



BCA PARENT HANDBOOK



Burlington Christian Academy

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MISSION STATEMENT

That all BCA students may know Christ and share their faith, living it out daily as they become successful learners.

STATEMENT OF COMMITMENTS

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

1. To employ qualified dedicated staff who have a genuine commitment to Jesus Christ and who model a Christ-like behaviour.
2. 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.
3. To encourage parents, in partnership with the school, to be involved in, and responsible for, their child's education.
4. To utilize and refine teaching and learning strategies that challenge all students to achieve their individual potential.
5. To utilize excellent educational curricula, technology, and materials to maximize student learning.
6. To promote high levels of achievement in literacy and numeracy.
7. To demonstrate respect for the dignity and rights of each individual where acceptance 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 and support the education and professional growth of faculty.

SCHOOL HISTORY

The school began in 1975 with three teachers and 12 students at Park Avenue Church in the Aldershot community of Burlington. Founder Eunice Sift, wife of Pastor Sift of Park Avenue Church, envisioned a school rooted in biblical thought, and since then school policies, classroom instruction, the education of thousands of students have been guided by this Statement of Faith.



STATEMENT OF FAITH

- We believe the Bible to be the inspired, only infallible, authoritative, inerrant Word of God (*II Timothy 3:15, II Peter 1:21*).
- We believe that there is one God, eternally existent in three persons – the Father, Son, and Holy Spirit (*Genesis 1:1, Matthew 28:19, John 10:30*).
- We believe in: the deity of Christ (*John 10:33*); His virgin birth (*Matthew 1:23, Luke 1:35*); His sinless life (*Hebrews 4:15, 7:26*); His miracles (*John 2:11*); His vicarious and atoning death (*Corinthians 15:3, Ephesians 1:7, Hebrews 2:9*); His resurrection (*John 11:25, I Corinthians 15:4*); His ascension to the right hand of the Father (*Mark 16:19*); and His personal return in power and glory (*Acts 1:11, Revelation 19:11*).
- We believe in the necessity of regeneration by the Holy Spirit for salvation because of the sinfulness of human nature, and that persons are justified by grace through faith alone in the atoning blood of Christ (*John 3:16-21, John 5:24, Romans 3:23, 5:8-9, Ephesians 2:8-10, Titus 3:5*).
- We believe in the resurrection of the saved unto eternal life, and of the lost unto judgment (*John 5:28-29*).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (*Romans 8:9; I Corinthians 12:12-13, Galatians 3:26-28*).
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (*Romans 8:13-14, I Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18*).

EDUCATIONAL STANDARDS

- Burlington Christian Academy is a school where learning, teaching and discipline are based on Biblical principles. The staff is instrumental in guiding all students in their academic growth and total development while helping them to develop and maintain a Christian view of life in their character, and in their social and moral values. Qualified teachers are selected and employed on the basis of their academic training, experience and spiritual maturity. Each teacher has a personal commitment to Jesus Christ as Lord and Savior, and will use and develop curriculum materials which have a Christian perspective.
- Teaching is directed toward helping the individual student reach full academic potential. Each student's total development is evaluated regularly through tests and other means of evaluations and the results are reported to parents formally on a regular basis. Report cards are issued to the parents, reporting progress by means of letter grades (A, B, C, etc.) or number grades (Percentages), so that parents can get a good idea how the student is doing academically. The report cards also provide feedback on attendance, learning skills and behaviour.



- All students in grades 1 – 8 will be tested every 2 years for academic progress using standardized tests. This allows us to identify each child’s strengths and weaknesses and compare the level of each student and class with the average levels across Canadian schools.
- Burlington Christian Academy provides education from junior kindergarten through grade eight using a well-integrated curriculum which meets, and in many areas exceeds, the basic requirements of the Ontario Ministry of Education’s Common Curriculum. Our curriculum includes formal Spelling and Grammar, a phonetic approach to Reading, Bible, Math, Social Studies, Science and Physical Education, French, Art and Music. All subjects are taught from a Christian perspective, but not from any denominational point of view.

SCHOOL PROCEDURES

DAILY SCHEDULE

7:30	Extended Care Program begins
8:20	Entry for all students
8:50	Instruction time begins for all students
10:20	First recess: All students
10:35	Instruction begins
12:00	Lunch break
12:15	Outdoor recess begins
12:50	Instruction begins
2:00	Last recess: JK-Grade 5
2:15	Instruction begins: JK-Grade 5
3:25	Dismissal: Grade 4-8 (JK-Grade 3 Dismissal begins at 3:20)
3:45	Extended Care Program begins
6:00	Extended Care Program ends

ATTENDANCE, ABSENCES, and LATES

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

Communication between home and school is important when absences occur. Please use Edsby to report a planned absence for your student or send an email via Edsby to the office. A voicemail can be left 24 hours a day.



Late students must report to the office before going to class to have their attendance recorded. All lateness will be recorded on your child's attendance record.

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 or have items other than backpacks to put in your vehicle, please park your vehicle. The pylons mark the playground area in use for students and vehicles are not to park in this area.

Please exit your vehicle to pick up your child if not using the pick-up lane. This is a safety precaution to prevent students running across the parking lot when there may be moving vehicles.

Departure

Parents must report to the office when picking students up early from school. Office staff will contact the teacher and have the student sent down to the office. Parents are asked to wait at the office so as not to interrupt the class. Please send authorization in writing if anyone other than the legal guardian is going to pick your child up from school.

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 prior to the excursion date. Students are expected to follow the same code of conduct on trips as they do at school.

