



COALDALE CHRISTIAN SCHOOL

# HANDBOOK

September 2020

*"Your word is a lamp to my  
feet and a light to my path."*

Psalm 119:105



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## ABOUT US

### I. FOREWORD BY PRINCIPAL

*"We will tell the next generation  
the praiseworthy deeds of the Lord,  
his power, and the wonders he has done."  
Psalm 78:46*

Coaldale Christian School is a parental school operated by the Coaldale Canadian Reformed School Society. The objective of the Society is to provide an education for God's covenant youth, which is in accordance with His infallible Word, and with the Confessions as adopted by the Canadian and United Reformed Churches. The education at Coaldale Christian School is therefore Christ-centred and intended to instil a childlike reverence for God's great and glorious name. The Lord already commanded our forefathers to teach their children His laws, "so the next generation would know them, even the children yet to be born, and they in turn would tell their children". May the Lord bless this humble endeavour of our parents, grandparents, and all supporters of Reformed Education.

The purpose of this Handbook is to provide parents with a clear understanding of some of the basic guidelines and expectations of the parents and students at Coaldale Christian School. Since a school is a vibrant community, you can always expect that changes are ongoing, and it is therefore important that you keep in touch by reading the many and various notices, which are published or distributed via the students. Our school website, [coaldalechristianschool.com](http://coaldalechristianschool.com) is continually being updated with the latest information including all school communications such as the weekly At-A-Glance and monthly Messenger.

You are kindly requested to communicate with the school any wishes, concerns, or encouragements to promote a positive Christian atmosphere and to maintain the unique Reformed character of the school.

Wishing you all a blessed and fruitful year in our Lord.

J. Van Raalte

## **2. PHILOSOPHY OR BASIS OF THE SCHOOL**

**2.1** The basis of the Coaldale Canadian Reformed School Society is the infallible Word of God, as confessed in the Three Forms of Unity: The Belgic Confession, the Heidelberg Catechism and the Canons of Dort. The Society is committed to the following educational principles:

**2.1.1** The instruction and education of the children in the school, as well as in the home, must be in accordance with the Word of God.

**2.1.2** Although the church and the state have their own peculiar interests in the school, the school is not an institution dependent on or belonging to the church or the state, but rather depends on and proceeds from the home.

**2.1.3** Throughout the entire course of the child's education, the fundamental unity of the school and the home must be maintained.

**2.1.4** The child's training must be of a high standard, properly relating the Word of God to all areas of learning and life.

**2.2** Instruction is given according to the Alberta Program of Studies, modified to fit the philosophy and purpose of the school and the needs of the students. Our teachers are involved in a challenging task - instructing, leading, directing, nurturing, and guiding God's children so that they may be equipped to face their responsibilities, now and in their later life. We could list many objectives - we know that without God's Word and Spirit to guide us we could not even begin our work. Yet we also know that if we ask for wisdom and guidance, we will receive what is needed to carry out our task (James 1).

Some general objectives include the following:

**2.2.1** To reveal and declare to the children their God and Father who desires to be known by them so that they may rightly confess Him and serve Him in their given office.

**2.2.2** To assist the students in their growing understanding of the created world to carry out God's cultural mandate in it.

**2.2.3** To direct the students to realize their God-given place in this world and to live in obedience to God's covenant law.

**2.2.4** To assist the students in developing their skills, knowledge, and talents, so that they may be equipped to live a full Christian life as maturing, responsible children of God.

**2.2.5** To provide an educational environment that encompasses these objectives.

**2.3** These objectives as well as our goals and performance measures are reported on yearly via the Annual Operational Plan, the Three Year Education Plan and the Annual Education Results Report. These reports are submitted to Alberta Education yearly and are available to all members via the school office or on our website at: [www.coaldalechristianschool.com](http://www.coaldalechristianschool.com).

**2.4** We may approach this task with joyful confidence, for we know that our labours will not be in vain if we simply follow the way of the Lord. We will sometimes be frustrated or disappointed; forces of evil may even lead us astray. We should, therefore, communicate often and freely with one another as staff, with the students, with the parents, and with the Board, always being directed by the power of God's Word.

### **3. BACKGROUND OF THE SCHOOL**

- 3.1** Coaldale Christian School is a Level II Funded Private Christian School and has been operating since 1974. It is supported primarily by members of the Canadian Reformed Churches at Coaldale and Taber as well as by members of Trinity United Reformed Church in Lethbridge. All other enrolments are subject to board approval. The school is open to students with special needs (e.g. those individuals who have learning disabilities) as we do provide an Inclusive Education Program.
- 3.2** Our student body comes from the Town of Coaldale and surrounding area, reaching students as far east as Grassy Lake. The Society is able to provide transportation to students who live on approved routes outside of Coaldale using two buses operated by the Society. Arrangements can be made with Palliser Bussing for students that are not on approved routes at the parents own cost.
- 3.3** The three sources for funding the day-to-day operation of Coaldale Christian School are government grants, membership fees, and donations.
- 3.4** The school grounds are located on the outskirts of Coaldale, featuring a modern facility consisting of 17 classrooms including a music room, art room, and computer lab. Additionally, the school boasts a large, modern kitchen facility as well as two gymnasiums. A large staff room is available for the staff as well as offices for administration and inclusive education.

### **4. GENERAL POLICY**

- 4.1** The principal and staff, in conjunction with the Board and with the Education Committee, see the school as a Christian community, operating on the basis of Christian love and obedience to God and the authorities He placed over us. A spirit of cooperation and consideration for others is our mandate. We trust that students will conduct themselves with such a spirit, and will cultivate a pride in their school. If this is done, the observation of the regulations will not be a restriction on anyone's activities.

