



BURLINGTON CHRISTIAN ACADEMY HANDBOOK

Mission Statement

At Burlington Christian Academy, we are a Christian community of learners who work together, nurturing students toward their full potential as individuals who skilfully and vibrantly serve the world they live in.

Statements of Commitment

To promote its mission, Burlington Christian Academy pledges the following:

1. To encourage parents, in partnership with the school to be involved in and responsible for their child's education.
2. To utilize and refine teaching and learning strategies that challenges all students to achieve their individual potential.
3. To utilize excellent educational curricula, technology and materials to maximize student learning.
4. To promote high levels of achievement in literacy and numeracy.
5. To employ qualified, dedicated staff who have a genuine commitment to Jesus Christ and who model Christ like behaviour.
6. To enable students to internalize a Biblical worldview and to create opportunities for them to serve and act upon their faith in the local and global community.
7. To demonstrate respect for the dignity and rights of each individual where tolerance and caring are actively fostered.
8. To ensure a safe, clean and orderly school environment.
9. To provide opportunities beyond the classroom for students to participate and excel in the arts, athletics and other areas of interest.
10. To encourage, support and reward education and professional growth of all faculty.

School Calendar and Bell Times

School Calendar 2010-2011

Tuesday September 7	First Day of School
Wednesday September 8	Meet the Teacher Night 7:00 p.m. – 8:00 p.m.
Wednesday September 29	Picture Day
Monday October 11	Thanksgiving Holiday
Thursday October 28	PD Day
Friday October 29	PD Day
Wednesday December 1	Report Cards sent home
Thursday December 2	Noon Dismissal.
Thursday December 2	PARENT Teacher Conferences 1:00 p.m. – 8:00 p.m.
Thursday December 16	Christmas Family Night – 7 p.m.
Friday December 17	Noon Dismissal for Christmas Holidays
Monday January 3	Back to School
Thursday January 27	Music and Theatre Arts (MTA) Performance
Monday February 21	Family Day Holiday
Wednesday March 9	Report Cards go home
Monday March 14	March Break Starts
Friday March 25	March Break Ends
Friday April 22	Good Friday
Monday April 25	Easter Monday
Friday April 29	Grandparents Day
Wednesday May 11	French Café (GR 5-8)
Monday May 23	Victoria Day
Wednesday June 1	<i>LUNCH BOX THEATRE</i> Presentation (SK-GR 5)
Wednesday June 9	Athletic Banquet 4-6 p.m.
Wednesday June 15	MTA Performance
Tuesday June 20	Grade 7-8 Leave for Year End Trip
Thursday June 23	Grade 7-8 Return from Year End Trip
Friday June 24	Last Day of School 2:30 p.m. dismissal
Wednesday June 29	Grade 8 Graduation

A full calendar , including sporting events will be distributed to all BCA families at the end of September, with the BCA Directory.

Bell Times

7:30	Extended Care Program Begins
8:15	First Bell for Grade 6-8 Students
8:20	Instruction time begins for Grade 6-8 Students
8:45	Entry for JK-Grade 5 Students
8:50	Instruction time begins for JK-Grade 5 Students
10:20	First Recess – All students
10:35	Instruction commences
11:55	Lunch Break
12:15	Outdoor Recess – All Students
12:50	Instruction begins
2:00	Last Recess – JK-Grade 5
2:15	Instruction begins – JK-Grade 5
3:30	Dismissal
3:45	Extended Care Program begins
6:00	Extended Care Program ends

SCHOOL PROCEDURES

ATTENDANCE, ABSENCES AND LATES

Regular school attendance and punctuality are important, and education law in Ontario sets out expectations for school attendance. Please consider timeliness to school for the student to be as important as timeliness to work for the adult. Life and work patterns are being established by and in our students.

Communication between home and school is important when absences occur. We excuse lateness caused by major traffic delays and medical appointments. Please advise the school so that we can mark the lateness as excused. Late students must report to the office before going to class to have their attendance recorded.

SAFE ARRIVAL

Please call the school office before 8:00 a.m. if your child is going to be absent or late. The voice mail can take your message 24 hours a day.

SAFE DEPARTURE

Please send authorization in writing to the classroom teacher if anyone other than the legal guardian is going to pick your child up from school. A phone call to the school office is acceptable in an emergency.

EARLY DEPARTURE

Parents should report to the office when picking students up early from school and sign them out in the record book at the office. Office staff will contact the teacher and have the student sent down to the office. Parents are asked to wait at the office and not interrupt the class.