Since field trips are a school activity, school rules apply throughout. The teacher(s) organizing the school sponsored field trip will ensure that the BCA Field Trips policy is enforced to ensure student safety and to comply with current legal requirements. In particular:

- Driver must hold a valid Ontario Driver's Licence.
- Drivers will carry a minimum of \$2,000,000 third party liability.
- Each student will be properly secured in a seat belt or child restraint system.
- One student per seat belt.
- No student under the age of 12 will sit in the front passenger seat with a passenger air bag.
- Students up to 40lbs (possibly JK or SK) will be secured in a car seat supplied by the parent.
- Students weighing between 18–36 kilograms (40–80 pounds), or under 145 cm (4 feet 9 inches) tall, or under 8 years old will ride in a parent supplied booster seat.
- A child may use a seatbelt alone when anyone of the following criteria is met: **(1)** the child is 8 years old or **(2)** the child weighs 36 kilograms (80lbs.) or **(3)** the child is 145 cm (4 feet 9 inches) tall.
- Day trips will have a maximum student to supervisor ratio of **13:1**



- Overnight trips will have a maximum student to supervisor ratio of **10:1**
- To observe the highest standards of propriety and to avoid any perception of impropriety, overnight trips will be supervised by adults of both genders (when students of both genders are on the trip).
- When those in charge of a trip believe that a student requires immediate professional medical attention or will require professional medical attention upon the group's return, the parents of that student will be informed as soon as is reasonably possible by the staff member in charge.

EXTENDED CARE PROGRAM

We are pleased to offer families an extended care program where your children can be safely looked after beginning at 7:30 a.m. each morning for our before care program and until 6:00 p.m. for our after-school program. There is a nominal fee for this service. Extended care fees are charged when children are dropped off before 8:20 a.m. and after school fees are charged starting at 3:45 p.m. Families who use the extended care program will be invoiced monthly.

COMMUNICATION AND INVOLVEMENT

COMMUNICATION with FAMILIES

Teachers use Edsby as a platform to provide parents and students with up-to-date information about the classroom, including assignment requirements and deadlines, classroom news, and upcoming events. It can also be utilized as a communication tool for students and teachers to connect regarding curriculum content or project guidelines as well as a vehicle for students to submit assignments electronically. Report cards will be sent out via Edsby.

Families receive a monthly newsletter via Edsby called *Principal's Newsletter* where they can read about what's going on at the school, as well as be notified of upcoming events.

SCHOOL WEBSITE and SOCIAL MEDIA

You are a Difference Maker! Our social media presence reinforces the community presence that makes our school special by allowing our families to actively engage with each other at home, while simultaneously spreading the word about BCA to the local community. Together we are a bright light to others as they learn about the work God is doing both in and through our school.

There are many ways that your involvement helps our content to circulate. You can like or comment on a post, tag us in your own pictures, use the hash tags, share a post that we have created on your own accounts, and contribute to our page by submitting your own posts or writing a review. Your support is valued.

But it is not just about telling others about how wonderful our school is - we also use the accounts to communicate with our school community about upcoming events, news, classroom



announcements, and school closures. Most importantly, these accounts are also used to showcase pictures of your children hard at work throughout the day.

BCA Social Media Accounts

Our social media platforms and hash tags are:

Facebook: www.facebook.com/burlingtonchristianacademy
Instagram: www.instagram.com/burlingtonchristianacademy
Hashtag: #onlyatbca, #bca, and #burlingtonchristianacademy BCA

PTA accounts:

Facebook: <https://www.facebook.com/groups/1392078247556680/>
Instagram: https://www.instagram.com/bca_announcements/

If you happen to take any pictures of school events throughout the year, please share them on one of our social media accounts or by emailing them to pictures@bcaschool.ca

VOLUNTEERING

Parents and family members are encouraged to help in the classrooms, participate on committees, as well as assist with extracurricular activities. You may also be asked to assist with driving on class trips. The volunteer's role at BCA is to partner with the staff of BCA.

Volunteers will follow the conditions and terms that relate to security and confidentiality of personal information according to the *Freedom in 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 provide a criminal background check, including vulnerable sector screening.***

GIFTS (Get Involved for the Students) Program

BCA's GIFTS Program was implemented to encourage parents to give volunteer time to BCA that will help raise funds and reduce school costs – benefitting the school and building a strong community of families overall.

Each family is required to complete 35 volunteer hours throughout the academic year. Volunteer opportunities are communicated by the PTA and the office and can be completed by extended family members. If a family chooses not to volunteer, the post-dated cheque in the amount of \$750.00 provided at registration will be processed on June 1, 2024.



ACADEMICS AND SPECIAL PROGRAMING

MINISTRY GUIDELINES

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

- Growing Success
- The Ontario Curriculum
- 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

STUDENT SUPPLIES & LOCKERS

TEXTBOOKS AND SUPPLIES

All textbooks are provided by the school. However, lost or damaged textbooks will be replaced at the student's expense. The complete list of supplies that parents should provide for their children at each grade level, will be sent to parents via Edsby email from the homeroom teacher.

SCHOOL LOCKERS

Lockers are assigned by the teacher for grade 6 – 8 students. Students should keep all of their books, clothing, gym bags, etc. tidily inside their locker. Students may decorate the interior of their locker in such a manner that identifies it as their place. However, it is expected that the manner of decoration observes the normal boundaries of Christian propriety.



No valuables should be stored in lockers at any time. Should it be necessary to bring valuables or sums of money to school, they should be given to a teacher or the office for safekeeping.

JUNIOR SIGNATURE PROGRAMMING

For students in Grades 3-5, signature programming is incorporated into our curriculum. Doing so advances the connections your child makes to the curriculum standards through a three-pronged approach of advanced instruction in the areas of active living, expression through the arts, and experiential education. The Ontario ministry requirements are used as a launching pad to deliver these exceptional programs.

Throughout the year, students will have the opportunity to learn from passionate instructors in their field of expertise as it relates to the following curriculum subjects: physical education and healthy living, the arts and science. Please note that the cost of this program is already included in your annual tuition fee and that registration to a specific program is not required as the rotations will allow students in Grades 3-5 to experience all three components each year.

Below is a more detailed overview of each subject area incorporated into our Junior Signature Program model.

Physical Education and Healthy Living (ALPA)

In Athletics and Healthy Living, students will develop the strategies and techniques needed to live a balanced, healthy lifestyle. Students will learn about muscle groups, how they act and react, and how to train them properly within the context of sport. They will also experience the nutritional and educational benefits to exercise and energy recovery which will lead to boosted mental capacity throughout the rest of their school day. The latest research shows that for brains to function at their peak, bodies need to move.

