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INTRODUCTION



The purpose of the handbook is to provide communication between home and school. The handbook contains vital information. Therefore, it is extremely important that parents/guardians read this publication and keep it on file. We believe that informed parents/guardians are beneficial to OCS's administration, the teachers and, most importantly, the students. We trust you will find this handbook to be a useful tool. The policies and procedures contained in this document may be changed upon approval of the Board of Directors and subject to the laws of this province.

1.1 Principal's Message

It is with great pleasure that we provide you with this handbook. Parents are, and will continue to be, a very important part of the educational process that we provide here at Orillia Christian School. Our school Society believes that children should be educated in an environment that is consistent with the beliefs of Christian parents. It is our hope that the material you find in this booklet will inform you about the details of the school.

Most of the information that is outlined in this booklet is not meant to be carved in stone. The policies serve only as guidelines that are constantly reviewed and changed to meet the changing needs of the school. These policies are based on the changeless Word of God, the Bible, which is the only infallible standard for us.

At Orillia Christian School we strive to guide children to commit their hearts to God. We expose children to knowledge of God and His world. As tools of the Holy Spirit, we hope to instil in them an obligation to respond to God by living a life of responsible service in the world--a life of obedient discipleship.

Qualified teachers possessing their Ontario Teaching Certificates teach our curriculum at OCS. A Christian institution must provide students with excellent curriculum to prepare students with the necessary skills to continue in higher education and to be functional in today's Society. We regularly compare our program to the educational guidelines required by the Ministry of Education of Ontario. However, each area of the curriculum is taught from a distinct Christian perspective by teachers proclaiming that Jesus Christ is Lord over all areas of life and may be taught in a different grade than is listed by the Ministry.

OCS has been in operation since 1979 and has a strong supporting community. It is an interdenominational school that accepts children from Christian parents who share this same view of education.

2.0 ORILLIA CHRISTIAN SCHOOL SOCIETY (OCS)

2.1 Purpose



The purpose of the Society is to maintain an elementary school for the daily instruction of the children of the members, such instruction to be in accordance with Article 2 and the provincial standards and directed toward the end that the children may serve as Christians in society, church and state. The school may also be a Christian service to the local community, church and society.

2.2 Vision & Mission of School

Vision

To enhance excellence in Christ-centred education for students through strong leadership, improved facilities and solid community relationships.

Mission

To support Christian families in educating to equip the mind, heart and body of children through Christ-centred curriculum and teaching for service in the world.

2.3 Article 2 (Constitution)

The supreme standard of the Orillia Christian School Society for elementary education shall be the Scriptures of the Old and New Testaments, which we believe to be the Word of God. The government of the Orillia Christian School Society is autonomous under God. It is not an ecclesiastical body, nor is it subject to any ecclesiastical organisation. However, believing that the Lord God, by graciously giving us the Scriptures, has revealed to His people certain basic principles intensely relevant to education, in obedience thereto, the Orillia Christian School confesses, and is thereto bound by the following principles:

1 - Life:

That since human life in its entirety is religion; God summons men to serve Him everywhere and requires that we educate our children in the fear of the Lord.

2 - Bible:

We believe the Bible to be the complete Word of God: that the 66 books, as originally written comprising the Old and New Testaments, were verbally inspired by the Spirit of God and were entirely free from error: that the Bible is the final authority in all matters of faith and practice and the only true basis of Christian unity.

3 – Creation:

That since God, Who has created all things by His Word and Spirit, constantly revealed His wisdom and power in the cosmos and exercises His dominion everywhere, we can rightly understand the world only in its relation to the Triune God. We believe in the doctrine of creation as revealed in the book of Genesis and other Scriptures, and reject the theory of evolution.

4 – God:

We believe in one God, Creator of all, holy, sovereign, eternal, co-existing in three equal persons - the Father, the Son and the Holy Spirit. This only living and true God has revealed Himself in the Holy Scriptures.

5 – Christ:

We believe in the absolute and essential deity of Jesus Christ, in His eternal existence with the Father in the pre-incarnate glory, in His virgin birth, sinless life, substitutionary death, bodily resurrection, triumphant ascension, mediatorial ministry and personal, bodily return.

6 – The Holy Spirit:

We believe in the absolute and essential deity and personality of the Holy Spirit, who convicts of sin, of righteousness and of judgement, who regenerates, sanctifies, illuminates and comforts those who believe in Jesus Christ.

7 - Man:

We believe that man, having been created as God's image bearer, was given the task of exercising dominion over creation in obedient and loving service to God, glorifying Him in thought, word and deed, and to interpret all reality in accordance with His design and law for creation and mankind.

8 – Sin:

We believe that man, by disobeying God's command not to eat of the tree of the knowledge of good and evil, wilfully turned against God, forsaking the task that God had assigned him. Man estranged himself from God and brought God's curse upon himself and creation. As a result, fallen man has become blind to the true meaning of life and misuses and represses the knowledge of God which confronts him in creation and in the Scriptures.

9 – Salvation:

We believe that salvation is by the sovereign, electing grace of God: that by the appointment of the Father, Christ voluntarily suffered a vicarious expiatory death: that justification is by faith alone in the all-sufficient sacrifice and resurrection of the Lord Jesus Christ and that those whom God has effectually called shall be divinely preserved and finally perfected in the image of the Lord.

10 – The Kingdom of God:

That the kingdom of God established the rule of Jesus Christ over all things and makes education and science possible and meaningful. Since we must subject every thought in obedience to Christ, we therefore reject every attempt to withdraw any aspect of life from the divine commandment to love the Lord with all our heart and mind.

11 – Purpose of Education:

We believe that the purpose of Christian education is to direct and guide children to commit their heart to Christ the Truth, to attain to understanding, wisdom and righteousness, and to perform his competent and responsible service of the Lord.

12 – Parents and Children:

We believe that God has given to parents the responsibility to nurture and educate their children. These children, needing direction, correction and instruction, should receive Christ-centred education.

13 – The Teacher:

We believe that the teacher, as a servant of God, in exercising his calling as educator of the student, is accountable to the parents through the school board.

14 – The Christian School:

We believe that the school is an educational institution established and directed by an association of Christian believers, and possesses the freedom to function in education in total and voluntary submission to Christ.

