only infallible, authoritative, inerrant Word of God (2 Timothy 3:15 and Peter 1:21).
- God is the creator of all things. God eternally exists in three persons, the Trinity: Father, Son and Holy Spirit (Genesis 1:1, Matthew 28:18-20 and John 10:30).
- Jesus Christ was born of a virgin, died on the cross for the atonement of sins, and rose from the dead to sit at the right hand of God (1 Corinthians 15:3-4, Ephesians 1:7, Hebrews 2:9, and John 11:25).
- People are sinful by nature and are saved from eternal damnation by their faith in Jesus Christ (John 3:16-21, John 5:24, Romans 3:23, Romans 5:8-9 and Titus 3:5).
- Only through Jesus Christ are people able to have a personal relationship with God who is omnipresent, omniscient and omnipotent (John 14:6).

A Christian Education Partnership Agreement

Commitment to a genuine partnership between home and school is emphasized at Cochrane Christian Academy. This partnership is best achieved when parents, teachers, and students each support the beliefs and philosophies of Cochrane Christian Academy. Parents and students understand that a Christian Worldview will be evident throughout all aspects of Cochrane Christian Academy. Chapel, Bible instruction and Scripture memory will be a part of the daily and weekly activities. Parents are required to acknowledge that they have read and understand the Christian Education Partnership, Mission Statement, and Statement of Faith for Cochrane Christian Academy and agree to uphold and support them.

A Christian Education Partnership

A fundamental key to the success of the Cochrane Christian Academy is the partnership between the school, students, parents, and church.

Why a Christian School?

A Christian philosophy of education is basic to the existence of the Cochrane Christian Academy. We trust that you have chosen our school to help you fulfill your responsibility as parents to provide God-centred and Christ-honouring education for your children. The task and responsibility of the home in raising children and educating them is firmly established in the Bible. (Exodus 12: 26, 27 and Deuteronomy 6: 6, 7)

In modern times, the necessity of educating our children in the Lord is even more important as the Scripture says deception and false teaching will abound (2 Timothy 3:1). Christian parents face a formidable task in educating their children in a God-centred, Christ-honouring fashion. For this reason, they have joined hands with other Christian parents to provide the kind of education that God has given them responsibility to provide. So, Christian parents send their children to a school where a teacher may stand 'en loco parentis' - that is 'in place of the parents.' It is from this injunction that Cochrane Christian Academy takes its authority for existence.

Please read the following information carefully to determine if Cochrane Christian Academy is the best fit for your family. The bottom portion of this document allows parents to sign the Parent Covenant and make a commitment to Christian education.

An Extension of the Home

The Christian Academy is an extension of the home. The teacher is to exercise the authority in the classroom that a parent would. Children are to obey their teacher as they would respect and obey their parents. Scripturally, the authority to educate belongs to the parents; they delegate authority to the teacher for the time the student is in attendance at school.

Parents who send their children to a Christian school must guard against the danger of letting the school be the substitute for the Christian home. The Christian school is a supplement to the teaching and training of the home and is not to take the place of the home in teaching and training. The Christian family is the basic unit God has provided for the Christian education of children. The instruction and example of parents in the home is still the foundation. Properly viewed, Christian education is partnership education; that is, the home and school working together.

Thank you for the honour and the trust you have given to Cochrane Christian Academy. It is our prayer that our school will be a living example of the truth of Christ before your children.

As a school, we recognize the challenge found in 2 Timothy 3:16-17: 'All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work.' (NIV)

Cochrane Christian Academy Environment

A child's character is affected by the quality of his earliest environment. Cochrane Christian Academy offers an environment that encourages character development pleasing to the Lord.

A child is also strongly influenced by the role model of significant adults and friends in his/her life. Cochrane Christian Academy provides role models in Christian teachers and friends who share the parent's values, beliefs, and desires for the child.

A child matures intellectually and spiritually as he/she is trained to discern right from wrong, good from evil. At Cochrane Christian Academy, knowledge is integrated with the truth of Jesus Christ. A Bible-based lifestyle is modeled in contrast to the world's relative morals and values.

A child becomes a whole Christ-like person in response to love. Cochrane Christian Academy encourages commitment to Christ and behavior that shows the result of God's love in both faculty and students.

The school agrees to work closely with parents or guardians in helping the students to learn and to solve their school related challenges. This will include providing competent teachers, a full and balanced curriculum, regular reporting, supervision of the students and programming, and cooperation with the home.



Agendas

All students in grade K-8 receive an agenda. The agenda is provided by the school and is an important tool essential to student organization, time management, and communication between home and school. Parents are encouraged to review their child's agenda daily. The agenda should be with students for all classes. Should it get lost, students can purchase a new agenda from the school at a cost of \$5.50 or purchase an agenda at a store. Classroom information is also updated on the school website site and teacher pages.

Attendance

The School Act states that students must be punctual in their attendance at school. In the event of an absence please **notify the school office that your child will be away**.