Dramatic Arts (Curtain Call)

Drama is integral to child development. It builds confidence, develops concentration ability, improves language and communication skills, encourages children to co-operate, increases emotional intelligence, assists physical development, fosters creative problem solving, and nurtures friendships. This program will not only ensure your child is receiving a high-quality education in the Arts, but it will also help them to make more meaningful connections to the world around them. Drama education expands upon BCA's philosophy of holistic development and education for child.

Curriculum Enhancement Through Experiential Learning (EdVenture)

Our goal is to transform wonder into knowledge through a collaborative approach to curriculum-based projects. This program will incorporate the following subjects: science and technology and media literacy. We seek to foster a love of learning by bringing it to life through experimentation and challenging students to think outside the box.



SENIOR SIGNATURE PROGRAMMING

Since 2008, BCA has been pleased to offer our renowned Signature Programs to our Grade 6-8 students. The difference these programs have made to enrich a student's learning experience has led us to develop more specialized programs.

The Ontario Ministry requirements are used as a launching pad to deliver these exceptional programs. Through these programs we firmly believe that students will gain self-awareness of their giftedness from God in a meaningful and relevant way and begin to think critically of the world around them in a manner that will enrich all levels and types of learning. In all the programs, our desire is to honour God through our talents.

Please refer to the Senior Program Catalogue for specific courses offered this year. Students choose from the following streams:

Experiential Learning (EdVenture)

A program through which students develop knowledge, skills, and values from direct experiences outside a traditional classroom. This stream encompasses a variety of project-based activities in the areas of science and technology and media literacy as well as incorporating service learning and leadership opportunities.

Music and Theatre Arts (Curtain Call)

A musical theatre program that teaches valuable acting skills and techniques while increasing comfort performing in front of others. This program provides a unique opportunity for students to grow not only as actors/singers, but as individuals. Students in this stream also work on increasing vocal ability, refining body language, boosting confidence, understanding how to relate to and work collaboratively with others, nurturing presentation and interview skills, and developing artistic, practical, and critical thinking skills.

Sports Program (ALPA)

A stream geared for students who love sports and possess a strong commitment and desire to play. Students receive advanced level training, coaching, and mentoring. The program focuses on sport specific training, athleticism, healthy living, and fitness. Options may include ice hockey, golf, basketball, volleyball, soccer, and more.

SCHOOL OF THE ARTS (SOTA)

Welcome to the world of music lessons at Burlington Christian Academy! SOTA at Burlington Christian Academy provides a limited number of private half hour music lessons, all of which take place during the school day. Our SOTA Director works with your child's classroom teacher to determine the best time for their lesson, based on academic needs and student/family wishes.



There is a variety of instrument lessons available, including vocal, piano, violin, drums, electric guitar, bass guitar, flute, saxophone, clarinet and theory. Lesson teachers are enthusiastic, experienced professionals who are dedicated to encouraging the musical God-given gifts in your child. Students can play in chapels, for class presentations, and participate in Royal Conservatory exams if desired. All students participate in our grand recital at the end of the year. Our students have successfully auditioned for community bands such as the Hamilton Rising Stars Jazz Band and Burlington Teen Tour Band.

SPECIAL EDUCATION

BCA seeks to provide all students with opportunities to achieve success in their educational programs. Whenever possible, students with Individual Education Plans (IEPs) will be accommodated in the regular classroom. Students who need alternate programming or educational settings will receive instruction through the Special Education Department. A team approach is used in program planning and modification for a student's IEP. This plan contains specific objectives and an outline of educational services that meet the needs of the exceptional student. If staff identify that a student has exceptional needs, their family will be encouraged to have a psycho-educational assessment completed. This will allow the Special Education team to create the IEP and ensure that the student receives appropriate accommodations and services.

Educational Therapy

Additional cost supplement to base tuition cost.

This individualized program allows each student to learn at his/her own pace yet be challenged to develop core academic skills and higher order thinking skills. The therapy sessions are full of activities that stimulate and activate the executive functions of the brain. National Institute for Learning Development (NILD) Educational Therapy® treats the underlying causes of learning difficulties rather than simply treating the symptoms. The goal of NILD Educational Therapy® is to help students develop the tools of independent learning in the classroom which then transcends into all areas of their lives.

Students are taught by an Educational Therapist, who is trained specifically in NILD methodology. Additional benefits to having educational therapy at BCA include having it as part of the school day and a cooperative relationship between classroom teacher and therapist.

Search & Teach

Additional cost supplement to base tuition cost.

Search & Teach is an enrichment program for children from kindergarten through grade two. This program is two-fold: it helps identify potential learning difficulties and then sets up an intervention program to address those issues. Through Search and Teach, children gain confidence and experience learning success, opening the door to a bright future!



- **SEARCH** is a test which helps identify possible learning difficulties and weaknesses in neuropsychological skills basic to reading and language arts programs.
- **TEACH** is a program based on the results of the Search test. It uses instructional methods, including fifty-five task cards, to help a child to develop academic skills and experience success in reading and language arts programs. The tasks are grouped in five clusters which include: visual, visual-motor, auditory, body-image, and intermodal skills. This intervention can include groups of children or individual sessions meeting three to four times a week.

POLICIES

INTERNET USE POLICY

It is the goal of Burlington Christian Academy to provide a world-class education to all students. The Internet is a powerful tool to support superb learning. Our technical team has made every reasonable effort to ensure the Internet is used responsibly. BCA reserves the right to monitor network use, monitor files and file space. Students and parents should not expect their use of the Internet to remain private.

We expect all students to use the Internet in an appropriate and responsible manner for educational purposes only. Access to the Internet is a privilege. We thank our parents for encouraging their children to be respectful of themselves and others whenever they use this tool to advance their learning.