### **5. TENETS OF TEACHING**

- 5.1** Students can only become increasingly aware of God's love for us and His creation through the knowledge of His Word. Spiritual growth is only possible if the Lord works in our hearts.
- 5.2** Students realize His mighty hand at work in His creation and us. With proper guidance and direction by the teacher we believe the Lord will bless even our flawed efforts.
- 5.3** Children grow more respectful of authorities placed over them realizing God as Supreme Ruler.
- 5.4** Students grow in knowledge by means of the "readiness approach". Students should be ready before moving on to the next step or even the next grade.
- 5.5** Positive social interaction is encouraged. All social interaction is supervised as much as possible.

- 5.6 A positive attitude towards school is encouraged by means of showing respect and dignity to all.
- 5.7 Each child is encouraged to grow at his/her own level of development.
- 5.8 Each child is encouraged to develop good work habits and a self-motivated learning style.
- 5.9 Parent/teacher interviews are used to enhance the growth of the child through all dimensions of learning.

## **6. INCLUSIVE EDUCATION PROGRAM**

### **6.1 Philosophy:**

The education at Coaldale Christian School is a process which provides opportunity for spiritual growth, scholastic achievement, social maturity, and physical development. As man is created in the image of God, each receiving special gifts and talents, we recognize that some students may require specialized learning opportunities in order to receive an education that is appropriate for their learning needs.

### **6.2 Conceptual Framework:**

Within this philosophical context, programming should meet the needs of students with special needs, wherever possible, and allow access to adapted or modified programming that enables and improves their learning. Effective programming can be delivered in many settings. Placement and settings for students will be determined on an individual basis. One size does not fit all.

### **6.3 Programming:**

Programming may consist of some (all) of the following:

#### **6.3.1 Identification (granting of status)**

Status or coding shall be granted or removed in accordance with Alberta Education Guidelines.

#### **6.3.2 Assessment**

Assessments are conducted to identify learning strengths and needs so that necessary strategies and supports may be implemented.

#### **6.3.3 Informed consent**

Informed written consent from the parents must be received prior to any specialized assessment. Consent may be withdrawn at any time.

#### **6.3.4 Coordinated Services and Learning Supports**

Services and supports shall be identified in collaboration with the learning team.

#### **6.3.5 Individual Program Plans**

An Individual Program Plan (IPP) is required for all students as identified by Alberta Education. The IPP shall be developed and monitored through a collaborative process involving the parents/guardians, members of the learning team, and where appropriate, the student.

### **6.3.6 Funding**

Funding for students with Severe Disabilities (K-12), for PUF (ECS), and Mild/Moderate (ECS) is in addition to base funding. Funding for inclusive supports shall be distributed and allocated as determined by the administration to be based on the annual budget process.

### **6.4 Admission:**

Coaldale Christian School is not obligated to admit every student who seeks admission. Only those students that are accepted (in agreement Coaldale Christian School's admission policy) may have access to specialized programming. Upon acceptance and admission to Coaldale Christian School, parents will ensure the following:

**6.4.1** Enrollment and Admission documents are filled out and handed in to the office

**6.4.2** Parents are required to submit all assessment reports, including those of specialists, psychologists, health related, and all other related assessments

**6.4.3** Parents meet with the Inclusive Education Coordinator, the assigned teacher and if necessary, the principal to discuss and decide on supports and services.

**6.4.4** Placement and supports will be determined after reviewing current assessment data in a manner consistent with Alberta Education special education policies, and in consultation with the parents.

### **6.5 Parental Involvement:**

As children are gifts from God to parents, it is their duty to educate them in His holy name. Coaldale Christian School recognizes this authority and as such, expects that parents are to participate, make informed decisions, and be actively involved in supporting their child's education and specific educational needs.

### **6.6 Definitions:**

**6.6.1 Students with special needs** - Students described in section 47(1) of the *School Act* as being in need of special education programming because of behavioural, communicational, intellectual, learning or physical characteristics or a combination of those characteristics. This includes children with mild, moderate and severe needs and those who are gifted and talented.

**6.6.2 Adapted programming** - Programming that retains the learning outcomes of the Program of Studies and where adjustments to the instructional process are provided to address the needs of the student.

**6.6.3 Modified programming** - Programming where the learning outcomes are significantly different from the provincial curriculum and are specifically selected to meet students' special needs

### **6.7 Inclusive Education Handbook:**

For a more in-depth look at the Inclusive Education Program at Coaldale Christian School, an Inclusive Education Handbook is available upon request.

## 7. MEMBERSHIP FEE STRUCTURE

Parent Fees -	\$500.00 per month or \$6,000.00 per year
Member Fees (incl. ECS) -	\$225.00 per month or \$2,700.00 per year
Single/Senior Fee -	\$135.00 per month or \$1,620.00 per year
Single (Under 25) Fee -	\$ 60.00 per month or \$ 720.00 per year

## 8. GENERAL SCHOOL INFORMATION & CONTACTS

### 8.1 Board of Directors

Chairman	Erik de Boer	(2021)
Vice Chairman	Richard Hofsink	(2020)
Secretary/Treasurer	Paul Vander Heide	(2021)
Building, Grounds & Transportation	Dwight Van Kammen	(2022)
Education Committee	Mark Slomp	(2021)
Promotion Committee	Andrew Doeve	(2020)

### 8.2 Committees:

#### Education Committee

Mark Slomp (Chairman)  
Jeff Van Raalte (Admin)  
Ash Diek (High School Teacher)  
Fay Van Dijk (Elementary Teacher)  
Irene Leffers (Library Committee)  
Natalie Bareman (Parent)  
Yolanda Schoen (Parent)