- K-8 students need to contact the school by phone at 403-932-5177 where the caller is directed to the absence line. Please call prior to 8:30 am to indicate the reason for the absence.
- The school answering machine automatically takes messages from 3:15 pm until 8:00 am on Monday to Friday.
- When leaving a message, parents should leave the following information: their name, their child's full name, grade, homeroom and the reason for the absence. In the event of a medical or dental appointment, a note should be sent in advance so the student can be released from class.

When K-4 students are absent without a parent phone call, an automated telephone message will be sent to parents. This safety measure is particularly important for students who walk to school on their own. Grade five through eight students who are absent without a phone call will receive an automated telephone message from the school that evening.

As attendance is very critical to student learning, students on planned extended absences of three or more days from school are expected to contact their child's teacher for a student plan for homework prior to their absence. Students are responsible for work missed due to their absence. Students and parents should check the teacher's pages on the CCA website for missed assignments.

Please ensure that when a student is late for school that he/she enters via the front doors, stops at the office for a late pass, and then proceeds to their classroom. If too many late arrivals are recorded over a period of time:

- The homeroom teacher will discuss late arrivals with parents.
- If late arrivals continue to be chronic, a referral to administration will take place.

Parents who are picking up students early for appointments are required to sign the student out at the office and back in if returning during the school day.

Backpacks

Backpacks or book bags are required to carry school books between home and school. These need to be 'rain' and 'puddle' proof in order to prevent damage to books and materials. Students will have space in the classroom/locker to hang their backpacks, coats, and other belongings.

Behavioral Expectations

The goal of the school is to develop a learning community supportive of success for the 21st century learner. We strive to create the optimal learning environment. From time to time, intervention of the School Resource Team may be required when students are experiencing difficulty either behaviorally, academically or socially. Every attempt is made to be solution-oriented working with the students, parents and school staff to improve the situation. A request for intervention is usually initiated by the teaching team. In some cases, school administration, the Child Development Advisor, and/or Rocky View Schools' Learning Support Services may be involved. A nurse and speech pathologist may be accessed through Alberta Health Services if need be. Intervention may require a support plan. Parents will be involved in the development of such a plan and may be asked to support it by seeking appropriate medical assessments and treatment.

Ultimately, our goal is to develop self-discipline, responsibility and appropriate relationships in our students. Alberta Education has established expectations that appear in the Alberta School Act:

- be diligent in pursuing his/her studies
- attend school regularly and punctually
- cooperate fully with everyone authorized by the Board to provide education programs and other services
- comply with the rules of the school
- account to his/her teachers for his/her conduct
- respect the rights of others

The Discipline Cycle

Just as discipline and disciple come from the same root word, we believe, that the full meaning of discipline should be not only to correct behavior, but also to build up, encourage and train an individual in concepts as well as behavior that is pleasing to God. Discipline is ordained of God for the building of character and the training of behavior.

The Discipline Cycle is established to manage behaviour that is inconsistent with the expectations of Alberta Education, Rocky View Schools' Policy, and a positive learning environment at Cochrane Christian Academy. It also provides opportunities to teach positive social and problem solving skills. Disciplinary issues are determined to be at one of three levels. Progressing minor to major, these levels are:

Level One: (Typically involves teacher and student)

A level two incident is minor and easily corrected by the staff member and student working together. The student clearly demonstrates remorse and corrects the situation quickly. A consequence may be issued.

Level Two: (Typically involves teacher, student, and parents)

This situation may be as a result of a minor incident that has been responded to poorly by the student, a minor problem that has become chronic, or a more significant incident. The staff member determines if parents should be informed and the behaviour should be accompanied by a consequence. Incident reports are kept on file for one school year and are used to maintain perspective over time of the student's behaviour. Homeroom teachers may contact a parent if they are concerned that a situation is developing that interferes with the learning of this student or others in the classroom. This review considers the overall behaviour of the student both in and out of class. Further disciplinary measures may result if a student is found generally negligent of responsibilities.

Level Three: (Typically involves administration, teacher, student, and parents)

This is reflective of a major incident that immediately involves the school administration. These offenses are usually under the school's Major Incidents procedures (following). A major offense may be the result of chronic level two offenses where the student has shown little or no remorse or willingness to change. Suspensions may be in-school whereby the student works in a separate setting or out-of-school in which the student is removed from the school.

Major Incidents

In the event of such an incident in this category, we are prepared to undertake strong measures in order to insist on the maintenance of a safe, positive and peaceful school. This means that under no circumstances are these behaviours permitted on school premises or while on any school-sponsored activity on or off the school premises. It is vitally important that all students and staff feel secure. CCA insists on the same expectations required in the Alberta School Act.