15 – Christian Unity:

We believe that, based on the directives of I Corinthians 13 and Romans 14, and because of the unique nature of the school as being non-denominational in character: for that reason, doctrinal views which may be divisive (e.g. baptism - by water or Spirit, speaking in tongues) are to be neither promoted nor practised within the Society at any level.

16 – Christian Behaviour:

We believe that the Christian life should be an inner attitude and outward demonstration of total commitment to God. Such a Spirit-filled life is characterised by loving God with all one's being and loving one's neighbour as oneself, including one's willingness to set aside one's personal freedoms for the sake of those weaker in the faith. The fruit of the Spirit is the evidence of this life, against which there is no law. This spiritual life is also in complete conformity with the Scripture.

ARTICLE 2.1

Marriage:

The Society shall consider God's plan for marriage the union between one man and one woman. Recognizing that breakdowns in God's plan occasionally take place, we strive to uphold God's ideal. God's plan does not sanction or approve of same sex unions.

2.4 Statement of Core Family Values

All members of the board, administration and staff of Orillia Christian School believe that the Bible is the Word of God and without error in all its teachings. Because of our understanding of the Old and New Testaments, our school teaches these Core Family Values:

- That it is unacceptable for Christians to teach hatred against any group or individual.
- That human life begins at conception and that an unborn child at any stage of development is fully human and should be treated as such.
- That extramarital sexual intimacy, heterosexual or homosexual, is morally wrong.
- That marriage is an exclusively heterosexual institution involving one man and one woman.
- That God created each human being with a biological gender

2.5 The Goals of Christian Education:

The term "goal" refers to the purposes of the educational process as it is focused in the school as a unique societal structure. It defines the nature of the schooling process as well as the image of the educated person assumed and/or desired by the school system, but it does so from the student's point of view.

The Primary goal of the Christian day school consists in helping each student to grow into an independent person so that each can serve God according to His word, is able and willing to employ all talents to the honour of God for the well-being of fellow creatures in every area of life:

This general goal is specified into several main goals, which will guide each student to:

1. Develop a deeper commitment to love God,
2. Mature as a Christian person in relation to self, others, and the environment,
3. Discover and develop particular gifts and talents,
4. Develop abilities of perception and judgment in moral and ethical matters,
5. Follow the norms for good health and physical fitness,
6. Acquire competencies for responsible living as an adult; especially the sensitivity and skill necessary for effective communication,
7. Develop awareness of oneself as a learner able to adapt knowledge, skills and attitudes to the ordinary tasks of life,
8. Develop the knowledge and understanding necessary to fulfil one's calling effectively in modern society,
9. Train and discipline those skills and attitudes necessary for satisfaction and productivity in the world of work and/or advanced levels of schooling,
10. Acquire appreciation for the customs, habits, and beliefs of other faith communities, ethnic groups, and other cultures.

2.6 Hallmarks of Christian Schooling:

The term hallmark refers to established standards of quality and excellence. These ten hallmarks are fundamental and normative characteristics of the Christian school and serve as guidelines for the practice of teachers, communities and boards.

1. The Christian school affirms its biblically normative character in a changing society.
2. The Christian school discerns and rejects the basic beliefs of secular educational practice.
3. The Christian school has an instructional purpose that is rooted in the nurturing environment of the Christian community.
4. The Christian school honours and protects the distinct roles of the partners in education in its organization and practice.
5. The Christian school affirms that the student, a unique person created in God's image, matures and develops his/her abilities within the general pattern of human growth.
6. The Christian school employs teachers who are selected for their Christian commitment, personal qualities, and professional competence.
7. The Christian school adopts a program of studies that guides the goal-directed learning activities.
8. The Christian school's approach to teaching and learning includes a variety of instructional strategies within a supportive classroom environment,
9. The Christian school uses a variety of carefully selected learning materials.
10. The Christian school renews its practice with confidence and joy.

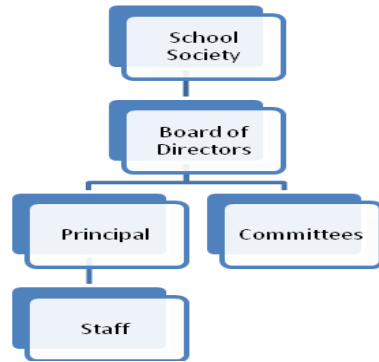
2.7 Structure

The Orillia Christian School is maintained by the Orillia Christian School Society. Membership in the Society is available to parents who enrol their children, and to the friends of the cause of Christian Education who are in agreement with the basis, purpose and principle guidelines of the Society, and who comply with the Society's membership criteria.

God's will is sought in all decisions and actions. All levels are first accountable to God.

Please refer to the Membership policy on the school website for more details.

2.8 Governance



2.9 Affiliation

Orillia Christian School is a member of the Ontario Alliance of Christian Schools (O.A.C.S.). The O.A.C.S. is a service organization serving over 70 sister schools. Developing Christian curriculum is one of its key functions, and teachers from member schools meet regularly to work at this task.

The O.A.C.S. is a District (No. 10) of the Christian Schools International (C.S.I.). The C.S.I. is also a service organization serving over 400 schools in Canada and the United States.

3.0 THE SCHOOL PROGRAM – A CHRISTIAN PERSPECTIVE

3.1 Philosophy of Education

The philosophy of education is rooted in the inspired and infallible Word of God as it is revealed in the Bible, in creation and in Jesus Christ, God's Son. Education, like every aspect of life, is subject to God's reign, therefore, the Word of God is foundational to all learning. In the classroom, no distinction is made between so called "religious" and "neutral" subjects since all educating is a religious activity.

3.2 Teaching Staff

The Board chooses teachers on the basis of personal commitment to Jesus Christ and professional competence. All teachers have their Ontario Teaching Certificate and are members of the Ontario College of Teachers and Edifide, a Christian Teacher's organization. Teachers work closely with parents to ensure the best possible education for their children. A shared commitment to Christ by parents and teachers creates an atmosphere of love and care for the children. Academic excellence is expected and achieved through hard work and regular professional development.

3.3 Distinctive Christian Curriculum

OCS defines curriculum as the set of programs designed for the students in our school. This specific focus does not negate the importance of the role of the teacher, the school atmosphere, or the many subtle influences that permeate the educational process. The curriculum at OCS is a distinctively Christian curriculum because:

(1) Each course of studies will include a number of clearly stated starting points that direct the students to the central message of the Scriptures. All the parts of the course flow together into one confession: Jesus is Saviour and Lord and the child may serve Him in obedience and joy. The instruction has a

purpose: nudging, encouraging, practising, convincing, and preparing the child for competent Christian service.