#### Promotion Committee

Andrew Doeve (Chairman)  
Sam Van Seters  
Jesse Houweling  
William Bouma

#### Building, Grounds and Transportation Committee

Dwight Van Kammen (Chairman)  
Jacob Vander Heide  
Ben Van Oene  
Mike Jans

#### ***For Gym Rentals Contact:***

Angela Hulst or Rachel Diek

#### Library Committee

Hetti Bultena (Librarian)  
Jolene Vandermolen  
Carina Pols (Staff Liaison)  
Irene Leffers (Education Committee Liaison)  
Kari Harthoorn

## **9. SCHOOL HOURS AND REGULATIONS**

### **9.1 Bell Times**

8:30	Warning Bell	
8:35	Classes Begin	
10:44	Morning Recess	
11:04	Classes Resume	
12:28	Noon Hour Begins (K-6)	1:08 Noon Hour Begins (7-12)
1:08	Afternoon Classes Begin (K-6)	1:52 Afternoon Classes Begin (7-12)
3:15	End of Afternoon classes/Students Dismissed	
3:20	Buses Leave	

### **9.2 Entrances**

- 9.2.1** Grades K-2 enter through the east entrance.
- 9.2.2** Grades 3-4 enter through the north entrance (by the small gym)
- 9.2.3** Grades 5-6 enter through the south entrance. (by the music and art room)
- 9.2.4** Grades 7-12 enter through the student lounge
- 9.2.5** Elementary students are to remove outdoor footwear. Footwear is to be placed on shelves provided at the entrances. Coats are to be hung on the coat hooks in the hallway.

## **10. ASSEMBLIES & DEVOTIONS**

- 10.1** On the first day of the week the school meets in the gym at 8:35 a.m. for school devotions. The principal conducts these devotions. Parents or other interested parties are welcome at these assemblies. If a week has three days or less, there will not be an assembly.
- 10.2** Special Assemblies are held for School Opening, Thanksgiving, Reformation or Remembrance Day, Christmas or Easter, Ascension Day, School Closing and Graduation.

# **COALDALE CHRISTIAN SCHOOL POLICIES**

## **1. STUDENT RULES & REGULATIONS**

### **General**

- 1.1 Students are expected to show Christian love and concern in the classroom and on the playground.
- 1.2 Proper respect must be shown to everyone.
- 1.3 Proper respect must be shown for the building and other students' property.

### **Admittance and dismissal of students:**

- 1.4 Elementary students should line up promptly when the bell rings.
- 1.5 Elementary students are expected to stay outside until a teacher opens the door and receives the students. High School students may enter the school upon arrival through the student lounge entrance.
- 1.6 Elementary students must remove outdoor footwear when entering the school.
- 1.7 Students are not allowed to stay in the school at the end of the school day, unless the classroom teacher grants permission.
- 1.8 Students will be dismissed promptly at school closing times.
- 1.9 Dismissal shall be in an orderly manner.
- 1.10 In good weather, students must go outside during recess and noon hour.

### **Rules:**

- 1.11 Staff room, supply rooms, office, and janitor's room are off-limits to students.
- 1.12 Permission must be obtained from a teacher before a student is allowed to use the phone.
- 1.13 No shouting, throwing objects, or running are allowed in the school.
- 1.14 Littering, fighting, and foul language will not be tolerated.
- 1.15 Students should not loiter in the hallways during recess and noon hour.
- 1.16 As a rule, bathrooms should be used only at recess and at the beginning and end of the noon hour.
- 1.17 The washrooms are to be kept clean.
- 1.18 Washrooms and change rooms are not to be used for storing clothes and personal belongings.
- 1.19 Gum chewing is not permitted during school hours on school property.
- 1.20 Leaving the school grounds may only be done with the permission of a teacher.
- 1.21 Outdoor shoes, coats, or PE clothes should not be worn during the school day in the classroom.
- 1.22 All students must have indoor shoes at school.
- 1.23 Eating food is not permitted in the hallways, gym or library. Food may be eaten outside, however, students are expected to make use of the waste disposal barrels for wrappers etc.
- 1.24 No eating is permitted during class time.
- 1.25 All students are offered school agendas and are encouraged to use them.
- 1.26 The students are responsible for the cleanliness of their lockers and may lose the privilege of its use if this is not maintained.

- 1.27 There will be two teachers on supervision each recess and noon hour.
- 1.28 Public displays of affection are not permitted.
- 1.29 Cell phones are not allowed in classrooms, washrooms, or change rooms.
- 1.30 Students may not travel in other student's vehicles during school hours or to and from school functions without a written permission slip.
- 1.31 Students are not permitted to wear hats during school hours.

**Playground:**

- 1.32 Kicking games must be played away from the building and away from the swings and playground.
- 1.33 Climbing fences or trees is not permitted.
- 1.34 Students may not use hard balls on the playground.
- 1.35 Snowball throwing will not be allowed, unless under the direct supervision of a teacher.

**2. DISCIPLINE**

- 2.1 The aim of discipline in our Reformed school is to develop a clear understanding of how students are to live a life of obedience in the service of the Lord. Discipline is part of our task of teaching and should be used to reprove, correct, punish, or counsel the students out of love in accordance with Scripture.
  - 2.1.1 Each teacher is expected to establish a set of class rules.
  - 2.1.2 Each teacher is expected to take care of discipline cases or problems occurring in his own class as much as possible.
  - 2.1.3 If a teacher cannot maintain discipline with a student in their class the problem will be brought before the principal.
  - 2.1.4 Suspension of students will occur when blatant disregard has been shown for other students, teachers, or the school. This suspension can be from certain school activities or be an in school or at home suspension at the discretion of the principal.
  - 2.1.5 Suspension of a student will be reported to the parents and the Board.
  - 2.1.6 Expulsion is the Board's prerogative upon the recommendation of the principal.
  - 2.1.7 After-school detentions will be given for blatant disobedience of school rules and for failing to submit assignments regularly. Parents are responsible for the transportation of their children in these cases.