The following are examples of major incidents:

1. The possession and/or use of any smoking material (including vapes, lighters and/or matches), illegal drugs, or alcohol are strictly forbidden. Students are not to come to school under the influence of alcohol or any illegal drug.
2. Any language or act that is detrimental to the moral tone of the school is not tolerated. Possession of pornographic or offensive print or electronic material is forbidden. Lockers must be decorated in good taste and reflect the values and beliefs of CCA's Christian culture.
3. The possession of knives or any implement intended to be used as a weapon or resembling a weapon is strictly forbidden.
4. Physical aggression under any circumstances including "play fighting" will be taken very seriously.
5. Harassment, threats and/or bullying is unacceptable at CCA.
6. Swearing, lewd gestures, threats, gestures and/or labels intended to hurt or scare that are directed toward any member of our community are considered a level three offense.
7. Laser pointers are not permitted at school.

Evidence of any of these behaviours may result in immediate suspension. Parents will be contacted. If a student is suspended, a letter will be sent home via mail. Suspensions may be up to five school days and may include a recommendation for expulsion. Cases determined to be criminal behaviour will be referred to the R.C.M.P. Students are advised that the school's authority does extend beyond the school grounds in certain circumstances. It is the responsibility of all CCA staff and students to report any of the behaviours inconsistent with those that establish a safe and secure environment. Students are strongly encouraged to immediately report incidents that jeopardize the safety and security of themselves and/or others.

Harassment and Bullying

CCA has developed a process for dealing with harassment and bullying. Students who use the Internet for purposes of bullying and harassment will also be held accountable. Although each case is judged on its own circumstances, the consequences of bullying will result in one or more than one of the following:

- A warning letter is issued.
- A school suspension is imposed.
- A student is expected to complete a written assignment about harassment and bullying.
- A recommendation for expulsion is made.
- Conflict resolution is offered.

A high standard of conduct is maintained at CCA. We are pleased that the large majority of students exhibit a positive attitude, enthusiasm for learning, and respect for others. We expect our students to demonstrate the Fruit of the Spirit. Our expectations of students reflect values held by our Christian learning community and are consistent with Alberta Education's goal of developing students so they become godly citizens of our 21st century community.

Bicycles, Roller Blades, Skateboards, Scooters and any other 'Wheeled' Transportation

Students are encouraged to ride their bikes to and from school during fine weather. Students may also choose to ride their skateboards, rollerblades, and other wheeled vehicles. In all cases students should wear helmets and protective gear. For safety reasons, students must dismount their bikes, skateboards and scooters and remove their rollerblades before walking onto school property. Students riding these vehicles on school property risk having their vehicles retained at the office. Students bring vehicles to school **at their own risk**. Bike racks are provided. It is essential that students lock their bicycles. Scooters and rollerblades are to be stored in the classroom (K-4) student lockers (5-8). Helmets are required by law and safe riding practices are strongly encouraged.

Bussing

As part of a safe and caring culture, we want to ensure that the bus ride to and from school keeps students safe and cared for. The following information will bring clarity and routine to students and families and allow us to prevent stress on students riding the bus.

Bus passes must be on the student and swiped by students when getting on and off the bus. Only students with a pass can ride on the bus. It is recommended that the passes be attached to the outside of the backpack to make this easy for students. To ensure students are dismissed into the care of a safe adult, it is important to note that students will not be removed from a bus during the 10 minute loading period, as we cannot confirm the caregiver is a safe adult. If your plans for pick up change during the day, please communicate this to your child via the school office by 2:00 p.m. If you do not have a bus pass for your child and need one, please contact the RVS Transportation Department.

Child Development Advisor

CCA's Child Development Advisor or C.D.A. works with the teaching staff and students. The C.D.A. assists teachers and administration in student intervention programs. The C.D.A.'s duties include:

- consulting with previous schools or other agencies to assist in placing new students
- orientation of new students
- intervention with students as requested by teachers/administration
- developing behaviour-related mini-courses as needed
- assisting with classroom activities as requested
- supporting students who need to resolve issues with a friend or other student programs the C.D.A. organizes include the Peer Mediation, the Peer Support Team, the Grandparent Program, and Friendship Clubs.

Communication

Communication is a two-way affair. It is very important that staff contact parents whenever circumstances warrant. It is also important that when parents have concerns or questions they contact the teacher. If an address, phone number or other information changes, please inform the school office immediately so that we can maintain an accurate database should an emergency arise.

Student Agenda - Students have been issued a student agenda. Students are responsible for using this book to record important information and keep themselves organized. They are expected to use it to record upcoming tests, homework, etc., similar to a "daytimer". The teacher may use it to write a note to the parent and the parent may use it in the same way to write the teacher. The agenda, when signed by the teacher, also serves as a hallway pass for students out of the classroom.

School Messenger - Our automated callout system is what we use daily for attendance calls to parents to inform them of unexcused student absences. We also use it to make broadcast email messages to all CCA families to inform them of important events or information.

CCA Website - Teacher Pages - Students and parents are encouraged to check CCA's website on a regular basis. This site contains constantly updated information about our school and upcoming events. It is the best way to stay informed about the community of CCA. The school newsletter 'CONNECTIONS' is also posted here, and it too, contains timely information. Our website address is cca.rockyview.ab.ca. Teachers should update their teacher pages on a regular (weekly) basis. Parents, students, and other teachers regularly make use of them. The website is not meant to replace the student's responsibility to use the student agenda. Parent feedback continues to be very positive when information is updated regularly.