ELECTRONICS POLICY

Cell phones, other electronic communication devices and personal audio devices are not to be used during school time and must be turned off. Cell phones must remain out of sight during school hours, unless permission has been given by a teacher. If confiscated by the teacher/supervisor, they may be recovered by the student at the end of the day from the teacher. At a second removal, the parent/guardian of the student must pick up the phone at the end of the school day. Students may use their cell phone after school to call if permission is given by a teacher.

UNIFORM POLICY

The following items can be purchased from our uniform provider, DGN Kilters (<https://dgn-kilters.com/school/burlington-christian-academy/>).

Tops JK-8

- **All** tops worn must be crested
- Short sleeve golf shirt
- BCA Hoody



- Burgundy sweater
- White blouse/shirt
- BCA tie

Girls JK-8

- Kilt or navy skort (if non DGN, must be dark navy, not faded blue)
- Navy walking shorts (if non DGN must be dark navy, not faded blue)
- Girls tights – navy or black
- Grey or navy pants (if non DGN must be dark navy, not faded blue)

Note: Leggings are not considered pants by BCA and should not be worn as uniform pants.

JK-3 Girls

- Plaid crested tunic

Boys JK-8

- Grey or navy pants (if non DGN, must be dark navy, not faded blue)
- Navy walking shorts (if non DGN, must be dark navy, not faded blue)

Gym Uniform (Grades 3-8)

- Crested blue performance t-shirt
- Navy athletic shorts, Navy fight shorts or ATC profit shorts

Footwear and Socks

Socks/Leotards

- Navy, white or black single colour socks when wearing running shoes
- Navy or black socks or leotards (single colour) can be worn with skorts or tunics
- Girls may wear footed navy or black tights with a skort or tunic. If the tights are not footed then they must wear matching socks to cover the bottom of the tights, to look like footed tights.

Footwear

- Shoes should be solid black, navy or dark coloured, with no colourful symbols/stripes or other markings. No boots should be worn indoors.
- Shoelaces should be dark coloured as well



- For gym classes, any proper non-marking soled running shoe can be worn, in any colour. It is important that students have proper running shoes that can be tied (laced/velcroed) securely to avoid injury.

Casual Day Dress

Dress will:

- Honour and glorify the Lord
- Reflect modesty
- Not be a distraction to the learning environment
- Not advertise/promote alcohol, drugs, sex, or offensive material
- Tank top straps must be at least three fingers width (lasagna, not spaghetti width)
- No crop tops or tops that show the midriff

HEALTH AND SAFETY

Illness Guidelines

How do you decide whether to send your child to school or keep them home?

- School is important but sick children need to be at home
- Take your child's temperature; a temperature of 38C or over is a sure sign to keep your child home.
- If your child has been vomiting or having diarrhea within the last 24 hours. Children must be symptom free for 48 hours before returning to school.
- A blistery rash, especially if accompanied by fever and a history of exposure, as it may be chicken pox.
- Keep your child home if he/she has heavy nasal drip and/or frequent cough. He/she probably feels miserable and will not learn much, as well as sharing his/her virus with others.
- If your child has any of the following, it is important to let the school know: H1N1, chicken pox*, enteric infections*, giardia*, head lice, Hep A*, Hep B*, impetigo, measles*, meningitis*, mumps*, whooping cough*, pink eye, pinworm, rubella*, scabies, scarlet fever. The school is required to report some infections and diseases (note *) to the Public Health Unit. We will be discrete in sharing this information, but there are other students who are especially vulnerable and whose parents will be notified to keep them home while certain diseases are in the air.
- If your child is diagnosed with a contagious disease, such as strep throat, he/she should be taking prescribed antibiotics for 24 hours before returning to school.



Common Communicable Diseases

Generally, children should be kept home while exhibiting symptoms (e.g. open sores, pink eyes, and swollen glands). With measles, the child must stay home for four days past the rash stage. With rubella (German measles), the home stay lengthens to seven days. Whooping cough, meningitis, and scarlet fever require antibiotics before the child returns. A student will be sent home if live head lice or nits are found on his/her head.

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.

Medication

Please administer medication at home whenever possible. When medication must be administered by school personnel, it will be kept at the office and given by the teacher or Principal. No over the counter medication will be dispensed to students (including acetaminophen). Permission for a student to self-administer any medication should be brought to the attention of the teacher.

First Aid

School staff trained in First Aid will attend to most scrapes and cuts. More serious injuries will be reported to the parents and/or the child will be taken to the hospital.

Life Threatening Allergies

Burlington Christian Academy is a peanut/nut sensitive school. If touched or eaten, foods that contain even a small amount of nuts/flax seed may be life threatening to students with allergies. We ask that students not bring any food products that contain peanut, nut products or flax seed in their lunches.

If your child(ren) has/have an allergy and requires medication to be administered in case of an incident, please contact the office. A Medication Form needs to be completed and will be kept with the medication in a central location accessible to staff.

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
- 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 designated diseases or provide a valid exemption to attend school. If not, the student may be at risk of suspension from school. Halton Public Health works with BCA to offer the required immunization clinics. Information is posted to Edsby.

Fire Drills/Emergency Evacuation/Lockdown

Fire drills are conducted throughout the school year. 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 before entering any other part of the building.

SCHOOL CLOSURE POLICY

Weather

If the school is closed for any reason, families will be contacted through Edsby and posted on our social media sites. The goals of this policy are to balance the risks associated with travel for each of the participants, to maximize the instructional time and to empower the decision makers

BCA will be closed when the Halton District School Board closes their schools.

- Exceptions can be made even if local schools are not closed. If the Principal deems it prudent to close BCA, the School Principal may decide to close the school. It is understood that the decision to close was based on weather information that was predicted to result in seriously hazardous driving conditions for the BCA community.
- Even when the school is open and the weather may be in some question, it is always the responsibility of the parent to decide whether it is safe to take their child to school for that day. The discretion for safety associated with transportation for a child is the sole



responsibility of the parent or guardian. Students will not be penalized for coming late or missing school due to weather related issues.