**3. SUSPENSION/EXPULSION OF STUDENTS**

- 3.1 Section 7 of the School Act clearly lists the reasons for which a student may be suspended or expelled from school. Section 19 provides the source of authority by which students may be suspended or expelled. The principal may suspend a student from school for up to 5 consecutive days.
- 3.2 Some reasons for suspension or expulsion may include:
  - 3.2.1 Open and perpetual opposition to authority.
  - 3.2.2 Continuous abuse or harassment of other students.
  - 3.2.3 Wilful disobedience.
  - 3.2.4 Use of improper, profane, or obscene language.

- 3.2.5** Conduct injurious to the moral tone or well-being of the school.
- 3.2.6** Truancy and irregular attendance for which there is no valid excuse.
- 3.2.7** Destruction, damage to, or loss of school property.
- 3.2.8** Wilful destruction or disobedience on school buses.

**3.3** After a discussion with the parents has taken place, a student may be suspended. The parents are notified of the suspension and the circumstances surrounding it. Should a student not be reinstated within five school days, the Board must become involved to rule on the situation.

**3.4** Parents and students have the right to be heard by the Board before a final decision regarding further suspension is reached.

**3.5** The steps for expulsion are as follows:

- 3.5.1** Except in cases of flagrant abuse or crime, there will be a period of time during which the child will be admonished and perhaps suspended. The staff will consult with the parents about behaviour or attitude of their child. The principal will inform the Board of any actions taken.
- 3.5.2** When the staff deems that a student no longer responds to correction and that his/her presence threatens the well-being of others, the principal will inform the Board of the need to proceed with expulsion.
- 3.5.3** The Board will proceed with formal expulsion by visiting the parents and setting the length of time for which a student will be expelled. Normally, an expulsion will last the duration of the current school year.
- 3.5.4** Re-entry to school will take place via an interview, which will include the parents and student, staff and Board representatives after the conclusion of the set expulsion period. This interview must satisfy all parties regarding the student's willingness to show amendment of past behaviour and to submit to the expectations of covenantal living.
- 3.5.5** During an extended suspension or an expulsion of a student, the school remains responsible for the education of that student for the remainder of the year.

## **4. ATTENDANCE**

### **4.1 General Attendance Policy**

- 4.1.1** Regular attendance is an obligation parents accept by registering their child at the school.
- 4.1.2** Attendance is checked each morning and afternoon. It is mandatory that parents contact the school office if a student is not able to attend on a particular day.
- 4.1.3** Teachers may set specific attendance requirements for their classes. Be sure you know these and the consequences for violation.
- 4.1.4** If a student has a good reason for leaving the school before the end of regular class time, request in advance permission to leave early.
- 4.1.5** Should a student know that he/she will be absent for a certain day for reasons such as doctor appointments, etc., students are required to have their parents contact the school in advance of this planned absence. Students will be required to make up missed work. Missed examinations may or may not be rescheduled.

This is dependent upon the discretion of the teacher or government regulations.

**4.1.6** In the event of an extended absence of 3 or more days, parents are requested to complete the Extended Unexcused Absence form at least 2 weeks prior to the absence. This form must be signed by all teachers of the student(s) who will be absent.

#### **4.2 High School Attendance Policy:**

**4.2.1** Attendance in the high school grades will be taken each period. Students are expected to arrive on time for their classes and attend all of their classes.

**4.2.2** A student will receive an incomplete in any course if he/she has more than 10 unexcused absences per semester. *For semester courses, there are 2 classes per day so 5 missed days would result in 10 absences.*

#### **4.3 Excused and Unexcused Absences**

**4.3.1** An excused absence is any absence which is the result of an illness or an absence which is granted by the administration. Participation in school sponsored activities such as Fieldtrips, Student Exchange Programs, School Sports Teams et cetera may warrant an excused absence. All other absences are considered unexcused absences.

**4.3.2** Regardless of the type of absence, it is the responsibility of the student to make sure that all assignments, tests, and the like are submitted or completed in the time period prescribed by the teacher. Teachers are **not** required to allow students to write their tests if they missed school due to an unexcused absence but are encouraged to be discretionary.

#### **4.4 Lates:**

**4.4.1** Five lates per teacher will result in a detention which is to be served before or after regular school hours. After a student has received two such detentions per semester, the parents will be informed of the situation. Failure to show up for a detention will result in an in-school suspension and parents will be notified. Ten lates will result in one unexcused absence on the student's attendance record.

*\*\*In the case of serious or extended illness, the administration and staff are committed to ensuring that a student is able to complete his/her courses if possible.*

### **5. HOMEWORK**

**5.1** Homework is assigned to students mainly in grades five through twelve. The daily amount ranges from about a half hour in Grades 5 and 6 to approximately one and a half hours in Grade 12. However, if students are diligent in completing assignments in class time, there should be minimal homework. High School students are required to take full responsibility for their studies and the completion of assignments.

## **6. EMERGENCY CONTACTS**

**6.1** Parents are asked to notify the school of any change in address, telephone number, family doctor, or names of friends or relatives to be contacted in an emergency.

## **7. INCLEMENT WEATHER**

**7.1** A definition of inclement weather: heavy rain, heavy snow, and extreme cold.

**7.2** During inclement weather the students may be permitted into the school before 8:30 a.m.

**7.3** Students are kept indoors when the weather is too cold or too wet. Students are then expected to remain in the classroom and they may not wander in the hallway.