CONNECTIONS Newsletter – School newsletters are produced once a month. The newsletter is posted onto the CCA website as well as emailed to parents. Parents may request to receive a hard copy if not accessible electronically. Newsletters are usually prepared during the last week of the month and sent home the first of each month. Staff members who would like something in an upcoming newsletter are encouraged to email Brenda Hilling at bhilling@rockyview.ab.ca with the information. Email is preferred to increase efficiency. The link is: <http://cca.rockyview.ab.ca/publications/newsletters>

Teacher websites - Homeroom teachers maintain a classroom website accessed on the school website. The website helps to keep parents and students up to date on classroom information. It may contain reminders about field trips, upcoming tests and the like.

Custody and Guardianship

If parents have any custody agreements that the school should be aware of, they need to provide a copy of the agreement to our school office. Should one not be provided, we will assume that each parent has equal care and control of the student as well as equal access to student records and information. Arrangements can be made with the school office to have a copy of the progress reports sent to each parent.

Dress Regulations

Dress and fashion choices worn in the school should be made in conformity with good taste, the formal and public nature of the school, and the school's educational atmosphere. All school attire and grooming should promote a sense of self-respect and honour to God.

Certain articles of clothing, such as belly shirts and halter-tops are not appropriate for school. Shorts and skirts should be no shorter in length than the tips of a student's fully outstretched arm at their side. Offensive slogans or pictures on clothing or buttons are unacceptable. Clothing that is too tight, sheer or revealing, including very low-rise pants, should also not be worn to school. Head gear (caps, bandannas, etc.) is not permitted within the school, except on special theme days. Students may be requested to go home to change if these standards are not met.

Children will be playing outdoors at recess times throughout the year. They should always come dressed appropriately for seasonal weather conditions.

Drop-Off

Students who arrive by car should be dropped off in the drive through circle at the front of the school or along Quigley Drive where signs indicate a drop off area. Please note that the front drive of the school is also a fire lane. In the interest of safety, please DO NOT DROP STUDENTS OFF IN THE STAFF PARKING LOT OR IN THE SCHOOL BUS LANE THAT CIRCLES THE SCHOOL. The congestion of pedestrian, bus and car traffic presents a hazard. Your cooperation is most appreciated.

Electronic Devices

Students now have an array of electronic toys and devices which may be educational, but also may disrupt instruction. Students and parents should know that these devices are attractive to other students and are vulnerable to theft.

- Students may bring electronic devices to school and use them before and after school and during lunchtime. Otherwise, they must be kept in the student's locker.
- Cameras are not permitted at school without teacher's written permission. They are never allowed in a change room or washroom. Pictures are not taken without the prior permission of the subject.
- iPods etc. are allowed before and after school and during noon break. Otherwise, they must be kept in the student's locker.
- Audio recording devices are not permitted at school without a teacher's written permission. Recordings are not made without the prior permission of the subject.

Emergency School Closures

Decisions to close schools because of inclement weather or other emergencies will be announced on radio stations CFAC “The Fan”, CKMX 1060 “Classic Country”, CBC 1010, QR77, CHFM 95.9 “Lite 96”, CJAY 92.1, Country 105, Q107 and on the Global News, Morning Edition. Parents should also check our school website. Parents are ultimately responsible for determining whether it is safe for their child to go to school. A School Messenger phone call and email will be sent to parents/guardians.

Fees

CTF Option Fees can be viewed on PowerSchool on the CCA website. Invoices for option fees for term one are sent home with students in mid September after final course placements have been made. Terms two and three will be sent home after each term commences. Please pay through School Cash online.

If a textbook is lost or a school resource damaged, a charge will appear on the student’s fee invoice.

School supplies for K-4 students will be purchased and provided by the school. Grades 5– 8 must purchase their school supplies as per the middle school supply list located on the school website (Grade specific). Transportation fees can be found on the RVS website under the transportation button. Additional charges will include school-established fees for field trips, yearbooks, Grade 6 Band, and 7 & 8 CTF Course Fees, and lost book fines. School fee information can be found on the school website under the “Our School” tab.

Field Trips

An *Annual Authorization Form* will be available on School Engage starting August 2020. In addition, an authorization form will also be sent home for each field trip. These forms include pertinent information regarding the specific field trip. Authorization forms must be signed by a parent/guardian. Field trips are carefully planned to promote safety and ensure a sound curriculum fit. Students who are uncooperative and not compliant or pose a possible risk may be given an alternate activity at school. The total cost of the trip is determined and a proportionate amount charged to the students attending. If a student has paid for a trip and does not attend, a request for a refund should be made in writing and submitted to the teacher in charge of the trip. Please note that due to the nature of venue prepayment and fixed costs of the trip, full refunds may not be possible.

