
***Thunder Bay
Christian School***
***Teacher
Handbook***
2014-2015

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I. INTRODUCTION

Our school is known as a Christian School, but the mere name does not make our school Christian. It is the teaching which must be Christian. This teaching cannot be Christian unless the blessing of God rests upon it. His blessing will rest upon it only if our efforts rest upon His covenant promises. We do not teach alone through the use of words; we teach also by our actions, our voice inflections, our casual attitudes, and by our zeal to live a Christian life. Therefore, do not separate the academic classes from the underlying purpose of our school. In order that our teaching and our school may be permeated with Christian principles, we ourselves must be permeated with a love for, and a devotion to our God. Such devotion will evidence itself not with the mere trimmings of being Christian, but it will reveal itself with the radiance of Christian living and principles which cannot be hid. We must make a real effort to make both our school and our teaching distinctively Christian.

II. THE CHRISTIAN TEACHER

a. Attitude and Ethics

Teachers are considered as professional persons who have an interest in all aspects of the school plan and the school program. Even though each student has a particularly close association with and identifies himself with a classroom teacher, the student and parent concept of 'teacher' is a general one pertaining to all teachers. For this reason it is imperative that all teachers be concerned with all aspects of the operation of the school. This concern must manifest itself in action of one kind or another if the student is to be influenced toward the proper action. It is this approach to action which will determine to a great extent, the kind of relationship which will exist between teachers, students and parents

b. Obligation to the Board and Staff

- i. The teachers are employed by the board in order to teach the children entrusted to them. The teacher's personal vocation is fulfilled within the guidelines of the written contract. (OACS/OCSTA PERSONNEL MANUAL)
- ii. It is expected that all teachers familiarize themselves with the established routines and procedures and follow them as specified by this handbook.
- iii. In regards to questions or concerns about the operation of the school, please communicate through the proper channels of either the administration or Program Committee.

c. Obligation to Students

- i. The position of teacher, places us in the legal position of 'loco parentis' to all students. Their standards pertaining to attitude and behaviour are going to be influenced to a great extent by what they see in our "modeling". For this reason we must strive to serve God in all we do; providing a positive, Christ-centered learning environment.

- ii. All teachers must be given the respect due their profession. This includes each of you. Because you are professional, expect that the students treat you and your colleagues in a professional way. As God has called us to be "Image Bearers of Him", we must work together, as the TBCS staff, to encourage our students to serve Christ through Word and Deed.

- d. Obligation to the Community – as leaders
As leaders in the Christian School Community, we must engender its respect. Members of the community, both young and old, are watching us just as we are watching them. This is necessary and proper if we are to fulfill our role as "our brother's keeper". We have no right to give needless offense to the members of this community by careless disregard for community requirements and standards

- e. Devotional
 - i. Personal
To grow and remain strong in the Lord, time spent in personal Bible Study and Prayer is encouraged. We all need the daily filling of the Holy Spirit and the prayer support of our fellow brothers and sisters in Christ. Make it a point to pray personally for students, faculty members and others who need the intercession of fellow Christians.

 - ii. Faculty
United action calls for a united prayer life. Faculty devotional and prayer meetings should be a matter of course.

Time - Each Monday at 8:30 a.m. and each Wednesday at 3:30 p.m. Other time as decided upon.

 - iii. Church Affiliation
Staff members are expected to be active church participants within a local church community.

- f. Professional
 - i. Punctuality
Teachers should be in the building well before the students arrive. A few quiet minutes in the classroom given to the review of the daily schedule and devotional planning is an absolute for adequate daily preparation. It is suggested that all teachers arrive at school by 8:30 a.m.

Departure - Teachers are expected to remain at school until 3:45 pm. Leaving school during school hours is prohibited. If it's necessary please check with principal.

Reports - Your co-operation in handing in requested reports at the time specified will not only be appreciated, but will reflect a high degree of professionalism.

Mail boxes - Each teacher has a mail box in the staffroom. Please check your box at least once every day.

- g. Attendance at Professional Meetings
 - i. Your presence at faculty meetings, Society meetings, Edifide Convention and other professional meetings is required. Necessary absence from any of the meetings must be requested from the principal prior to the time of meetings.
 - ii. Staff Meetings - Staff members should set aside Wednesday afternoons, 3:30 - 5:00 p.m. for full staff meetings or sectional meetings.(Part-time staff---two meetings)
 - iii. Teacher Plan Books - Lesson plans provide the structures needed for lessons. You are not required to prepare lesson plans like that required of student teachers. You have many other more profitable ways of spending your time than spelling out the details that your skill and experience will dictate as you go along.
 - iv. Therefore: Keep your Teacher Plan Book up to date by making out your daily plans a week in advance using page numbers for the various subject areas, and/or a brief description of the activities which are planned.
 - 1. Teacher Plan Books will be collected when the principal wishes to check them.
 - 2. The principal will collect individual Teacher Plan Books at times, rather than those of the entire staff, as he desires to do so.
 - 3. A summary of work completed is to be handed in at the end of the school year.
 - 4. Timetable
 - a. The school year calendar, schedule of rotary subjects, and daily schedule will be handed out at the beginning of each new school year.
 - b. The timetable of lessons in all grades will be prepared by the classroom teacher. A copy needs to be submitted to the principal early in September. Changes can be made in consultation with principal.