## **8. SCHOOL CLOSURES**

**8.1** Parents will be notified in the event of school closures due to inclement weather or other emergency situations. In the event that the buses are sent home earlier than usual, the parents will also be notified. The students will not be sent home unless the school is assured that someone is home to receive them. School will be closed when the buses do not run.

## **9. DRESS**

**9.1** Students must come to school clean and well groomed. It is not necessary or feasible to set a specific code for student dress and appearance. However, as a general policy, avoid extremes. Our way of dress should reflect our Christian principles. Therefore, we reject slogans and sayings on clothing that contradict our Christian principles. Students or staff members who come to school in inappropriate dress may be asked to change.

## **10. PHYSICAL EDUCATION DRESS CODE**

**10.1** In order to ensure proper hygiene and the personal safety of all our students, we require all students to wear appropriate clothing during their physical education class. Proper attire shall consist of:

1. Change of Shirt (Grades 7-12 must have a CCS T-shirt)
2. Shorts or sweatpants
3. Athletic footwear

**10.2** Students will be expected to come prepared to every Physical Education class with the above items and to change back into regular clothes at the end of class.

## **11. LOCKERS**

**11.1** Each student in Grades 7-12 will be assigned a locker to use for the school year.

**11.2** Students are able to purchase a lock from the school at a cost of \$5 or may provide their own.

**11.3** The combination for personal locks must be submitted to the office.

**11.4** Lockers must be kept neat and clean and each student is responsible for leaving the locker clean and empty before going home for the summer.

**11.5** If damage is done to the locker, the student must report it to the office within 24 hours of discovery, otherwise the student will be held responsible for the repairs.

**11.6** The school accepts no responsibility for personal valuables that are left in lockers.

**11.7** There is a zero-tolerance for the following items:

- Illegal drugs
- Any drug paraphernalia
- Alcohol
- Cannabis products
- Stolen property
- Weapons
- Items deemed by the school or the RCMP to be a danger to others
- Anything that is illegal to possess

**11.8** Students are permitted to keep prescription drugs in their locker if their doctor has prescribed those drugs for the student's use.

**11.9** Lockers used by students remain the property of the school and as such, students have no expectation of privacy concerning items stored in their locker. If there is reasonable suspicion of the above listed items in a locker, administration reserves the right to open, search and inspect the locker. If the locker is searched and administration finds any of the items listed above, the school may seize those items and use them as evidence for school discipline. Administration may give seized items to the RCMP for possible criminal investigation or charges.

## **12. TEXTBOOKS**

**12.1** All students are required to keep textbooks, workbooks, and other materials neat, clean, and in good order, and show proper respect for school property. Lost or damaged books or other damaged school property will have to be replaced or fixed by the student who is responsible for the damage.

## **13. STUDENTS' COUNCIL**

**13.1** The Students' Council will organize and fund certain activities every year. Through various fund-raisers the council will accumulate enough funds to maintain a balanced budget throughout the year. Monies raised will be used to fund various events for the student body as well as yearly mission projects and events. The team will operate under the supervision of a staff member and in cooperation with the administration. The students also sponsor a child through the Canadian Reformed World Relief Fund.

## **14. TITANS' SPORTS PROGRAM**

**14.1** The junior and senior high students will be given the opportunity to participate in after-school programs.

**14.2** The sports that the students may decide to be involved in will depend upon their interest, but the goal is to provide basketball, volleyball, badminton and track & field

for all interested students.

- 14.3** All teams will be responsible for raising the necessary funds for games and tournaments. This can be accomplished through fees or fundraising.
- 14.4** Participation in extra-curricular sports is a privilege, and may be revoked by the staff if students are failing to work to their potential or show a general disregard for their schoolwork.

## **15. CELL PHONE AND PERSONAL ELECTRONIC DEVICE POLICY**

- 15.1** Coaldale Christian School understands the level of integration that our students have with the technology in their lives and that these devices have become common tools for communication and organization. To this end, it is the goal of the school to work together with the parents to manage their use throughout the school day and to educate our students in the use of these devices.
- 15.2** Students in Grades 7-12 may use their cell phones and electronic devices during transition periods, before and after school, and during spares and lunch hour.
- 15.3** Students are not permitted to use cell phones and electronic devices in the classroom unless permission is granted by the teacher.
- 15.4** Under no circumstances are cell phones to be used in bathrooms or change rooms.
- 15.5** Any use of a technological device that disrupts the educational environment or is detrimental to the safety, welfare, or health of students or staff will result in disciplinary consequences such as, but not limited to, their device being confiscated, possible suspensions, or recommendation for expulsion.
- 15.6** The use of electronic devices is a privilege and not a right and therefore, responsible use is expected and will be enforced under the guidelines of the Acceptable Use Policy.

## **16. PLAGIARISM POLICY**

**16.1 What is plagiarism?** Plagiarism is, essentially, a form of theft. In this case, it is intellectual theft and, while there may be consequences in school and in life, the greatest reason not to plagiarize is because it is dishonest. Forms of plagiarism may include:

- Copying material from various sources, such as books, articles, or other students
  - Paraphrasing without giving credit to the author
  - Taking someone else's ideas or arguments and passing them off as your own
- As Christians, we should doubly avoid plagiarism, recognizing it as sinful behavior and a serious offence.

**16.2 Addressing plagiarism:** It is important that students be taught about plagiarism so they can better avoid it. In Grades 7-9 courses, students will be instructed about how to acknowledge the work of others. The CCS Writing Handbook includes several ideas and suggestions about how to avoid plagiarism.