Field Trips: Active Living Walks

Cochrane Christian Academy acknowledges that field trips enhance student learning. Field trips close to our school provide students the opportunity to explore and learn about our local community. This form is designed for parents to give permission for their CCA student(s) to participate in Active Living Walk field trips on designated routes within Cochrane’s Parks and Pathways and Residential Sidewalks. The particulars are as follows:

- Purpose: Part of Daily Physical Activities, Physical Education Program, and other curricular activities
- Arranged Supervision: Teacher, Teaching Assistants (parents are welcome to participate in the walk)
- Date and Time: Walks are scheduled within your child’s timetable at the teacher’s discretion. Dates for trips will be posted on your child’s teacher’s website calendar on the CCA website and in your child’s agenda
- Transportation Plans: Walking
- Extraordinary Risks or Dangers: Those associated with walking, street crossing, and falls
- Costs: None

Gum

There is no gum chewing at school.

Home Support & Volunteering

As indicated in the Christian Education Partnership at the beginning of this handbook, parents are encouraged to be involved in their child's education. Parents can promote learning at school in many ways. Some of these are:

- encouraging proper sleep and nutritional habits
- promoting the importance of school
- making homework a priority
- taking an interest in the school work your child brings home
- assisting where possible if your child needs help
- providing a suitable work environment for homework and reading
- providing the school with key information that may affect your child's performance at school
- supervising use of the internet

Parents are welcome and needed to volunteer at the school. Opportunities will be available for parents to help throughout the year. Volunteer contributions serve to enhance regular programs and provide other programs that would not otherwise exist. Please contact the office for information about obtaining the mandatory Police Record Check form.

Hour Zero

We work hard to ensure students feel safe and cared for every day, meeting their social, emotional and physical needs. In addition, we must also plan for their needs in regards to emergencies that may occur in the school or in our community. Rocky View Schools follows a program called Hour Zero to plan and practice protocols in case an emergency should occur. We will practice 6 Emergency Evacuation drills, 2 Lock Down drills, 1 Shelter in Place and 1 On Alert throughout the year. It is important to note that these drills can create questions or uneasy feelings with students. The first time we practice a drill, classroom teachers will spend time talking to students about the purpose of the protocol, when it would be used and how it keeps them safe. For our grades K-6 students, teachers will communicate with you when a drill has occurred so you are able to support your child at home. In addition, our Learning Strategies Team will work to support our students with more complex social, emotional and physical needs.

We are very purposeful in how we plan supervision at CCA. We have an increased presence around our building and on the playground during all breaks. Teacher led games occur at recess to ensure that students have a high level of support and supervision on our school grounds. Our goal is to ensure our perimeter is monitored and our students are safe at all times with a high degree of staff presence. Our number one goal is to ensure that our students are safe and cared for while at CCA. More information on our [School Emergency Program](#) is available by clicking on the link.

Listed below are the most frequently practiced drills:

- **Evacuation of the School**

This would be called in the event of a fire. It is essential that when the first signal is given everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. Students are expected to exit the building QUIETLY and ORDERLY and remain so throughout the duration of the drill. Specific school evacuation routes are posted throughout the school. Should an actual evacuation become necessary, the Bow Valley Baptist Church and the neighbouring Francophone School will serve as temporary backup locations until further arrangements can be made.

- **Intruder Drills (Lockdown)**

This would be called in event there was an uninvited person in the school or the community which could present a threat. It is essential that when the signal is given, everyone obeys orders promptly and finds a secure location to wait quietly until the situation is under control.

- **Shelter in Place**

This would be called in the event of an environmental disaster. It is essential that when the signal is given, everyone obeys orders promptly and moves to the designated area.

Human Sexuality

Rocky View Schools authorizes the teaching of the Alberta Health Curriculum on Human Sexuality. The content taught is specified in the Elementary Health Curriculum for grades 4-6 and the Junior High School Health and Personal Life Skills Curriculum for grades 7 & 8. Parent information is available prior to instruction of these units and parental permission is required for students to participate in this integrated program. Parents should contact their child's Health teacher directly for more information or this website: <http://education.alberta.ca/teachers/program/health/programs.aspx>. CCA has obtained excellent resources to assist Christian parents in educating their children about Human Sexuality. Two books, 'How To Talk With Your Child About Sex', for parents, and 'How You Are Changing', for both girls and boys, are available to parents to borrow from the school. These Christian education resources, published by Concordia Publishing House assist teachers and parents in training their children with knowledge and attitudes honoring to God.

Illness or Injury at School

Students who are feeling ill may come to the infirmary located in the main office. Students are expected to sign in and out of the infirmary and are monitored by the office staff. Parents may be contacted if the student is not feeling well enough to continue at school. Parents will be contacted before a student is permitted to leave the school as a result of illness or injury. In the case of a serious injury or illness, an ambulance may be called. The school will always err on the side of caution when dealing with injured or ill students. Parents will be billed by the Town of Cochrane for all ambulance costs. Parents can obtain reimbursement. (See Insurance section below). Parents must ensure that emergency contact information at the school is kept up to date.