(2) The course of studies will promote a spiritual-emotional response that leads to a sense of wonder and amazement, culminating in this confession: "This is my Father's world; I am part of His fantastic universe, intricately made, loved, and cared for." At the same time the child is led to experience some of the sadness of broken relationships, a longing for renewal and a "waiting upon the Lord." The child will also come face to face with the mystery that not everything can be comprehended. The human mind is limited.

(3) The content of the course of studies is carefully selected to present the Truth, to foster the good and beautiful and to develop the knowledge, skills and attitudes necessary for competent Christian service.



3.4 Description of Curriculum Offered at OCS

A full Junior/Senior Kindergarten through Grade 8 program is taught at OCS. The academic content is comparable to the course of studies suggested by the Ontario Ministry of Education, but differs substantially in interpretation and at times in grade placement. The curriculum consists of language arts, French, Bible instruction, science, social studies which include history and geography, mathematics, physical education, health, music and fine arts. Staff members seek to unify all educational activities with the central thrust of the school's vision for life. Christian curricular material published by the Ontario Alliance of Christian Schools (OACS) and Christian Schools International (CSI) are used in many subject areas.

Bible

The purpose of teaching Bible is to (a) impart knowledge of the Bible to the children, (b) open up ways for children to know and love their Lord and (c) move children to a deeper faith. Teaching is primarily done through story-telling, the overall theme being God's covenantal relationship with His people. Memorization of Scripture is required regularly using passages relevant to the course of study. Bible is taught in a concentric way; that is, the Bible is covered several times, beginning with the key stories the first year and adding to this skeletal outline during the ensuing years. We use a series published by CSI, which emphasizes a story telling approach to the teaching of Bible.

Language Arts

The Daily Five framework (These components are: Read to Self (reading self-selected materials independently), Read to Someone (reading aloud with a partner, practicing strategies and fluency), Listen to Reading (building vocabulary and hearing good models of fluent reading), Work on Writing (practicing writing fluency), Word Work (phonics and spelling/vocabulary practice) for teaching language arts is being implemented in K through Grade 3. It's multi-level, multi-method approach to the teaching of reading and writing works well with the Christian view of the child as a unique image bearer of God. In Grades 4-8 reading, writing, listening and speaking skills are developed through the use of anthologies, novels, short stories, drama, poetry, media studies, as well as grammar and spelling exercises. Many of these materials are published by the OACS and CSI.

French

French is taught formally to the students in Grades 1-8, with regular exposure to the language already beginning in Kindergarten. Our purpose is to learn to

speak and understand a second language and to learn to appreciate another culture. French is taught primarily through a conversational method in primary grades. Students in junior and intermediate grades develop their knowledge of written French as well as oral and aural skills.

Mathematics

We use the JUMP Math program which is a numeracy program. JUMP Math is dedicated to enhancing the potential in children by encouraging an understanding and a love of math in students.

JUMP Math replaces the self-fulfilling myth that some people are born with mathematical ability while others do not have the ability to succeed with assumptions that all children can be led to think mathematically

Science & Technology

Our Science curriculum's purpose is to allow students to observe and experience the wonder of God's revelation of Himself in creation. Units developed by the OACS and CSI cover topics from the areas of life systems, matter and materials, energy and control, structures and mechanisms and Earth and space systems.

Social Studies

In the primary grades we begin with a foundational study of people - families, friends and neighbourhoods. The program, developed through the OACS introduces such topics as: Mapping My Home; Countries Around the World; Celebrating Canada. In the junior grades there is a continuation in the study of people, lands and landforms around us. Each grade studies an ancient culture, a modern culture and a region of Canada. In the senior grades specific cultures of Western civilization are studied and a growing awareness of Canadian culture is developed. In Canadian studies in Grades 7 & 8, particular emphasis is placed on pre-Confederation times and on the years immediately following Confederation. Geography is taught as a separate subject in the intermediate grades and is approached from an ecosystem or biome perspective.

Music

Vocal and instrumental music are an important part of our curriculum. In the primary grades we concentrate on singing and music appreciation. In the junior grades recorder playing enhances music skills and the teaching of theory. In the intermediate grades students will participate in an instrumental band program.

The MusicPlay program is a curriculum resource used throughout the grades.

Art

Art work enables children to recognize, explore and develop their creative talents. Students are encouraged to use art media skilfully and apply concepts of line, colour, shape, form, space and colour value. Various aspects of art history are covered in the junior and intermediate grades. SRA Art Connections is a curriculum resource used throughout the grades.

Health

Responsible stewardship also includes taking care of one's self. The health curriculum, called Healthy Living published by CSI, is a comprehensive health education curriculum for Grades JK-8. The series addresses the mental, emotional, social and spiritual aspects of health as well as the physical. It helps students take responsibility for their health as individuals and as members of families and communities. It gives them opportunity to develop basic life skills--

such as communicating, decision making and resolving conflicts--in order to prepare them to meet the challenges of daily living. Its Christian perspective leads students to recognize that a healthy lifestyle is a lifestyle of obedience to God. We believe that the teaching of human sexuality is a shared responsibility with the home and the school. More information on this topic is available from the office.

Physical Education

In the primary and junior grades the emphasis lies in the development of motor co-ordination, development of muscle tone and creative movement, as well as initial sports skills. The ensuing grades continue to develop these skills and focus more on team sport skills such as baseball, soccer, volleyball and basketball, and individual sports required for Track and Field competition.

Special Education

As a Christian school, we take into account and accommodate needs that may not be fully met within the regular classroom setting, seeking to develop each student's God given potential.

The resource room takes a supportive role in identifying and planning for those students who are considered to be at risk in the primary grades. The resource teacher works alongside the classroom teacher with students who continue to falter throughout their elementary education due to learning disabilities (specific or general). Students remain in the classroom with their peers but receive help on a withdrawal basis.

Though the student may be referred initially by the parents or teachers, parental permission is required before the child enters the program. Informal and formal testing may be done as is deemed necessary, and an individual educational plan may be prepared. Regular communication with parents is maintained through conferences and progress reports which are issued after each term.



The resource room supports teachers by identifying and developing programs for those students who are intellectually gifted and need to be challenged to engage in higher level thinking skills, strategies, problem solving and independent study.