**16.3 Consequences of plagiarism:** Recognizing that students of differing grade levels have different levels of education and responsibility, consequences for plagiarism are as follows:

- Students up to and including Grade 9 may be given a chance to resubmit their work.
- Students in Grades 10-12 will, at a minimum, need to redo the assignment, and parents may be notified. Repeated offences may result in more severe consequences at the discretion of the teacher and the principal.

Beyond high school, consequences for plagiarism can range from a zero on the assignment, to failure in a course, to expulsion from the school.

## **17. COURSE ENROLMENT POLICY**

**17.1** In the spring of each year, the parents of grade 9 -11 students will be given a course commitment form to fill out together with their child(ren). Once signed, they are committed to remaining in the courses they have selected for the duration of the semester.

**17.2** It is the policy at Coaldale Christian School to only offer courses if there are 4 or more students committed to the course.

**17.3** Any courses that students require that have fewer than 4 students enrolled, will be offered through Alberta Distance Learning and will be marked by the most suitable teacher at the school. This teacher will also be available at certain times throughout the week to offer assistance and to monitor the progress of the student(s).

**17.4** Any students who chose not to take a course offered at Coaldale Christian School will be required to obtain an equivalent number of credits through a different route. This includes ADLC, Green Certificate, Work Experience, or R.A.P.

## **18. GRADE 12 GRADUATION**

**18.1** Every year a grad committee shall be established to organize the graduation ceremony. The grad committee shall consist of elected grade 12 students, as well as one staff member and two parents to assist in organizing the grad.

**18.2** The graduation ceremony may be held either in the Coaldale or Taber Canadian Reformed Church. The consistory of either church shall be contacted in due time to request the use of the facility.

**18.3** In order to attend the graduation ceremony and receive a diploma from Coaldale Christian School, students must maintain a passing average in Religious Studies throughout high school and must pass the course in their Grade 12 year.

**18.4** The attire of the graduating students should CLEARLY reflect that we are covenant children and a strong emphasis should be placed on modesty. The parents and students should fully cooperate in keeping in line with these principles on which our schools are based. This point is to be stressed every year.

**18.5** Since Coaldale Christian School is a parental school, a parent address to graduates will be a feature of every graduation. One of the parents of a student in the graduating class will be selected at random to give a presentation to our graduating

class. If this parent or spouse is uncomfortable with giving a speech, there are staff members willing to assist them. Alternatively, another parent will be randomly chosen. If a parent has addressed a graduating class in the past, he/she may request to be relieved of this position. This does not exclude others from giving an address to our graduating students.

- 18.6** The speeches and entertainment presented by the students of the graduating class, or by other students of Coaldale Christian School, needs to be proofread and approved by a member of the staff prior to the ceremony.
- 18.7** The graduation dinner and ceremony should ideally be held on the same date. However, if the graduating class can legitimately convince the board to alter this arrangement, the board may consider their request.
- 18.8** The board is committed to financially support the organization of graduation. Every year any reasonable request for financial support of the graduation ceremony will be considered. Graduating students and all who attend are expected to pay for their own dinner. The cost per person can be reduced by funds raised by the students and by donations.
- 18.9** Once the ceremony has been closed by the Chairman the school year is considered over. The after graduation celebratory parties and trips are under the supervision of the parents. The Board and Coaldale Christian School will not be held liable or responsible for these events.

## **19. TRANSPORTATION**

- 19.1** The school operates two buses. One bus covers all areas east of Coaldale up to Grassy Lake. The second bus covers west to the outskirts of Lethbridge and North to the Oldman River. No extra fee is charged for busing. Parents living in the town of Coaldale will be responsible for arranging to have their children brought to and from school each day, as they will not be permitted to ride the bus.
- 19.2** Families may make use of the Palliser School Division busing system. This will be arranged at their own cost.
- 19.3** Bus drivers are delegated the powers of the principal regarding conduct on buses. Bus drivers will inform students of the rules on the bus. They will report any misbehaviour to the parents and principal. The principal may take appropriate action based on the information received from the bus driver.
- 19.4** Students will not be permitted to travel on a different bus unless they have consent from the parents, room is available on the bus, and the bus drivers in question have been notified in advance and have given their permission.
- 19.5** Bus students should prepare for orderly and safe loading of the buses. Students shall remain on the sidewalk until the door of the bus is opened.

### **Bus Rules:**

- 19.6** Passengers must be seated at all times when the school bus is in motion.
- 19.7** The emergency exit (rear door) shall not be used except in emergencies.
- 19.8** Passengers must at all times keep their bodies or extensions of their bodies (arms,

- legs, and head) completely inside the school bus.
- 19.9** There shall be no loud or annoying noise, which may distract the school bus driver's attention.
- 19.10** The consumption of food or beverages on the school bus shall be at the discretion of the driver.
- 19.11** No litter is to be left on the school bus or thrown from it. School bus drivers will hold passengers responsible for cleaning up litter left by them.
- 19.12** No fighting or disturbances of any kind is permitted on the school bus.
- 19.13** No feet are allowed on seats or backrests.
- 19.14** Passenger seating is arranged by bus driver.
- 19.15** Passengers or parents of passengers will be held responsible for damage done to the school bus.
- 19.16** Passengers shall enter the school bus by the front door only.
- 19.17** When the school bus has reached its destination and come to a complete stop, passengers shall exit the school bus through the front door only.
- 19.18** Passengers are not to ride a school bus other than the one to which they have been assigned. Exceptions will be considered (for after school birthday parties, etc) if requests have been made at least one day prior to the event, and the school bus driver grants permission. Regular school bus driver must also be notified of this change.
- 19.19** Parents of passengers shall notify the school bus driver of absentees of passengers prior to route departure.
- 19.20** All passengers are to be dressed to suit weather conditions (cold, rain, etc).
- 19.21** The school bus driver has the authority to enforce the rules of the bus. If a passenger persists in behaviour contrary to the rules and having been admonished, the bus driver will inform the principal, who in turn will inform the parents of the passenger's misbehaviour. If the wrongdoings persist, the passenger may be refused transportation until the situation is resolved.