Insurance

Rocky View Schools has entered into a contract with Industrial Alliance Pacific Life Insurance Company to provide students with accident insurance while on school premises or on an approved excursion. This coverage includes ambulance costs. If you wish to make a claim please obtain a standard claim form from the school office or obtain a form online at www.iapkidsplus.com .

Interschool Athletics

Cochrane Christian Academy students in grades 6 – 8 have the opportunity to participate on Mitford School sport teams throughout the school year. In grade 6, students can participate in soccer, volleyball, and basketball. Grade 7 and 8 students have the opportunity to try out for the Track and Field Team, the Junior A & B Volleyball and Basketball Teams and the Badminton Team. Mitford team jerseys and shorts are provided.

Students participating in the school teams are representatives of Cochrane Christian Academy and Mitford School and must remember that playing on a school team is a privilege. As they represent our school, we encourage the students to be godly citizens. We expect that the students display consistent, mature, responsible behaviour in all aspects of school life that contribute to a godly learning climate in the school. Inappropriate behaviour at school may jeopardize the athlete's eligibility for the team or to continue on a team.

With the increased responsibilities of time commitment involved in being on a school team, students are also expected to demonstrate a positive approach to their studies. They are expected to maintain passing grades in all courses including core and exploratory courses in Grade 7 & 8. Failure to do so

may result in ineligibility to continue membership on the team.

Coaches will be in direct contact with all the teachers and administration on a regular basis to update student's progress. Students are expected to have their teachers sign the Athletic Handbook for each sport. If students are not meeting the requirements, coaches will have the right to suspend or dismiss players from the team.

Leaving the School Premises

Students may leave the school premises during the day if at least one of the following criteria is met:

- A phone call or note is issued by the parents
- A parent or a designated adult has 'signed' the student out at the office during school hours. The student should also be 'signed' in if arrival is during instructional time,
- A note has been provided for a medical appointment, etc.

Lockers and School Locks

Each grade 5-8 student is assigned a locker. Each locker is to be secured by a combination lock that can be purchased at a store or from the school at a cost of \$7.00 each. Since personal property that is valued is kept in these lockers, students are strongly encouraged to keep their locker combination private. Large amounts of money or valuable property should not be left in student lockers. Any damage to lockers should be reported immediately. Any student who willfully damages lockers will be responsible for the cost of repairs. Students are responsible for keeping lockers clean and neat. If a student forgets their locker combination, they should see their homeroom teacher or the CDA. The school reserves the right to inspect lockers on a regular basis and to remove locks if necessary. While students are permitted to bring their own lock to school, they understand it could be removed with bolt cutters at the expense of the student.

Lost and Found

The Lost and Found coat racks and boot racks are located in the northeast corner of the school. Students are reminded to check both racks for articles, which may have been misplaced. As well, smaller articles such as watches, keys, glasses, etc. are displayed at the school office. All Lost and Found articles will be displayed during parent student teacher conferences and at the end of June. On the last day of school all items will be donated to a local charity, so please check frequently for your missing items.

Lunch

Students remaining at school for the lunch break will eat together as a class in the classroom, boot room or gymnasium where they will be supervised. **Students DO NOT have access to microwaves and hot water.**

- **Boomerang Recycle Program**

Cochrane Christian Academy has a Boomerang and Waste Free Lunch Program in order to make a difference in our environment. Both a waste-free and a boomerang lunch enable parents to see what their children are actually eating during the day. Waste audits carried out at schools consistently demonstrate that a significant amount of lunch waste is made up of unopened packaged foods, uneaten fruit, full juice boxes, etc. Uneaten fruit that is added to the school waste can become a wasp hazard, especially in the fall. With the Boomerang Program, organic waste can be returned home and added to the household "green bin" for participation in the Town of Cochrane organics waste program.

- **Nut-Aware School Policy**

We want to remind all parents that CCA is a 'nut aware' facility. Please be advised that a number of our learners and staff are allergic to nuts. As such, **food and treats containing nuts should never be brought to school.** When a student realizes they have accidentally bought an item containing nuts, they simply need to bring it to the attention of the teacher who

can assist. Thank you for your cooperation in keeping the school safe for all members of our learning community.

- **Waste-free lunch/snack** - contains no throwaway packaging and produces no food waste. Food and drinks are packed in reusable containers within a reusable lunch bag.
- **Boomerang lunch/snack** means that any uneaten food and any waste material produced is returned home. For sanitary purposes, it is important that food and waste packaging be taken home in a resealable container or bag.
 - Get children to help pack their lunches with healthy foods.
 - Only pack as much food as your child will eat.
 - Use a reusable lunch bag/box for carrying a lunch.
 - Use a refillable bottle for drinks
 - If you choose to use a single-serving container, please make sure it is recyclable.
 - Put sandwiches, muffins, etc. in reusable containers, instead of plastic bags. Label them with your child's name so they have a better chance of coming home.
 - Put cloth napkins in lunch boxes
 - Cut fruit and vegetables into pieces so that some can be eaten at lunch and the rest saved for a later snack.
 - Minimize the morning rush (when you'll reach for convenience, over packaged items) and pack lunches the night before and refrigerate overnight.
 - Avoid drinks in packaging that cannot be resealed. After a few sips, drinks are often discarded.