3.5 Homework and Home Study

Home study plays a vital role in the attainment of good progress. It is necessary to learn how to work and study effectively. Each student must learn to work by him/herself. With effective home study he can learn how to solve problems independently, to drill, to review, to summarize and to do independent reading and research.

Our staff assigns homework when the need exists. It is not our intention to let it become excessive or to become just busy work. It is given for a specific not completed during class time.

The following are guidelines for homework. There will be times when your child's homework load will exceed these guidelines because of projects and tests that need completion and study.

- K: Find things for letter of the week, sight words, Snuggle Up and Read.
- 1: Reading and math practice (15-20 min./night)
- 2: Reading, math, memory work & spelling words (15-20 min/night)
- 3: Reading, math, spelling, memory work, unfinished class work and project work (20-30 min/night)
- 4-8: Spelling, assigned homework, project work and test preparation

- Gr. 4: 20-30 min/night
- Gr. 5,6: 30 – 45 min/night
- Gr. 7,8: 45-60 min/night

If you are away for several days in a row, get the work you missed from your teacher and catch up at home.

Some Good Rules for Home Study

- Home study is a habit that can be learned through regular practice each night.
- If no homework is assigned, this is your opportunity to review.
- Have a time and place to study.
- Make out a study schedule.
- Take short breaks between periods of study. Few young people or adults can effectively concentrate for long periods of time without a short break.
- Do your most difficult subject first.
- Form the habit of asking for help whenever you do not understand some part of your work.
- Oral drill is excellent for most subjects. Ask someone at home to hear your work whenever possible.
- Don't be satisfied with just getting by. Get the satisfaction that comes from doing your work thoroughly and well.

4.0 CHRISTIAN NURTURE

	<p>What does the school expect of parents?</p> <ul style="list-style-type: none"> ▪ support for the mission of the school ▪ respect for faculty, staff and board ▪ involvement in their child(ren)'s education ▪ positive attitudes and a supportive home study environment ▪ willingness to volunteer in areas where their gifts and interests can best be applied ▪ communication of any needs or concerns to staff ▪ attendance at meetings and interviews ▪ investment of resources in support of Christian education ▪ prayer for the school
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4.1 Student Code Of Conduct

Purpose:

The Orillia Christian School believes that there should be an accepted standard of behavior during school and school activities. This policy presents the desired principles and standard of behavior that we desire in our students and the consequences for behavior that does not come in line with those principles. It is our desire to work together for restoration when we fall short of the ideal.

School Code of Conduct:

“But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control”. Galatians 5:22, 23a

Our Relationship with God:

+We will speak of God in respectful ways.

+We will encourage close relationship with God in others as well as ourselves through Bible reading, prayer, sharing and corporate worship.

+We will respect ourselves because God created us in His image.

Specific Student Expectations:

- 1) It is expected that all students and staff will seek the Lord's will through personal prayer, Bible study, obedience, personal confession to the Lord and corporate worship as a regular exercise to permit God to reform us into the image of Christ.
- 2) Offensive language, to both God and others, will not be tolerated.
- 3) Clothing, hair and personal ornaments will be monitored to insure they reflect Christ's image.
- 4) Students will actively participate in devotions, Bible study, Chapel and other formal activities at OCS designed to glorify our Lord.

Our Relationship with those in authority:

+We will be respectful in our speech and conduct.

+We will be obedient to those in authority over us and deal with disagreements in a respectful manner.

+We will encourage others to respect those in authority.

Specific Student Expectations:

- 1) Students will address all teachers and staff respectfully by Mr., Mrs., Miss or Sir.
- 2) Students will listen to, obey, and give respect to all teachers and not just their classroom teacher. This expectation applies to the classroom, common areas and the playground.

Our Relationship to others:

+We will be respectful of others in speech and conduct as we strive to build one another up.

+We will respect each other's property.

+We will respect each other's person by modeling the Fruit of the Spirit.

+We will practice an atmosphere of apology and restoration.

Specific Student Expectations:

- 1) Students will walk on in the hallways and stairways in a calm and considerate manner; striving to maintain an “inside voice” level within the school building.
- 2) Personal electronic devices are not to be brought to school unless requested

- by the teacher for classroom purposes. (see Section E8)
- 3) Snowball, stone or other throwing of non-sport equipment objects is not permitted. This includes both animate and non-animate objects.
 - 4) Grabbing, bullying, name-calling, intimidation or other personally unwelcome behavior is not permitted towards others.

Our Relationship to school property:

- +We will maintain the cleanliness of the school.
- +We will value one another's property.
- +We will take ownership for the school property.
- +We will cultivate thankfulness for what we have.

Specific Student Expectations:

- 1) Students will only touch, handle and operate school equipment which they have received permission to use and will promptly return it to the proper location when complete.
- 2) Students will use school property in a manner that is consistent with its intended purpose and in a manner which is God honoring.
- 3) Students will remove outdoor footwear and wear shoes intended for indoor use when in the hallways, classrooms, and the gym.
- 4) Bicycles, skateboards or in line skates will not be ridden on school property.
- 5) Chewing gum is not permitted on school property.
- 6) Willful damage to school property will be immediately reported to the principal and will be paid for by the student/family.
- 7) Littering is not permitted and all students will take responsibility for the maintaining of a clean environment at OCS by picking up litter both voluntarily and when requested by the teacher.

Student Copy of the Code of Conduct: In keeping with the idea of teaching personal responsibility each year the school will send home an age appropriate version of the code of conduct. Parents are asked to review it with their child(ren) and return it to the school signed by both the parent and student.

The community expectations as expressed are not exhaustive and represent behaviour that promotes a healthy atmosphere within the school. The Principal, as deemed necessary, will further explain any aspect of the above to include situations not expressed. It is also recognized that individual classroom teachers will establish standards that reflect their desired classroom atmosphere.

4.2 Dress Code

We are a Christian community and, as ambassadors for Christ in this community, we must show our distinctiveness, not only by our behaviour, but also by our dress. The Bible instructs us that we have been created in God's image - male and female (Genesis 1:27; Matthew 19:4). Boys and girls ought to dress in such a way as to recognize their specialness as His image-bearers. We are also to dress with propriety and modesty (I Timothy 2:9). Therefore, we suggest the following guidelines to make more specific and clear what we believe would be pleasing to God in our dress code.