COMMUNICATION AND INVOLVEMENT

VOLUNTEERING

Parents and community members are encouraged to help in the classrooms, assist in the library, participate on committees as well as assist with extracurricular activities and at times may be asked to assist with driving on class trips. The volunteer's role at BCA is to partner with the staff of BCA. In this way, it is understood that the volunteer will follow the conditions and terms that relate to security and confidentiality of personal information according to the Freedom of Information and Protection of Privacy Act. Information gained regarding children in the school is to remain confidential. It is understood that the volunteer will work under the direction of a staff member. It is mandatory that those wishing to volunteer have a criminal background check.

SCHOOL WEBSITE

The school maintains a website at www.onlyatbca.com. This has a virtual tour of the school and much more information. We hope that the website will become a major communication tool.

SENIOR PROGRAM WEB PAGE: (Grade 6-8): Information will be posted weekly through a link on the school website.

EMAIL Emails will be sent to families at the beginning of each week outlining classroom assignments and school news.

POLICIES

DRESS CODE: All students are expected to be in full uniform on a daily basis

JK-Grade 5: Our uniform provider is McCarthys. Please refer to guidelines on the RJ McCarthy's website. Any combination of McCarthy's clothing for BCA are acceptable. Students in grades 3, 4 and 5 require a BCA gym uniform – available after the first day of school. Students will have the opportunity to order BCA Bobcat hoodies during the first two weeks of school, and they are acceptable uniform items for day-to-day wear.

Grade 6-8:

ALPA – Wind suit, ALPA long or short sleeve shirt, Bobcats sweat shirt, ALPA sweat pants, Bobcats tee shirt and BCA shorts for Phys Ed classes

edVENTURE – Wind suit, edVenture long or short sleeve shirt, Bobcat sweat shirt, Bobcat tee shirt and BCA shorts for Phys Ed classes

Indoor/Outdoor Shoes

All students are required to have indoor running shoes. These will be worn ONLY for indoor Phys Ed classes and should be stored at school.

All students in grades JK through 5 are required to wear black shoes (runners are fine), preferably with a non-marking sole. These shoes should be suitable for everyday classroom wear and outdoor play.

ALPA and VENTURE students are required to wear running shoes on a daily basis.

****Please note: Skateboard shoes are not suitable for Phys Ed classes***

CODE OF CONDUCT

The safe and efficient operation of the school requires cooperation from everyone. In general, students are expected to be courteous to and tolerant of others. Students must show respect towards all members of the school staff or those assigned by the staff to be in charge of them. Violence, whether physical, verbal, emotional, sexual or racial, will not be tolerated and will result in progressive disciplinary action. Improper or profane language, racist comments, vandalism and destruction of property or theft will not be tolerated.

Consequences will be appropriate to the action and will be dealt with primarily by the classroom teacher. Administrative staff will be involved with serious infractions. Parents will be contacted as deemed necessary.

Cell phones and other electronic communication devices and personal audio and game devices are not to be used during school time (this includes Extended Care) If any of these items are brought to school, they must remain OFF and out of sight. Should any of these items be confiscated by the teacher/supervisor, they may be recovered by the parent or guardian of the student at the time established by the teacher.

LUNCH PROGRAM AT BCA

BCA offers a hot lunch program. To order for your child go to *thelunchlady.ca*. These lunches are available Monday thru Thursdays each week. The Lunch Lady hot lunches meet provincial nutrition guidelines for healthy schools. All meals are prepared fresh daily and are 100% nut free. Fridays are BCA hot lunch days. BCA hot lunches can be ordered monthly. The Friday lunches help to raise money for special school programs.

MILK PROGRAM

BCA offers a Milk Program for lunchtime. Milk cards may be purchased at the BCA office. Milk delivery commences on Monday, September 13th

TRANSPORTATION: SAFETY ON ARRIVAL AND DEPARTURE FROM SCHOOL

The drop off and pick up zone is the area of the parking lot marked with large pylons. Please use this zone for dropping off and pick up only (drive through). Should you need to come in the school, please park your car. The pylons mark the playground area in use for students and cars are not to park in this area.

Please exit your car to pick up your child if not using the pickup lane. This will prevent students running across the parking lot when there may be moving cars.

LOST AND FOUND

Parents are advised to clearly label all clothing items, lunch containers and footwear so we can help locate their owner if lost. Parents should check the lost and found from time to time if items are missing. Small items such as watches will be kept at the office. Unclaimed contents of the lost and found will be donated to charity at the end of every term.

INCLEMENT WEATHER

Early morning radio announcements will indicate when BCA is closed. The following radio stations carry official messages regarding cancellations for BCA,

102.9 K-Lite FM

900 CHML AM

ACADEMICS

The following Ministry curricula are in use at BCA. When planning student expectations, assessing and evaluating students, teachers will use these documents.