Other Reasons for School Closure

The ultimate decision to close the school because of a pandemic alert or if the school building becomes uninhabitable, is made by the Principal after consultation with the appropriate medical authorities such as Public Health. The Medical Officer of Health is the primary spokesperson to the media when a pandemic occurs—not the School Board or the Principal. All school system preparations and responses are coordinated through the Principal and may be subject to change at the Principal's discretion and in keeping with government directives and local developments. Continued learning for our students will be delivered by alternative methods by our teachers and special education department. If a family chooses to withdraw their student(s) during this time, the refund policy noted in this handbook will be in effect.

GENERAL INFORMATION

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. Unclaimed contents will be donated to charity throughout the school year.

LUNCH PROGRAM

Burlington Christian Academy's PTA organizes the school lunch program. Information regarding ordering hot lunches and Pizza Tuesdays will be available the first week of school in September.

Snacks (Popcorn, Chips, Cookies & Drinks)

Available Fridays; popcorn, chips, cookies, rice krispy squares, chocolate milk and juice boxes are sold during recess times, subject to availability, with proceeds going to PTA funded items.

WITHDRAWAL POLICY

If a student(s) is withdrawn from the school, the withdrawal occurs once the office has received in writing the intent to withdraw a student(s). The policy for withdrawal for tuition is that a calculation will be made effective at the end of the month following the month of withdrawal. Then an additional 20% administration fee is charged. The withdrawal policy for the GIFTS program is that if a family withdraws their student(s) before fulfilling their 35 volunteer hours, the completed hours will be prorated against the 35 hour requirement. Any fees outstanding for the GIFTS program will be due at the time of withdrawal.

INCOME TAX REPORTING

Income tax receipts for tuition will be provided to families every March. A portion of tuition paid may qualify for a charitable donation and childcare expenses. The precise amounts will depend on the secular cost of education as determined by the province of Ontario. If you have



any questions regarding your statement once you receive it, do not hesitate to contact our accounting office, accounting@bcaschool.ca

FAMILY EXPECTATIONS

PARENT AFFIRMATIONS

Children thrive when school staff and parents work together based on similar values. In addition to being familiar with the policies and procedures outlined in this Parent Handbook, parents of children enrolled at our school are expected to share in the following supportive statements:

- It is my expectation and privilege that my child(ren) will participate in all class activities, excursions and events organized by school staff.
- I will speak well of all BCA students, parents and staff in my discussions and interactions with persons in the school community and beyond.
- Should I become dissatisfied with the school in any respect, I will seek to resolve the matter with the person or persons directly involved. If necessary, I will bring the matter to the attention of the school Principal.
- It is my goal to be actively interested in my child's schoolwork and be pleased to provide active support when requested.
- It is my goal that my child(ren) will be well groomed, appropriately attired and be sufficiently rested for each school day.
- It is my goal that my child(ren) attends school regularly and arrives on time for each school day. I will promptly report to the school my child's absence or late arrival.
- As requested, and if necessary, I will be supportive of school staff in dealing with disciplinary issues.
- I accept that the school has the authority to end my child's enrollment if the administration determines that continued schooling at BCA is not in the best interests of the school, the student or both.
- I will make restitution if my child(ren) were to cause willful damage to school property or property that belongs to other students.
- I will fulfill all of my financial obligations to the school on or before the dates due.

STUDENT EXPECTATIONS

As followers of Jesus, we strive for students to be respectful in all circumstances. It is our goal that every student, from kindergarten to grade 8, feels safe and secure. We trust that this list of promises will provide physical safety, academic safety, psychological safety and spiritual safety for every student throughout the school day.



- I will be respectful, cooperative and polite to all my fellow students
- I will respect and obey all adults in a position of authority at BCA.
- I will respect school property and the property of others.
- I will comply with the school Uniform Policy
- I will come to school prepared, on time and ready to learn.
- I will refrain from bringing anything to school that may compromise the safety of others.
- I will follow the established rules and take responsibility for my own actions.
- I will remain on school property at all times, unless permitted by school staff.
- I will not bring to school any illegal substances, weapons, knives, drugs, alcohol, tobacco products, e-cigarettes, vaporizers, firecrackers, lighters, or matches.
- I will not lie, make obscene gestures, curse, use foul language, or use the name of God inappropriately.
- I will refrain from fighting, rough play, and any other inappropriate physical contact while I am at school or on any school trip.
- I understand that the school has the authority to suspend or expel any student who fails to abide by these promise statements.

STUDENT ADMISSIONS PROCESS

NEW STUDENT ADMISSIONS PROCESS

Please contact the administration to schedule your appointment with the Principal. Please bring to the appointment:

- A copy of the most recent Report Card (if applicable),
- A copy of any professional learning assessments (if applicable), AND
- Any psycho-educational assessments or current IEP (if applicable).

Please use the checklist to ensure that everything is completed. Your registration application will not be accepted until all forms and payments are received.

- Interview with the Principal
- Copy of the most recent Report Card (if applicable)
- Copy of any professional learning assessments (if applicable)
- Proof of Child(ren)'s Date of Birth
- Completed Registration Forms
- Pre-Authorized Payment Agreement (PAD) (if applicable)



- Payment for the Capital Levy (for new families only)
- Cheque dated June 1st in the amount of \$750.00 for GIFTS.
- Depending on payment plan; One Tuition cheque dated for May 1, Two Tuition cheques dated for May 1 and November 1 or monthly payments (dependent on registration date).

Note: Families are required to provide either credit card information or a PAD for payment of incidental charges that are outstanding over 30 days. Parents will be notified prior to charges being processed.

RETURNING STUDENTS ADMISSIONS PROCESS

Phase 1: A non-refundable \$500.00 deposit per family is required by March 4th in order to secure your child's placement for the following academic year. This payment will be deducted from the yearly tuition fee.

Phase 2: payment fees include the base tuition for all students in JK – Grade 8 and Senior Program base fee for all students in Grade 6 – 8. Phase 2 payments will be incorporated into the arranged payment plan beginning May 1st.