## **20. GENERAL INFORMATION**

- 20.1 School Supplies:** A list for school supplies to be purchased by the parents is supplied in the school newsletter, "The Messenger", before school starts. This list is also available in Appendix A (page 26).
- 20.2 Insurance:** Students and teachers are covered under the School's Accident Blanket Policy for any injuries sustained during school days and when participating in approved, supervised school activities. This includes Professional Development days for teachers as well as travel to and from school activities.
- 20.3 Lost & Found:** "Lost and Found" boxes are maintained. Students and parents are encouraged to go through these regularly. Only boots, skates, runners, items of clothing, etc, that have been labelled with the student's name are easily returned to the owner. At the end of the school year the boxes will be cleaned out and all unclaimed items given away.

- 20.4 Monies Collected:** All monies collected for various activities within the school (hotdog, chocolate bars, etc.) must be held by the secretary or by staff members in charge.
- 20.5 Open House:** Once a year, usually in February, an open house is held to enable all interested parents/grandparents, etc, to observe the school in action. Classes are held in a normal fashion and visitors can sit in on lessons. Parents may sit in class at any time they are interested provided they have obtained permission from the teacher.
- 20.6 Book Fair:** A Book Fair is held annually in the month of February in conjunction with Open House. The purposes of the Book Fair are: to raise funds for the school library, provide parents and students the access to quality literature and reference books, and to encourage students to read.
- 20.7 Sports Day:** Sports Day is usually held on the first or second Friday in June at the Taber Legion Park. All elementary students are expected to attend as this is a regular school day. In case of inclement weather, there will be a regular school day.
- 20.8 Track & Field:** The grade 7-9 students will participate in the County of Lethbridge Junior High Athletics Association Track Meet in the spring of each year. All students are expected to participate in two or more events.
- 20.9 Science Fair / Fine Arts Fair**
- 20.9.0** Each year, a Science Fair or a Fine Arts Fair will be held in February or March. This will occur on a rotating basis each year.
  - 20.9.1** The Grades 7-9 prepare science projects for the Science Fair. They will be exposed to both project types - Experiment and Study. Students are expected to make their projects on their own.
  - 20.9.2** The Fine Arts Fair will have a number of different categories and students can choose which ones to enter. It will be mandatory for Grades 7-9 to enter and they will be optional (but encouraged) for Grades 10-12.
  - 20.9.3** For both the Science Fair and the Fine Arts Fair, parent volunteers act as judges and prizes will be awarded. The winners for the Science Fair have the option of entering their projects in the Southern Alberta Regional Science Fair in Lethbridge.
- 20.10 Speech Contest:** As part of the Junior High Language Arts program, students develop public speaking skills by presenting a speech, which is judged by independent judges. A trophy and other prizes are awarded to the winners.
- 20.11 Grade 12 Graduation:** In June we plan a formal graduation for our Grade 12 students. Students that do not have sufficient credits to graduate may attend the graduation ceremony as an “undergraduate”.
- 20.12 ECS Orientation:** The ECS teacher holds an orientation day in June for the students who will be entering Kindergarten in the Fall. This gives the new students an opportunity to become familiar with the teacher, classroom, and the new school they will be attending. It also gives the teacher an indication of the class she will be teaching which may be helpful in planning her program.

**20.13 School Pictures:** A photographer takes student pictures as soon as this can be scheduled, usually in early October. Family Plans are available, as well as partial packages. Our retake policy stipulates that the pictures are pre-paid and the option does not exist to choose between the first and second take. We advise parents to choose the retake option carefully.

## **21. HOME AND SCHOOL COMMUNICATIONS**

### **21.1 General**

The teachers at school stand "in the place of the parents". They have a delegated authority and responsibility and therefore it is very important that we maintain a close relationship between the teachers at school and parents at home. Staff strive to maintain consistency with the home with respect to our shared Reformed Christian worldview. Therefore, in matters of Christian conduct, discipline, and instruction, we must strive to be unified. Parents have legitimate expectations of the school, but the staff also has legitimate expectations of the parents.

If the work of the teachers is to build upon and complement that of the parents, open and active communication is necessary. At the present, we make use of the following means to promote this communication:

**21.1.1 Phone calls and/or emails** are quick and easy ways to give or receive an update on a child's progress, to report a problem, to clear up a misunderstanding, or to ask a question. Teachers appreciate it when parents initiate contact and parents should feel free to reach out to the teachers.

**21.1.2** Several **progress reports** are issued throughout the school year.

**21.1.3** All students and parents in Grades 7-12 will have access to the PowerSchool Parent/Student Portal. This allows students and parents to keep track of progress as much as they desire.

**21.1.4 Formal and informal interviews** keep parents and teachers aligned with respect to a child's academic progress and/or behaviour. Parent-teacher interviews are scheduled mainly for the first term report card. For each of the other reporting periods, the teacher or the parent may request interviews. Parents may request an interview at any time during the year. Teachers are accessible to discuss the progress of the student.

**21.1.5 A Newsletter** is published monthly, or as prescribed by the board. The "*Messenger*" serves as a means of communication between the home and the school. Teachers and students are encouraged to submit articles or writings to the secretary's office. A weekly newsletter, the At-a-Glance, also goes out every Tuesday with the students.

**21.1.6 Special activities** such as an Open House, Grandparents' Day, Book Fair, Science Fair, and Special Programs give parents another view of the activities of the school.