Lunch Policy and Procedures

K - 5 students eat lunch first while grade 6-8 students have outdoor recess. The groups switch for the second half of the lunch break. If the weather is inclement, students will be directed to designated areas of the school for indoor recess. Students who go home for lunch are expected to return in time for classes. If students forget their lunch, they may go to the office to ask for some food donated by local charities. Students are expected to utilize the washroom before eating, before going outside or after the warning bell rings to return for afternoon classes.

Learning Commons

The aim of the Learning Commons is to have resources accessible for all students so they may enhance and enjoy their learning and research while equipping themselves with the tools and skills necessary for life-long learning. We also hope to impart the joy of reading for meaning and for leisure, in order to expand their literary horizons. Students enjoy regular trips to the school Learning Commons. Students have the opportunity to select books from both the CCA library selection as well as from the regular collection. They will visit the Learning Commons each week and are permitted to borrow two books each week for a three-week duration.

Regarding book selection, it is our intention to develop the Learning Commons collection in a reasonable manner, taking into consideration the curriculum and its extending resources and support materials, as well as the needs and interests of the students. We shall endeavor to be thoughtful about our choice of materials realizing that we are appealing to a wide range of reading levels and experiences, maturity, lifestyles, and particular reading interests. While we desire to provide students with the opportunity to access a larger selection of books than what the classroom offers, it is understood that not all materials in the regular school Learning Commons are suitable for Cochrane Christian Academy. We have likened it with students to the Scholastic Book Club order catalogues that offer a selection of books, some of which are not consistent with Christian beliefs and values.

Parents are requested to be aware of the choices your children are making and be a partner in

sharing their reading experiences while demonstrating direction and guidance. Students will be supervised by teachers when in the Learning Commons. Every effort will be made to ensure students are making appropriate choices. If we feel a student's choice of a book falls into a 'grey' area, we will request that parents notify the school of your parental approval for that particular book or series of books. While this book type may be permitted to be signed out and taken home, it may not be permitted in the classroom.

Learning Commons expectations and procedures

Our Learning Commons also supports a computer mini-lab. Its function is to complement the focus of computer learning, allow for some Internet use, and to aid in completion of assignments. We appreciate any assistance parents give their children to help meet their responsibilities, and therefore, make optimum use of all their Learning Commons privileges.

Medication – Students and Administration of Medical Treatment

Under normal circumstances, staff members WILL NOT administer medication to students. Parents must advise the office of serious medical needs providing a complete description of the condition, medical treatment, symptoms, emergency contact numbers and emergency procedures. A form is available in the office. Parents who prefer to keep this information confidential are asked to discuss it with the school administrators. A medical alert bulletin board is set up in the school office to provide access to this information in the event of an emergency. Staff are not permitted to administer non-prescription drugs to students. It is the parent's responsibility to keep medical information current. Emergency contact numbers are very important. Your cooperation in keeping them up-to-date in our records is essential for the safety of your child. Students who carry medication for self-administration such as an inhaler must use the medication as directed by the prescribing physician. Students must ensure that no other students take their medicine. It is extremely dangerous to share medication. Medication should be kept in a secure manner (locker/backpack).

Patriotic Exercises

Parents are advised that "O Canada" is played each Monday morning and at some assemblies. Students are expected to respectfully participate in the singing of the national anthem. Under Rocky View Schools Policy HN, parents have the right to have their child exempted from this exercise. A written note from a parent or guardian, requesting this exemption, is required.

Physical Education

All students participate in the Physical Education program as mandated by the Alberta Education Curriculum for grades Kindergarten through Eight. Requests for exemption from Physical Education must be accompanied by a medical doctor's note stating the reason and length of time the student is unable to participate. For safety, hygiene, and appearance reasons, proper physical education attire is compulsory for all athletic activities in grade 5 through 8. The physical education instructors will outline gym attire for students during the first few days of classes. Families can purchase CCA gym strip T-shirt for physical education classes at the school office. Please note that this is optional. Students are expected to engage in daily physical activity. Valuable items such as wallets, glasses or jewelry are the student's responsibility. **Students are not to leave valuables in the change room at any time.** The school does not accept responsibility for lost or stolen articles.