Phase 3: payments will include the addition of any of the following: Senior Programs additional Tier fees, Special Education Services, Extended Care and SOTA. Phase 3 payments will be incorporated into the arranged payment plan.

FAMILY or STUDENT INFORMATION CHANGES PROCESS

For the safety of the students, and for efficient processing, parents and legal guardians are responsible for providing the most up to date information to Burlington Christian Academy.

DEPARTING STUDENT PROCESS

For students departing Burlington Christian Academy before graduation, the parents or legal guardians must complete, sign, and submit a **Student Withdrawal Declaration Package**. All student withdrawals will be subject to the Tuition Refund policy.

DISCIPLINE POLICY

DISCIPLINE SUPPORT SYSTEM - NURTURING POSITIVE GROWTH

At Burlington Christian Academy we view discipline in the context of helping each other fulfill our God-given responsibilities as parents, teachers and students.

Children are a gift from God and are entrusted to us so that we may nurture and direct them in the ways of the Lord. When parents recognize this, with Hanna in 1 Samuel 1:11 they can say –



“I will give him to the Lord all the days of his life.” At BCA the parents share their responsibility to carry out this awesome task with the teachers. Thus, the school and home need to cooperate closely to be effective in their disciplining.

In Scripture the words nurture and discipline are used interchangeably. Both terms include at least two aspects: instruction and correction. Therefore, it is important that structures and procedures are in place and that these structures and procedures are seen as positive demonstrations of concern/love for individuals in a learning community. They are there to help us respect the learner in his/her particular task to explore God’s world and creatively express his/her thoughts and actions. Procedures and structures also encourage respect for the teacher as the “person in charge” of the learning community.

When students do not respect the rights of other members of that learning community, teachers take time to correct the situation/attitude/action of the student. Students are regularly reminded that expectations for behaviour are very closely tied to concern for the learning community. When a student behaves in a way that has a negative effect on the learning community, he/she is encouraged to think through or state what was wrong with the behaviour displayed and what he/she can do to improve the behaviour.

Discussion/counselling is an important part of the correction process. At BCA we recognize that often misbehaviour is related to the student’s self-esteem. It is important to help students recognize their strengths as well as their weaknesses when discussing particular situations. It is also important to provide structured ways in which students can work on those weaknesses so they may notice improvement. This builds self-esteem, thus equipping them to act out of love and concern for others.

In the end, the disciplining/nurturing process must encourage a heart commitment to walk in the way of the Lord (Psalm 19), for true discipline/discipleship is a self-discipline which will guide the student for life. That is a gift from the Lord. May He continue to guide all of us as we guide our students.

GUIDELINES & PROCEDURES FOR DISCIPLINING

The expectations for behaviour will be given regular, structured attention in class. Manners and building self-esteem will be an ongoing teaching - learning experience. Each class will follow the Burlington Christian Academy “Bill of Rights” as explained below.

BURLINGTON CHRISTIAN ACADEMY BILL OF RIGHTS

You are created in the image of God and are loved and treasured by Him. You are also a valued member of our school community and because of this you have certain rights. These are:

1. The right to be treated well physically and verbally
2. The right to be told the truth



3. The right to be included and listened to
4. The right to a clean, safe classroom and school
5. The right to privacy and respect

We are not only expected to make sure that we are given these rights, but to do our best to ensure all members of our school community also have them.

When specific behaviour problems surface, it is the responsibility of the class room teacher to provide support for the students and to deal with appropriate consequences for specific incidents. When behavioural difficulties recur, the teacher will take every opportunity to involve the parent(s).

Specific disciplinary action for each student will be left to the discretion of the classroom teacher. At the teacher's discretion major or recurring incidents will be shared with the Principal.

If the situation is chronic and/or unresolved, a meeting will be set up involving the Principal, teacher and parent(s). Discussions about specific situations, incidents, or students should always involve the class room teacher. He/she is the primary nurturer for that child within the school setting.

In some cases, after every effort has been made to resolve the situation, but without success, it may be necessary to have a child removed from the school community for a specific amount of time. This step will be taken with full parental involvement. The Board will be informed when such a home-suspension has occurred.

If a situation is sufficiently serious such as malicious damage or violence, or when it is in the best interest of the students and staff, the Principal may use his/her discretion to immediately suspend or expel a student.

CONSEQUENCES OF INCIDENT REPORTS:

Complementing the above procedures, and depending on the number of Incident Reports accumulated so far, there will be the following consequences:

First & Second I.R:

1. Student loses recesses for one day (supervised by the teacher who gave the Incident Report)

Third I.R:

1. Student has an in-school suspension for 1 day (isolated from class in the office area) during which time they are to do the work which the rest of the class does for the day.



Fourth & Fifth I.R:

1. Student has an in-school suspension for 2 days (isolated from class in the office area) during which time they are to do the work which the rest of the class does for these 2 days.
2. Before returning to class, a conference with parents, Principal, teacher and student.
3. Board chairman is notified.

Sixth I.R:

1. Student has an at-home suspension for 3 days (supervised by parents or tutors chosen and paid for by parents) during which time they are to do the work which the rest of the class does for these 3 days. It is the student and parent's responsibility to contact the teacher(s) to obtain the work for each day. The school office will provide assistance as appropriate.
2. Before returning to class, a conference with parents, Principal, teacher and student.
3. Professional Christian counselling may be recommended. This counselling service will be paid for by the family. The school may help by providing a suggested list of recommended counselling services.
4. The whole Board of BCA is notified.

Seventh I.R:

1. Student has an at-home supervised suspension for 1 week. Student is to keep up with the work which the rest of the class does during this week.
2. Before returning to class, a conference with parents, Principal, teacher and student.
3. Professional Christian counselling will be recommended. This counselling service will be paid for by the family. The school may help by providing a suggested list of recommended counselling services.
4. The whole Board of BCA is notified.

Eighth I.R.