## **21.2 Dispute Resolution and Appeal Process**

Parents of regular day students as well as parents with children in the Inclusive Education Program must follow the proper protocol to resolve any issues/disputes with matters pertaining to the education being received in the school or any other matter pertaining to the school. The first step towards resolution is to request a meeting with the teacher involved. If resolutions cannot be made at this level, the principal must be contacted. If the results are still unsatisfactory, an appeal can be made at the Board level. At each step there must be a willing attempt on both sides to resolve any issues that may arise. As fellow believers in Jesus Christ, matters are expected to be handled in a godly, Christian manner.

## **22. LIBRARY**

The library is to be a readily accessible source of resource materials for the support and enrichment of the school curriculum. Additionally, it should provide assistance in research and should encourage and support a love of reading and literature in students.

## **23. SCHOLARSHIPS AND AWARDS**

Various scholarships and awards are available to our graduating students each year. Details regarding these scholarships and awards can be provided by the Guidance Counsellor.

- Christian Credit Union Scholarship
- Adora Kitchens Scholarship
- Meliefste Family Scholarship
- Bethel Windows & Doors Award
- Intercontinental Truck Body Award
- Teacher Education Scholarship

## **24. ONLINE POLICIES**

All policies for Coaldale Christian School can be found on our website at [coaldalechristianschool.com](http://coaldalechristianschool.com). Please refer to the website for the following policies:

- Allergy Anaphylaxis Policy
- Attendance Policy
- Cell Phone and Electronics Policy
- Code of Conduct Anti Bullying Policy
- Emergency Response Policy and Procedures
- Facility Use Policy
- Field Trip Policy
- Grade 12 Graduation and Guidelines Policy
- Inclusive Education Protocol
- Information Technology Acceptable Use Policy
- Locker Policy

- Plagiarism Policy
- Safe and Caring Policy
- Sports Program Participation Policy
- Student Code of Conduct
- Student Health and Safety Policy
- Teacher Growth, Supervision and Evaluation Policy
- Website Policy
- Whistle Blower Protection Policy

## Appendix A: School Supply List

<u>ECS</u>	<u>Grade 1</u>	<u>Grade 2</u>	<u>Grade 3</u>
Backpack Indoor shoes (Velcro)	Backpack Indoor shoes (Velcro please) Cloth gym bag Gym shorts (with elastic waist) T-shirt Sharpened pencil crayons (may bring wax crayons) Large zippered pencil case	Pencil crayons Colored markers Large zipper pencil case Wax crayons 2 tissue boxes (not labelled) 1 handheld pencil sharpener Indoor Shoes (Velcro please) Gym Shirt and Shorts Gym bag	Pencil crayons Colored markers Zippered pencil case 2 highlighters 1 simple 1" binder - hardcover 100 sheets of loose leaf 2 tissue boxes (not labelled). 1 set of binder dividers 1 handheld pencil sharpener Indoor Shoes Gym Shirt and Shorts Gym bag Flash Drive
<u>Grade 4</u>	<u>Grade 5</u>	<u>Grade 6</u>	<u>Grade 7</u>
Large zippered Pencil Case Pencil Crayons Coloured markers Eraser Handheld sharpener 2 simple binders (no zippers) 1 Kleenex box Black and blue ballpoint pens Pair of scissors Glue Stick 2 packs of binder dividers Highlighter - any color Indoor Shoes Gym Shirt & Shorts Cloth gym bag Headphones Flash Drive	Large zippered Pencil Case Pencil Crayons Coloured markers Eraser Handheld sharpener 2 Binders 1 Kleenex box Black and blue ballpoint pens Pair of scissors Glue Stick 2 packs of binder dividers Highlighter - any color Indoor Shoes Gym Shirt & Shorts Cloth gym bag Headphones Flash Drive	Large zippered Pencil Case Pencil Crayons Coloured markers Eraser Handheld sharpener 2 Binders 1 Kleenex box Black and blue ballpoint pens Pair of scissors Glue Stick 2 packs of binder dividers Highlighter - any color Indoor Shoes Gym Shirt & Shorts Cloth gym bag Headphones Flash Drive	3 Binders Loose leaf paper Pens (black, blue, red) Pencils Zippered pencil case Pencil crayons Pencil sharpener White eraser Highlighter Scientific calculator Gym shorts and CCS gym shirt Indoor shoes for PE Computer mouse (labeled) Headphones
<u>Grade 8</u>	<u>Grade 9</u>	<u>Grade 10</u>	<u>Grade 11/12</u>
3 Binders Loose leaf paper Pens (black, blue, red) Pencils Zippered pencil case Pencil crayons Pencil sharpener White eraser Highlighter Scientific calculator Gym shorts & CCS gym shirt Indoor shoes for PE Computer mouse (labeled) Headphones	3 Binders Loose leaf paper Pens (black, blue, red) Pencils Zippered pencil case Pencil crayons Pencil sharpener White eraser Highlighter Scientific calculator Gym shorts & CCS gym shirt Indoor shoes for PE Computer mouse (labeled) Headphones	Calculator - Ti83 or Ti84 3 Binders Loose leaf paper Graph paper or notebook Pens (black, blue, red) Pencils Eraser Pencil case 5 scribblers Gym shorts & CCS gym shirt Indoor shoes for PE Computer mouse (labeled) Headphones	Calculator - Ti83 or Ti84 3 Binders Loose leaf paper Graph paper or notebook Pens (black, blue, red) Pencils Eraser Pencil case 5 scribblers Gym shorts & CCS gym shirt Indoor shoes for PE Computer mouse (labeled) Headphones

# Appendix B: Facilities Map

## ***COALDALE CHRISTIAN SCHOOL FACILITIES MAP***