Pit Stop Program

The goal of the Pit Stop is to be:

An alternative learning space for students:

- a quieter place to work
- a place to help focus/refocus learning
- receive support and direction from staff
- specific help when needed
- a positive learning space

A place to take a break/self-regulate:

- body break
- guidance and help to use tools to self-regulate
- quiet space
- someone to listen and guide
- create a meaningful space to 'be'

How it works:

1. Teachers will always try to accommodate each student's needs in class first.
2. The student may ask to use the Pit Stop or a teacher may direct them to go there.
3. Students will be given a popsicle stick with a specific time on it (ranging from 5-20 minutes). The teacher will give them work to take to the Pit Stop and explain what they are expected to work on while there. Once in the Pit Stop, they will be supported by a member of staff as necessary.
4. If the student is coming to the Pit Stop for a 'break' or 'self-regulation,' the staff member will guide the student to choose the best tools to help them with this. There is a specific space in the room with resources to help with self-regulation.
5. The student will work in the Pit Stop for the allocated time and then be sent back to class. It is then up to the teacher to reintegrate the student back into the class.
6. If further support is needed, a 'tag team' system will be used to contact the appropriate person to continue supporting the student (e.g. teacher, more time in Pit Stop, CDA, Admin).

The Pit Stop will be supported by using the Zones of Regulation program throughout the school to develop a consistent language and model as a whole school initiative.

School Council

The School Council at Cochrane Christian Academy is composed of parents, staff and administration. Meetings are usually held once a month. All parents and interested stakeholders are welcome and encouraged to attend these meetings. Parent participation is extremely valuable. For meeting dates and meeting minutes, please visit the School Council button on the CCA website.

Student Messages

Contacting your child during the school day can be difficult. It is respectfully requested that all arrangements be made for appointments or rides before your child comes to school. If contact with a student is necessary, you may call the school and leave a message with our secretary. Please note that students are contacted at the dismissal bells to come to the office for messages. This practice reduces the number of disruptions during instructional time. Your patience and cooperation is greatly appreciated.

3 Way - Student/Parent/Teacher Conferences

Conferences, which involve student, parent(s) and the homeroom teacher, are held throughout the year. Evening conferences are held in October (Interim Reporting) and March. If parents have concerns regarding their child's progress, they can contact the teacher to arrange for a meeting at any time during the year.

Student Use of Office Telephone

A telephone has been provided in the office for student use. Students require permission during class time to use the telephone. Students may use the phone before or after school or during morning break and lunchtime. Calls need to be kept short as there are often a number of students wishing to use the phone. Students are expected to keep cell phones in their lockers. They are not permitted during instructional hours unless directed by their teacher. Students may use cell phones before and after school and during the lunchtime break. Sharing of cell phones is discouraged.

Supplies

CCA will purchase basic school supplies for all students in kindergarten through grade four. This includes notebooks, pencils, erasers, crayons, glue, etc. From time to time, parents will be asked to send items from home for special projects and classroom events. Students in grade five through eight must purchase their own supplies. A supply list outlining required supplies is available on the school's website.

Technology

Computers can be a very powerful educational tool but can also be misused. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Individual users of the school computer networks are responsible for their behaviour and for communications over those networks. Communications on the network are often public in nature. General school rules for behaviour and communication apply. It is presumed that users will comply with district standards and honour the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network:

- ▶ Parental permission is required
- ▶ Access is a privilege – not a right
- ▶ Access to technology entails responsibility

Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private. The school has made every effort to ensure the networks remain free of computer viruses by installing anti-virus software which scans all hard drives on system start-up. Within reason, freedom of speech and access to information will be honoured.

It is acceptable for students to bring and use their own personal laptop computers with the permission of the teacher. It is understood, however, that the Acceptable Use Policy for Technology applies to the use of these computers as well. CCA does not accept any responsibility for loss, damage or repair of personal laptop computers. The use and care of them are the full responsibility of the student.

Parents and students are also required to complete the Acceptable Use Policy for Technology. Please refer to CCA's policy on Personal Technology Devices (PTDs).

Two-Shoe Policy

For health and safety reasons, students are expected to wear shoes at all times. To maintain the cleanliness of the school and support the efforts of the caretaking staff, students are expected to remove wet or dirty shoes and put on a pair of indoor shoes. CCA students require outdoor and indoor shoes. We will follow a two-shoe policy. Students will leave their outdoor shoes on the boot racks as they enter the school. This policy will be followed on both days with good weather and days with inclement weather. The indoor pair should be a quality running shoe that is designed for daily physical activity in the gym. The shoes should not be the slip-on style. Please ensure that the indoor shoes have non-marking soles. The school does not assume responsibility for loss of footwear. If expensive footwear is brought to school, it is recommended it be placed in the student's backpack or locker.

Visitors to the School

In order to maintain a safe school environment, all visitors and parent volunteers are required to sign in at the office to obtain a volunteer name tag. Parents are required to enter by the front school doors during regular school hours (8:10am- 2:25pm). If you are picking up/dropping off a student, please sign them in/out at the CCA office. Please **do not** go directly to the classrooms. Office staff will call a student out of the classroom for you when necessary. Thank you for your cooperation.

Vandalism, Destruction or Loss of School Property

Students found responsible for the damage or loss of school property will, under Rocky View Schools' Policy, be required to provide restitution.

Please consult school staff if you have any questions about the contents of the Parent/Student Handbook. Thank you for your contributions to our learning environment.

Have a great school year!