1. Normally expulsion will be recommended.

SCHOOL & HOME SUSPENSIONS PROCEDURES

A Suspension constitutes an appropriate consequence for accumulating Incident Reports. The following serves as a reminder of how these Suspensions should be administered:

SCHOOL SUSPENSIONS PROCEDURE

1. The home-room teacher decides which day(s) (one or two) this should happen. They should consult with fellow staff members to ensure this is convenient. They should also inform all teachers concerned so they know the suspension will happen on that day (or two).



2. During the suspension day(s), the home-room teacher should arrange for the student to come to the office area with all their books for the day, and pop in, now and again, to see how they are doing.
3. Staff members who have classes with the student are responsible for bringing the set work for the day to the student in the office area, and collecting any work which should be completed.

HOME SUSPENSIONS PROCEDURE

1. The Principal decides which days this should happen (normally 3 days or 1 week). Consultation will take place with fellow staff members to ensure this is convenient. However, suspension days would usually happen sooner rather than later, so as to not drag out the process. Teachers concerned will be informed so they know when the suspension will happen.
2. During the suspension days, it is the student and parent's responsibility to contact the teacher(s) to obtain the work for each day. The school office will provide assistance as appropriate: Typically, staff would be expected to have the work assignments ready at the beginning of the day and submit them to the school secretary, so that parents can pick them up at the start of the day. If the homeroom teacher and the parents find another solution which is mutually acceptable that is also fine. Being flexible in seeking a schedule that works for the family in question would be appreciated.
3. Before returning to class, a conference with parents, Principal, teacher (if applicable) and student will take place.
4. Any tests or quizzes will have to be re-sat by the student when they return. The Ministry of Education frowns upon imposing academic sanctions due to behavioural correction measures, as many parents are also aware.

It is evident that dealing with students who are on suspensions involves a fair amount of extra work for everyone. However, this is a part of the formative discipline that “problem students” require in order to change their behaviour. As teachers, we are not only called to help the “willing sheep”, but, perhaps especially, to help the “stubborn sheep”. So let us do our best to “go the second mile” in helping parents and students cope with the adjustments that go with serving suspension time.

ANTI-BULLYING POLICY

Burlington Christian Academy has an anti-bullying policy that states that no bullying will be tolerated at any time. Bullying can be defined as a persistent and ongoing use of aggression, intimidation, harmful behaviour and/or cruelty. This type of behaviour will have the result of hurting another person verbally, physically, emotionally, creating a negative environment at school for another individual. Examples can include but are not limited to the following: verbal bullying, physical bullying, nonverbal/nonphysical bullying, and cyber bullying. If a student feels



that he is being bullied, he should withdraw from the situation and report the situation to the nearest member of staff. If a student observes another being bullied, he should intervene to stop the bullying from continuing; he should not remain as a passive onlooker. Parents will be contacted in all incidents of bullying.

STATEMENT OF INTENT

We, the community of Burlington Christian Academy, are committed to providing a safe, secure and friendly environment for all our students so that they can learn and succeed to their maximum God given potential. We believe that this should be part of our value system as a Christian community.

BCA's response to bullying is based on the pattern of relating to one another as is identified in the Bible. God intended us to live together in a way that acknowledges differences and accepts others because we are all made in His image. As a result of sin, our relationships are not always the way they should be. We need to reach to have them as God intends, as illustrated in Matthew 7:12, Romans 12:18, John 15:12, and I Thessalonians 5:11.

It is our intent to implement a **restorative framework** for dealing with bullying incidents in order to protect our students and also to help the bully to learn how to relate in a way that is in line with what we stand for as a school.

Further, it is our intent to help facilitate the creation of peacemakers. Jesus put Christian behavior in proper perspective when He was asked to identify the most important commandment. He said, "Love the Lord with all your heart and all your soul and all your mind. This is the first and greatest commandment." But then he added, the second greatest: "Love your neighbor as yourself" (Matthew 22:37-39). Peacemaking is essential to their Christian walk and witness, "By this all men will know that you are my disciples, if you love one another." (John 13:35)

PROCEDURES

Burlington Christian Academy is committed to ensuring that procedures are in place for dealing with a range of bullying incidents that could affect the school environment. It is expected that these procedures will help to prevent recurrences.

Each student needs to become empowered to take responsibility for other students. When a student sees someone being bullied, he/she must feel the responsibility to speak out against such injustice by reporting the event to the teacher or to the Principal. Staff will keep the names of reporting students confidential. Reporting can be done by speaking to the teacher, or by a written note.



REPORT CARDS

GRADING SCALE

The year is divided into three reporting periods; progress reports, term one reports and term two reports. The report card which is issued at the end of each term, evaluates work habits and attitudes. It also indicates achievement levels and rates of progress. Formal parent-teacher interviews are held twice per year, at the end of progress reports and term one, and parents are strongly encouraged to attend.

The letter grades issued for **Achievement Levels** in each subject area and the corresponding percentage grades indicate that the student is performing at the following levels as related to the curricular expectations:

- **A** = 80% – 100% = Excellent → Exceeds Curriculum Expectations
- **B** = 70% – 79% = Above Average → Meets Curriculum Expectations
- **C** = 60% – 69% = Average → Approaches Curriculum Expectations
- **D** = 50% – 59% = Below Average → Below Curriculum Expectations
- **R** = below 50% = Unsatisfactory → Remediation or Retention is Required

(+) or (–) may at times be used to indicate the student was at the upper or lower limits of the category.

Student **Effort & Attitude** is evaluated using the following indicators:

- **E** = Excellent; **G** = Good; **S** = Satisfactory; **N** = Needs Improvement.

AWARDS CRITERIA

The following awards will be presented at the end of the school year at a special assembly on the last day of school. Grade 8 awards will be handed out to students at their graduation ceremony, with the exception of the Annetta Toews award.

Annetta Toews Citizenship Award – This special citizenship award is presented to two BCA students each year. A student in each class is nominated for this award. Through teacher voting two candidates are selected to be recipients of this award, one student in Grades JK-4 and one student in Grades 5-8. Annetta Toews was a longtime teacher at BCA who died shortly after retiring from BCA. She was someone who was deeply committed to her Christian faith and always treated others with kindness and love.