Please refer to the Dress Code Policy on the school website for more details.

4.3 Biblical Components Of Discipline

The purpose of discipline at Orillia Christian School is to encourage the development of each student in the image of Jesus Christ, as evident in the student's responsible behaviour, character and learning. A commitment to the authority of Christ will be manifested in respect for the teachers and fellow students, caring for the responses and property of others, and the desire to achieve academically in accordance with his/her God-given abilities.

Within the school community, discipline is implemented to ensure the integrity of an orderly environment conducive to teaching and learning, so that the objectives of Christian education are realized for all students. The authority of school faculty is that of "in loco parentis" (in place of parents), as the Christian school serves as an extension of the home. Each teacher, under the supervision of the Principal, is responsible for maintaining classroom order desirable for ideal learning experiences.

Attending Orillia Christian School is a privilege. For the sake of the student body, this privilege may be denied/withdrawn from any student whose conduct is not in keeping with biblical standards and/or with regulations designated by school faculty. A student's attitude at the time of infraction will be a factor in assessing appropriate discipline. The school principal may impose suspension from class if necessary.

The faculty of OCS will seek to present incidents of discipline as learning experiences.

The Orillia Christian School recognizes that sin exists in the world and that student behavior does not always measure up to the ideal. The goal of this Discipline Policy is to seek to imitate the way our Lord provides direction for His followers. He is both firm and loving. We too seek to strike this balance. With this in mind, please be assured that the Board, Committees, teachers and administration at OCS are in partnership with parents. It is our desire to see all our students come to a closer walk with their Lord. When dealing with behavioural situations, the principal and staff will seek to use restorative practice to bring about restoration if hurt was caused to another person.

Parents will be contacted upon administration of the discipline, so that clear communication gives way to mutual understanding, especially between student and teacher. Should conflict result from disagreement, a process of resolution towards reconciliation should be implemented immediately, according to the Biblical principles outlined in Matthew 18.

Please refer to the Discipline Policy on the school website for more details.



5.0 COMMUNICATION BETWEEN HOME AND SCHOOL

In any organization, especially a Christian school, open and honest communications are an essential element to survival. Christ Jesus Himself taught that good communications have a spiritual value, and instructed His disciples to follow the pattern that has been recorded in Matthew 18.

Most Christian schools have advertised Matthew 18 as their principle of conflict resolution, but, as with many Biblical teachings, the concept is easier talked than walked. Many parents find it difficult to approach the teacher when something disturbing happens in the classroom; they find it difficult to live up to Matthew 18 and phone up another parent instead, or skip the first step and go right to the principal who, in fact, has had his/her hands tied by the Biblical injunction. Many parents are not sure how or when to go about initiating discussion with the teacher.

Though we would not want to load the full weight of Matthew 18 on the child's shoulders, there is still some value in encouraging the child to talk with the teacher before, or at least as well as, talking to his/her parents. It is also important to remember that third-party negotiations are always more difficult because the parent has limited information and only knows what the child has told him/her. Similarly, if a child has had a bad experience at school that day, it is much more effective to have the teacher deal with it close to the source rather than a day or two later when the parents have come to see the teacher and expect him/her to take some action.

In summary, Matthew 18 is not just a good idea; it is a divine principle. When we do not follow it, complications arise that could have serious ramifications for the effective operation of the school. Though it may not be easy to "go to your brother (teacher)", it is imperative that you do. By using the communication channels already in place, observing some social graces, making appointments, using an open-minded approach, and, drawing on the strength, wisdom and courage of the Holy Spirit, we can keep home and school communications open in a God-honouring fashion.

6.0 WHEN PARENTS ARE CONCERNED

If an issue cannot be resolved with a teacher, the principal's help may be requested. If dissatisfaction still continues, parents may request the input of the Board. It is wise to document concerns on paper thereby specifying the exact nature of one's concern and providing a future frame of reference.

There will still be situations where a teacher has done something that a parent dislikes, and the parent should try to resolve the issue with the teacher before notifying the principal. An example of such a situation might be the choice of a song in music class or the lack of comments on student work. These are not covered by a policy and, in and of themselves, should not warrant action on the part of the principal.

Consult with your child's teacher on a regular basis. Communication between home and school is a vital part of your child's educational process.

Take an interest in your child's education by encouraging a positive attitude toward the assignments and relationships at school. Endeavour to instil a sense of loyalty to OCS by your positive support of its activities and meetings.

Please encourage your child to get sufficient rest so as to be at his or her attentive best. Nutritious foods and healthy exercise will enhance interest in learning and performance.

Please refer to the Dispute Reconciliation Policy on the school website for more details.

7.0 GENERAL POLICIES, PROCEDURES AND INFORMATION from A to Z

ACCIDENTS

Accidents do happen at school. Every three years, teachers are trained and certified in Emergency First Aid. Minor accidents will be treated by simple first aid and will be reported to parents as deemed appropriate.

In the case of more serious injury, an ambulance may be called. We will attempt to contact the parents or emergency contact persons immediately. In extreme circumstances, a student may be taken to Orillia Soldiers Memorial Hospital for medical treatment. Please ensure that the school has all current medical information, Health Card Number and emergency phone numbers for your child. Any allergies or ongoing health conditions should also be included in your child's school record.

ACCIDENT INSURANCE

An accident and life insurance plan is available to all students. Insurance envelopes will be sent home early in the school year. If insurance is desired, the enrolment card is to be completed and mailed with the premium in the self-addressed envelope to the insurance provider.

ALLERGEN BAN

Orillia Christian School recognizes that some students are at risk to experience severe allergic reactions to common allergens. While we cannot guarantee an allergen-free environment, we shall make every reasonable effort to reduce the risk of exposure to anaphylactic causative agents in the school when we have identified students.



ANAPHYLAXIS

Anaphylaxis, sometimes called "allergic shock" is a potentially fatal allergic reaction to a specific substance, for example certain foods, bee/insect stings, latex, and some medications. A number of our students have this severe, life threatening allergic reaction condition. OCS seeks to reduce the risks of all students by providing a reasonable and appropriate standard of care and by taking various preventative measures so that a student is not in danger.

Please refer to the Anaphylactic Policy and Allergen Ban Policy on the school website for more details.