- ✓ The Ontario Curriculum
- ✓ Kindergarten Program
- ✓ Language
- ✓ French
- ✓ Mathematics
- ✓ Science and Technology
- ✓ The Arts
- ✓ Social Studies Grades 1-6/History&Geography 7-8
- ✓ Health and Physical Education

The expectations identified for each grade describe the knowledge and skills that students are expected to develop and demonstrate in their class work, tests and other activities for which their achievement is assessed. Teachers use their professional judgement to decide which instructional practice will foster the expected learning. The complete curriculum is available for review at the Ministry of Education and Training's website at www.edu.gov.on.ca.

FIELD TRIPS AND EXCURSIONS

Field trips are arranged to enhance the curriculum and are part of the school program. Advanced notice of a trip will be sent home. Written confirmation is required in order for your child to participate. Students who, with parental support, do not participate in a trip are still expected to attend school. Students are expected to follow the same code of conduct on trips as they do at school.

SPECIAL EDUCATION

BCA attempts to provide all pupils with opportunities to achieve success in their education programs. Every attempt is made to maintain exceptional students in their regular class. We recognize that there are students for who need alternate educational settings that are provided. A team approach is used in program modification and in planning an exceptional pupil's Individual Education Plan (IEP). This plan contains specific objectives and an outline of educational services that meet the needs of the exceptional student. It is our responsibility to identify the student's needs and to ensure that they receive appropriate special education programs and services.

LEAP/DISCOVERY CENTRE PROGRAM

Please refer to the website for information regarding these special programs or inquire at the office for specifics.

INTERNET USAGE

BCA's Acceptable Internet Usage Agreement governs student access to the internet, which is included in the registration package.

HEALTH AND SAFETY

FIRE DRILLS/EMERGENCY EVACUATION/LOCKDOWN

Fire drills are conducted three times during the Fall and three times during the spring. Lockdown drills will be conducted twice a year. Detailed plans for Fire Drills, Lockdowns and Emergency Evacuations are shared with all staff. The Fire Plan is posted in every room and will be taught to students before the first Fire Drill and reinforced throughout the year. A lockdown plan is also shared with staff and students.

ADULTS IN THE SCHOOL

It is the policy of Burlington Christian Academy that all visitors (persons neither staff nor students) check in with office before entering the school. They will be required to sign in at the office and receive an identification badge before entering any other part of the building.

LIFE THREATENING ALLERGIES

Burlington Christian Academy is a **Nut Safe School**. If touched or eaten, foods that contain even a small amount of nuts may be life threatening to students with allergies. We ask that students not bring any food products that contain peanut or nut products in their lunches. We also have a student at BCA with a **severe shellfish and fish allergy**, so please keep this in mind when packing lunches (no sushi with any type of fish, tuna sandwiches, etc)

MEDICAL EMERGENCY

It is the responsibility of parents to:

- Provide up to date emergency contact information on the Student Information Form included in the registration package. If, during the year, you change your information (address, phone number, emergency contact, or place of employment), please ensure that this is updated at the school office.
- Communicate with the school when the child will be absent or late for any reason
- Provide written permission for their child to leave the school during the day and
- Inform the school when their child will be returning after an absence of more than one day

IMMUNIZATION

The Immunization of School Pupils Act requires that all children be immunized against diphtheria, tetanus, polio, measles, mumps, and rubella unless exempted. Hepatitis B immunization clinics for Grade 7 students are held on a yearly basis at the school.

MEDICATIONS

Please administer medication at home whenever possible. Permission for a student to self-administer any medication should be brought to the attention of the classroom teacher. If medication must be administered during school hours, it must be kept at the office.

Prescription and Non-prescription oral medication requires written authorization. Forms are available at the office. Should your child require an Epi Pen or Puffers, a form must be completed (yearly) at the school office. See us at the office if this (or similar medical situation) applies to you.

WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL

If your child has had vomiting, diarrhea or fever during the night, he/she should not be sent to school the following day. A child should not return to school until he or she is symptom free (without medication) for a full 24 hours.

PINK EYE

Your child should remain home from school until receiving 24hrs of antibiotic therapy and discharge from the eye has stopped.

PEDICULOSIS (Head Lice)

Anyone can get head lice and young children who play closely together are susceptible. It is recommended that parents check their children regularly for itching and the presence of small whitish nits (eggs) fastened tightly on the hair shaft near the scalp, and report any occurrences to the Principal. Parents will be notified if anyone in their child's classroom has reported head lice. If you have any questions about head lice, contact the Healthy Kids Line (905) 546-3596.

CHICKEN POX: Your child should remain home until all blisters have scabbed over, usually 5-7 days after the appearance of the first crop of blisters. Even if your child has received the chicken pox vaccine, there is still a slight chance he/she may get a mild case.