Honour Roll – Students in Grades 4-6 will be recognized for achieving honours in a minimum of 7 out of 9 subjects. Students in Grades 7-8 will be recognized for achieving honours if their combined average of all subjects is 85% or higher for both terms. In Math, there are 5 strands; these strands are combined for one math mark



Citizenship – In order to receive the Citizenship award, students in Grade 4 – 7 will have demonstrated the following behaviours throughout the school year:

- Consistently demonstrated a Christ-like attitude towards others
- Consistently demonstrated respect towards staff, visitors, peers, school property, and others' property
- Consistently abided by the school rules and expectations and acted responsibly in the classroom and on the playground
- Consistently demonstrated leadership skills and took the initiative to help others (i.e. without being asked)
- Consistently taken responsibility for his/her learning by completing assignments, and coming to school prepared with the necessary materials

Principal's Award – This award is presented to a student in each grade from grade 4 - 7 who has achieved academic excellence in all terms and demonstrates excellence in citizenship.

Heather Crossing Award – This special motivation award is presented to two BCA students each year. Through teacher voting, two candidates are selected to be recipients of this award, one student in Grades JK-4 and one student in Grades 5-8. Heather Crossing served the Lord for 31 years at BCA as Teacher then as Principal. Mrs. Crossing's passion for Christ was demonstrated in her superior work ethic and her commitment to her responsibility of furthering the mission of the school. This award is to honour Mrs. Crossing and those students who demonstrate the same devotion to their work and contributions to BCA.

Grade 8 Awards – Presented at Graduation

Valedictorian – The Grade 8 student will be voted as Valedictorian by his/her fellow grade 8 peers.

Principal's Award – This award is presented to a graduating senior who has achieved academic excellence in all terms and demonstrates excellence in citizenship.

Leadership Award – This award recognizes a graduating senior who displays a positive attitude and effort towards his/her school work and for the lead he/she has taken within the classroom, the wider school setting and overall school involvement.

Citizenship – This award is presented to a graduating senior who consistently demonstrates a Christ-like attitude towards others, respect towards staff, visitors, peers, school property, and others' property. This individual abides by the school rules and expectations and acts responsibly in the classroom and on the playground. This graduate consistently takes responsibility for his/her learning by completing assignments, and coming to school prepared with the necessary materials.



Subject Awards - These awards are presented by the subject teacher at graduation;

- Math, Language, Science, Geography, History, P.E., French, Music, Bible, Art

RELATED ORGANIZATIONS

ONTARIO MINISTRY OF EDUCATION

The Curriculum taught at Burlington Christian Academy is informed by the official curriculum of the Ontario Ministry of Education, by the Ontario Alliance of Christian Schools (OACS), and by Christian Schools International (CSI).

Burlington Christian Academy is governed by a board of directors and is not connected, controlled or operated by any particular church or denomination. It is an interdenominational Christian school and is an active member of two associations of similar Christian schools throughout Canada and the United States:

EDVANCE CHRISTIAN SCHOOLS

This organization is based in Ancaster, Ontario, and helps Burlington Christian Academy and other Christian Schools develop sound Christian curriculum and school policies and gives advice for operating an effective Christian school. There are approximately 75 Christian schools affiliated with Edvance in Ontario.

CHRISTIAN SCHOOLS INTERNATIONAL (CSI)

This is the parent organization of Edvance, based in Grand Rapids, Michigan. It is divided into twelve districts, of which Ontario is district number 10.



DRIVER INSURANCE FORM

An important part of education is exposing our students to learning outside of the classroom and providing opportunities for them to participate in sporting and other events. In order to offer our students these opportunities, we rely on volunteer drivers to keep our costs down as bussing is very expensive.

For safety reasons, our volunteer drivers must:

- a) be 25 years of age or older;
- b) have a valid driver’s license;
- c) have at least \$2,000,000.00 personal liability insurance coverage; and
- d) have the appropriate number of seat belts or booster seats, where applicable (see Ontario’s Highway Traffic Act).

If you are planning to drive students this year, we ask that you complete, sign and return the following declaration form.

_____ I declare that I am licensed to drive in Ontario

_____ I am aware that transportation is limited to and from the school sponsored activity

_____ I am covered by at least \$2 million personal liability insurance on my vehicle

_____ The vehicle I am driving is mechanically fit and there are seat belts in working condition for all passengers

_____ The school has a copy of my vulnerable sector screening (VSC) on file. I understand that without a copy of this, I will be unable to drive for any events at BCA

Name (Adult #1)

Signature

Date

Name (Adult #2)

Signature

Date



Parent Permission to Transport Students in a Private Vehicle

At BCA our number one priority is the safety of our students. All students require parent or guardian permission to participate in out-of-school trips, as evidenced by completing this form.

Transportation to certain school approved trips will be accomplished by using parents or BCA staff drivers. Please read and sign the appropriate section below and return the signed form to the front office of the school.

1. I hereby give permission for my child to ride in a private vehicle, driven by a BCA staff member or a BCA approved adult volunteer, to and from the activities that take place outside of BCA this school year.

Print Student Name: _____

Print Parent Name #1: _____

Parent Signature: _____

Print Parent Name #2: _____

Parent Signature: _____

2. I **DO NOT GIVE PERMISSION** for my child to ride in a private vehicle driven by anyone other than myself for activities that take place outside of BCA this school year. I will drive my own child to and from any activities that take place outside of BCA this school year.

Parent Signature _____

Date _____

I acknowledge the existence of known hazards and the potential for unknown or unforeseeable hazards inherent in leaving school property for field trips. I understand that despite all reasonable precautions, circumstances may arise which are not foreseeable, or which are beyond the control of the school.

Parent signature _____ Date _____

For insurance liability compliance issues, we cannot accept verbal, telephone, or electronic permission from parents/guardians. **Students without returned forms will not be permitted to attend.**