ARRIVAL AND DEPARTURE

As a rule, students should not be at the school earlier than 10 minutes before the start of school because no supervision will be available on the playground before this time. If this creates a problem and special arrangements need to be made, please contact the school office. It is also expected that all students leave school property at the end of the school day unless they are participating

in some school activity supervised by a staff member. Any students, including brothers and sisters, who are not part of this activity should not remain behind.

If your child is being picked up by someone other than yourself, please inform the school office.



ASSEMBLIES / CHAPELS/ SPECIAL PROGRAMS

Assemblies are times for getting the students together for singing, celebrating, special events and listening to guest speakers. The main assemblies are posted in our school calendar and parents are welcome to attend. Theme chapels are held approximately once a month and special chapels are held for Thanksgiving, Remembrance Day, Christmas, Easter, and the end of the year. A Christmas concert is held every year and students present something they have been working on in their classrooms. In the spring a musical drama presentation is presented for parents in the evening and then again for Grandparents and Friends Day.

ATTENDANCE

We are concerned as a school about the safety of your children. Because of this, we need to know when they will be absent or late for school. It is a great concern for us if we do not know a child's whereabouts.

What should I do if my child is going to be late or absent from school?

If your child is going to be late, is ill, or if there is some unavoidable cause for their absence, please inform the school office before 8:45am.



Absences can be reported in one of two ways:

- 1) Call the school office at (705) 326-0532. If it is before 8:00AM, a voice mail can be left.
- 2) Email the school office at office@orilliachristianschool.com

If this is not done, the teacher will inform the Office Administrator, and the parents will receive a call.

Reasons for keeping your child home from school should be valid; some students simply cannot afford time away from the classroom. If possible, schedule doctor and dentist appointments outside of regular school hours.

Signing In:

All students arriving late are required to have their parent sign them in at the school office before entering class. **Punctuality is very important.** Arriving late on a regular basis is disruptive to the class. Please arrive on time. If students need to leave early or for an appointment, a parent must come and sign the student out in the office. Students must have written or oral parent permission given to the teacher or office staff to leave school property with someone other than parent or guardian.

Extended absence due to vacation, work, etc., is to be strongly discouraged because it may impact negatively on the student's academic progress and cause possible disruption of the class. If parents, for whatever reason, decide that it is necessary to do this, they take upon themselves the responsibility to see to it that their children have adequate school work with them so that they will not fall too far behind.

BEFORE AND AFTER SCHOOL CARE

If you require before and after school care to accommodate your work schedule, please contact the office for more information.

CALENDAR

An annual calendar is distributed to the school community in the summer. A detailed calendar of events is listed in the Weekly Update that is sent home via email every Friday.

CANCELLATION

The decision to cancel school due to unforeseen circumstances such as inclement weather will be made by the principal.

If the Simcoe County **North** Zone school buses are canceled, due to severe road conditions, OCS will also cancel classes for the day. Most local radio stations announce bus cancellations in the morning and parents can also check www.simcoecountyschoolbus.ca for cancellations.

We have students attending from various districts around Orillia. Since the weather varies considerably from one district to another, parents need to exercise their own personal judgment if they feel the weather is unsuitable or unsafe for driving.

The principal will have an announcement made on the LIFE 100.3 radio station and send out an email notice.

CHECK-IN – PARENTS, VISITORS, GUESTS

All parents, visitors and guests are to check in at the school office upon entering the building. It is important for the safety of the students that all visitors have permission to be in the building.



CHILD WELFARE

Child abuse is found in all communities in the world, but it is contrary to God's norms for healthy interpersonal relationships in his creation. It is a practice which must be confronted because it destroys the structure of personality and undermines the quality of relationships necessary for a wholesome community. OCS will work to prevent child abuse and deal with it responsibly if it occurs.

Please refer to the Child Welfare Policy on the school website for more details and for information regarding the protocol the school uses to report alleged abuse to CAS.

CLASS TRIPS more appropriately named OFF-SITE LEARNING EXCURSIONS

Excursions off school property offer students wonderful first-hand experiences to complement various units of study. When such excursions are planned, a notice will be sent home providing details of the trip. We welcome parent volunteers who wish to help supervise students on these outings. Parents will also be informed of any costs that might be involved. Normally, students do not need to bring money on trips. If you need spending money, your parents will be notified.



CO-CURRICULARS

Co-curricular activities occur outside of class time. These activities are meant to complement the curriculum and they are voluntary. Some examples include the following: intramural sports, drama club, praise team, and sports teams.

CRIMINAL REFERENCE CHECK

The Board requires all staff and all volunteers who have regular contact with the students to provide a criminal reference check from the Regional Police Service. All new staff and regular volunteers will provide a Criminal Reference Check before they begin regular contact with the students. Any issues raised by the Criminal Reference Check must be resolved for the satisfaction of the Board of Orillia Christian School prior to regular contact with students.





BAND

As part of our grade seven and eight music program, the students learn to play a band instrument. Parents are responsible for the instrument rental fee which is required in September.

BUSING

We do not have a busing program at the present time. Students walk to school or are driven in by parents. Many families work to carpool with each other to make driving more manageable. Although at first glance this may seem like a deterrent, parents will say that driving into school has proven to be a blessing because it allows for a close connection with other parents, students, and staff.

DAILY TIME SCHEDULE

Generally, the daily times are from 8:30am to 3:15pm, with a 30-minute morning recess and a 40 minute lunch/recess break between 1:00 and 1:40pm. Students are to bring their own lunches each day to be eaten in their homerooms during the lunch break.

Outside supervision	8:20 – 8:30 a.m.
School begins	8:30 a.m.
Morning recess	10:30 – 11:00a.m.
Lunch in Classroom	1:00 – 1:15 p.m.
Noon Outside Recess	1:15 – 1:40 p.m.
Dismissal	3:20 p.m.
Outside supervision	3:20-3:30 p.m.



DEVOTIONS

Daily devotions include Bible reading, chapels, prayer and singing by teachers and students. The school nurtures the idea of the presence of God in all subject areas, as well as in attitudes, values, relationships and personal contact.

EARLY DISMISSAL

If school is cancelled during the day and students are to be sent home early, they will not be dismissed unless parents or emergency designate have been contacted and satisfactory arrangements have been made. If parents or emergency designate cannot be reached, the Principal may need to decide where the student will go. Students may not go home with another student unless the parents or emergency designate has granted permission. Students will **not** leave the property during the day without their parents consent and must be accompanied by an approved adult, i.e. out for lunch, class trips, etc. In cases of emergency, the Principal or designate may make the decision for early release, i.e., injuries, emergency evacuation, etc.

EARLY WITHDRAWAL

The Orillia Christian School recognizes that there will sometimes be unforeseen circumstances that require a family to withdraw their children from the school mid-year and the following process addresses prepaid tuition payments.

A family that chooses to withdraw from the school mid-year must provide thirty day written notice prior to the withdrawal date. Families who have chosen to pay

their tuition on a monthly basis will have their tuition pro-rated if the withdrawal date happens to fall mid-month. Families, who have paid their tuition in full, will also have the last month pro-rated and receive a refund for the remaining tuition. Any cheques the school has on hand that are post dated after the withdrawal date will be returned to the family.

If thirty day notice is not received prior to the withdrawal date, the school will not pro-rate the last month's tuition payment.

Parents will be asked to fill in an Exit Survey which gives the Board information for future planning.



ELECTRONIC DEVICES

We believe children are called to interact with one another and develop good social skills. Personal electronic devices tend to isolate the student into a world that minimizes contact with others. These items are not allowed to be used on school property. Students may not use cell phones on school property. Ipads may be used in the classroom at the discretion of the teacher.

Please refer to the Electronic Devices Policy on the school website for more details.

FIRE DRILLS

The school participates in a minimum of four fire drills per year. Fire drills are very serious practices. Students must walk in single file as they head toward the fire exit. They must remain absolutely quiet and continue to walk outside to the place where they have been instructed to go. The students must stand quietly in single file so that the teacher can take attendance.

Please refer to the Fire Drill Procedures Policy on the school website for more details.

GRADE EIGHT STUDENT RECOGNITION

A chapel/assembly is held at the end of the year to recognize student achievement. A student can earn the following awards/recognition upon graduation: Academic, Athletic, and Activity.



GRADUATION

The entire school community is welcome to share with the school in the celebration and ceremony of our graduating grade eight class at the end of our school year. The graduation ceremony typically takes place on the Thursday or Friday evening of the last week of the school year. A graduation dinner is held before the ceremony for the graduates and two of their invited guests. The grade seven parents organize the meal and the grade seven students serve that evening. Friends, neighbours, family members of the grads and other students and church members are all invited to attend the ceremony portion of the evening.

GRANDPARENTS'/SPECIAL FRIENDS' DAY

Grandparents'/Special Friends' Day typically takes place the first Friday of May each year. This is a very special day when grandparents or other special friends or relatives are invited to come into the school. Guests are invited to visit their grandchild or special friend in their classroom. Lunch is served for the Grandparents/Special Friends in the gymnasium followed by a special program in which all of the students participate.

HEAD LICE

Students will be checked for head lice three times per year. A call will be made to the parents of a student who has lice and a note will be sent home with the impacted class so parents can be extra vigilant.

Please refer to the Head Lice Policy on the school website for more details.

HOT LUNCHES



Hot lunches are available for purchase most Fridays. Hot lunches are organized by the grade eight teacher and students. The money raised from hot lunches goes to the grade eight class trip to Ottawa at the end of the year. Forms are available on the website and are sent with the weekly newsletter. Orders with payment must be in by Thursday at lunch.

INCLEMENT WEATHER SAFETY

The safety of students and staff at OCS is a primary concern. The principal or designate will determine what measures to take in the following circumstances: extreme cold, extreme heat, UV index, smog advisory/air quality, thunderstorm watch/warning/lightning strikes, tornado warning, precipitation etc.

LIBRARY

Developing a love for reading is an important goal for our school. The library supports the classroom in creating a literacy rich environment. Students will visit the school library with their classroom once a week and may check out books for home reading. Students are responsible for the books to be returned in the condition in which they left the library. A replacement fee for library materials, which are lost or damaged through carelessness, will be charged.

Please refer to the Library Policy on the school website for more details.

LOCKERS

All students on the upper level of the school have their own lockers. The lockers are to be kept neat and organized at all times. Teachers may need to inspect students' lockers from time to time. Locks will not be used.

MEDICATION

If your child must bring prescription medication to school, the office will require forms to be filled out and signed by the parent/guardian and your doctor. All medications, including over the counter medication, are to be kept in the office and administered at the office.

Please refer to the Medication Policy on our website for more information.

For non-prescription medication parents must annually indicate on the yearly permission form, if the school has their permission to administer Advil or Tylenol to their child, if needed for minor aches and pains, without phoning home.

LOST AND FOUND

A box is placed in the school where lost articles are stored. Have your child check the lost and found if something is missing. Unclaimed articles will be forwarded to a local charity at the end of each term.



OCS WEEKLY UPDATE

The OCS Weekly Update is a weekly newsletter designed to inform you of current events in the school. It is published every Friday to inform you of class happenings including homework assignments and due dates.

The Board and other committees make use of this weekly communication to inform you about fundraisers and social events. It is sent electronically by email

and will be available in the Community News section of the school's web site. A paper copy is available by request.

OFFICE HOURS

The school office is open Monday through Friday, 8:30am to 4:00pm. An answering machine is available if you need to call the school outside of these given times. Our administrative assistant is available from 3 days per week.

ONTARIO STUDENT RECORD (OSR)

It is the Policy of Orillia Christian School that Section 265(d) of the Education Act be followed, requiring the principal of the school "to collect information for the inclusion in a record in respect of each pupil enrolled in the school and to establish, maintain, retain, transfer and dispose of the record". The information on each student will be gathered in an Ontario Student Record (OSR) and will be maintained according to the guidelines proposed in the OSR Manual of the Ontario Alliance of Christian Schools 2004. The Education Act also regulates access to an OSR and states that the OSR is "privileged for the information and use of supervisory officers and the principal and teachers of the school for the improvement of instruction" of the student. Each student and the parent(s) of a student who is not an adult (that is, a student who is under the age of eighteen) must be made aware of the purpose and content of, and have access to, all of the information contained in the OSR. A fundamental principle is to make certain that personal information is protected to ensure privacy.



REPORTING STUDENT PROGRESS

The school year is divided into three terms. At the end of each term, a report card evaluating student work is sent home for students to discuss with their parents. These reports assess strengths and growth areas. At the end of term one there are parent/teacher conferences scheduled for all parents and at the end of term two conferences are at the parents' or teacher's request.

RETENTION AND ACCELERATION

The decision for the retention, or the acceleration of all students is made by the Principal upon the recommendation of the classroom teacher and any other teacher(s) involved in the education of the student. A review of past performance, standing in the class, standardized test results, skill development, social and emotional needs, and parental input are all factors in making the decision. In order that the child may indeed benefit from those recommendations that involve acceleration or retention, the school seeks the co-operation of the parents in each case. Much conferencing between home and school is essential. Parental acceptance of the decision is strongly advised. Usually the home and school concur in the decision. In all instances, the school retains the right to make the final determination.

SCHOOL DIRECTORY

The school directory gives information on the calendar of events, Board members, school committees, our staff and families. It is usually published during the second week of school.

SPORTS

All children have the opportunity to participate in a variety of intramural sports and school teams such as: soccer, basketball, volleyball, cross-country, track and field and badminton. Intramurals are scheduled for our lunch hours and involve students in grades 1-4 or grades 5-8. Our school teams participate in tournaments with other Christian schools in the North Toronto District. The students that participate are generally selected from our intermediate classes



(grade 7 & 8). Students in the lower grades can participate in cross country and track and field.

SPORTS EQUIPMENT

Sports items such as soccer balls, baseballs, footballs, etc., are supplied by the school for team sport activities organized by the school. Students should bring their own sports items and equipment for their personal use during recess play time, but do not bring hardballs or wooden bats.



STANDARDIZED TESTING

In 2015-2016 we were part of a pilot group of Christian schools who administered MAP testing. Measure of Academic Progress, is a computerized adaptive test which helps teachers, parents, and administrators improve learning for all students and make informed decisions to promote a child's academic growth. You can read more about this type of testing at www.nwea.org. OCS does not participate in the provincial (EQAO) in grades 3 and 6. These tests are very costly; their relevance to the OCS program is very limited, and we believe our current testing provides sufficient information.

STUDENT TRIP TRANSPORTATION

Government legislation requires that all children who are less than 80 pounds and 8 years old being transported by car must be in a booster seat. All volunteer drivers must have a minimum \$1,000,000 auto insurance coverage. All students transported must have access to and wear a seatbelt.

Please refer to the Student Excursion Policy on our website for more information.

STUDENTS' PERSONAL POSSESSIONS

The school accepts no responsibility for students' personal possessions. Any personal possessions contrary to our Code of Conduct or interpreted as such, will be confiscated. Students have many personal possessions that they would like to bring to school. Parents should label all sports equipment, clothing, especially outer garments, knapsacks, book bags and lunch containers.

Bicycles, skateboards and personal electronic devices need to be put away safely while at school. A sturdy lock and chain is recommended for any bicycle.

Students and parents are welcome to look through the lost and found box for lost items. Often, more valuable items will be displayed in the office. From time to time, lost and found items will be spread out for viewing, and then donated.

SUPPLIES

While students in grades JK-2 have most of their supplies provided, students in grades 3-8 are required to purchase items before the beginning of school. A list of necessary supplies is sent out in the summer.

TELEPHONE CALLS

Only in an emergency may students use the telephone to call home. This may be done only with the permission of both their teacher and the office.



TEXTBOOKS, CLASSROOM FURNITURE AND SCHOOL EQUIPMENT

Students are responsible for ensuring that textbooks, furniture and equipment are returned in the same condition as when they were received. A replacement

fee for materials which are lost or damaged through carelessness will be charged.

UNIFORMS

Gym uniforms are worn in grades 5-8. T-shirts can be purchased in the fall when we run a spirit wear campaign. Please ensure that all clothing is clearly labelled with your child's name. A tote bag, also clearly labelled, is recommended to store gym clothes at school.

VOLUNTEERS

The school needs volunteers. In order to keep tuition costs accessible for parents, it is extremely important that parents participate in the general life of the school. Regular dedicated volunteers are required for Board and committee positions as well as day-to-day activities that involve volunteering in the library, various classroom needs, and fundraising.

Please refer to the Volunteer Policy on our website for more information.

YEARLY PERMISSION FORM

At the beginning of the school year a yearly permission form is sent home requesting parent permission for the following:

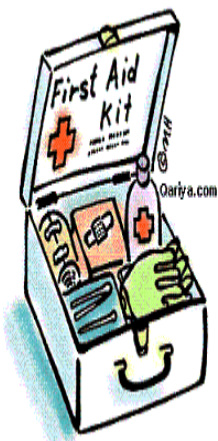
- Photographs/publications/promotional material/website
- Class Trips
- Sports
- Medication
- Email Address
- Anti-Spam
- Volunteering with students

WASHROOMS

Student restrooms and change rooms that are designated for one biological sex shall only be used by members of that biological sex as per our student physical privacy policy.

8.0 STUDENT HEALTH CARE

OCS receives the services of the Simcoe County Health Unit, which include HepB immunization, health education regarding allergies, diabetes, asthma, epilepsy, eating disorders, and a review of the regular health records of all students. OCS also works cooperatively with Public Health to enforce and adhere to the *Ontario Health Codes* for the prevention, control and containment of communicable diseases. The Principal may exclude students and/or personnel from school who are suspected or diagnosed with a communicable disease, or whose exposure to a communicable disease may threaten the well being of that individual. The Principal will refer all reportable communicable diseases to the Public Health department. Students suffering from communicable diseases such as pink eye, trench mouth, ringworm, scabies, pediculosis (lice), impetigo, chicken pox, etc., should not return to school until advised to do so by their doctor. The Health Department is prepared to provide one-on-one counselling about health concerns.



The Canadian Paediatric Society has made a chart "WHEN TO SEND THEM TO SCHOOL AND WHEN TO KEEP THEM HOME" available to schools. This chart is included in Section I-2 Infectious Disease OCS policy Manual.

Children are required to have the proper immunizations upon enrolment. Parents who choose not to have their children immunized according to the

Immunization of School Pupils Act, 1990 must complete and submit the *Statement of Conscience or Religious Belief Affidavit – Form 2* to the local medical officer of health. A copy of Form 2 is also included in the student's Ontario Student Record (OSR).

Grade seven students receive Hepatitis B shots on two occasions during the year and one shot of Meningococcal A,C,W,Y. Grade 8 Girls receive two shots of the HPV vaccine. A letter from the principal along with the Health Unit's consent forms and information sheets are sent home prior to administration of the vaccines.