III. **DAILY SCHEDULE**

- a. Beginning of Day
 - i. Classes begin at 8:50 a.m. Teachers should be by their classroom door, not in the staffroom, when the students arrive. During recess, rooms should be cleared before the teacher leaves.
 - ii. Begin classes promptly. A planned devotional period should begin each day. Student participation is encouraged if it is used as a means by which the student can learn to lead. The devotional period is a time of worship which students and teachers should share together. Other devotional periods throughout the day, as circumstances allow or call for it, are something we should strive for.

- iii. Check attendance each day. Establish this as routine early in the day. Names of any student absent without notification should be sent to office soon after 9:00 a.m. The teacher need not leave the classroom for this. Students can be designated.
- b. Nutrition Break and Recess Period
 - i. The nutrition break should be opened with prayer and (this is a minimum) closed with Scripture passage.
 - ii. Avoid opportunity for excess excitement during the nutrition break by having the students remain in their seats. No food to be eaten in halls or washrooms.
 - iii. During the school day, students may not leave the school grounds without permission.
 - iv. Bells signal the end of a recess period. Students must come in immediately. Teacher on outside duty should be the last one in.
- c. Closing the School Day
 - i. Closing prayers are offered at the end of the day.
 - ii. Dismissal bell rings at 3:15 p.m.
 - iii. Buses leave at 3:25 p.m.
 - iv. Bus students are not allowed to leave the school grounds while waiting for the bus. Students using bikes must wait till all buses have departed.
 - v. Teacher on outside duty must be on duty when children are boarding buses.

IV. GENERAL INFORMATION & SCHOOL POLICIES

a. School day

	<u>Elementary</u>
8:50	-School Begins
8:50-10:30	-1st Period
10:30-11:05	-1st Nutrition
11:05-12:55	-2nd Period
12:55-1:35	-2nd Nutrition
1:35-3:15	-3rd Period
3:15	-Dismissal

b. Attendance

- i. Excused Absences
 - 1. Parents are urged to have students in attendance except in cases of illness or family emergency
 - 2. Parents are requested to inform the school, either with a note or phone call that their child/children will be absent.
- ii. Unexcused Absences - when parents take children out of school for vacations, household or summer work etc.
 - 1. Principal must be notified in advance as a matter of courtesy.
 - 2. Responsibility for making up work rests with parents and child.

3. In the past it has happened on several occasions that parents find it necessary to take children out of school on days other than the regular holidays. It is established policy of the school that the administration cannot give permission for such extra holidays because of regulations of the Ontario Education Act.

4. If parents decide that it is necessary to do this, they take upon themselves the responsibility to see to it that their child(ren) take some work along with them and be prepared to do catch-up work upon their return, so that they will not fall behind. If and where necessary, parents are responsible to engage a tutor to have the child(ren) catch up.

c. Leaving the School Grounds During School Time

- i. A written note must be handed in to the teacher, before classes start, requesting permission to leave the grounds.
- ii. A note to the teacher or a phone call to the office will suffice for a doctor's or dental appointment.
- iii. High School students must sign out and in if they plan to leave the school grounds. This is done in the office.

d. Lost and Found

- i. Lost and Found containers will be located in the elementary hallway and by highschool locker room.
- ii. Unclaimed articles are sent to the "Twice as Nice" Thrift Store.
- iii. Please have your child put his/her name on boots, lunchboxes, etc.

e. School Closures / Emergency Weather Conditions

- i. In case of Emergency Weather Conditions or School Cancellations, these will be announced on the following stations:
 1. CKPR (580)
 2. CKTG (105.3)
 3. ROCK (94.3)
 4. CJUK (99.9)
 5. CBC (88.3)
- ii. In such cases, please do not call the school, if at all possible, as it makes it difficult to make necessary arrangements.

f. Gym Clothes and Physical Education

- i. For Physical Education classes your child should wear a TBCS T-shirt (purchased from the office), shorts as specified by classroom teacher, and running shoes with soles that will not leave black or blue scuff marks on the gym floor. Physical Education is required unless excused by written request of the family physician. Gym bags are provided by the school and must be returned at the end of the school year. In case gym bags are lost there will be a \$3.50 replacement fee.

g. Student Dress Code

- i. Parents are responsible for the dress of their children. The underlying principle for student dress code will be modesty and appropriateness. In

keeping with the vision and goals of our school, however, we suggest the following guidelines: no inappropriate slogans or advertising on shirts; no spaghetti type straps, tank tops, muscle shirts for grades 5 and up; no torn jeans, no hats or caps in the classroom; and no bare feet. Shorts should be of appropriate length.

- h. Bicycles
 - i. Students who take bicycles to school must park them all day on the east side of the school.
 - ii. Insist that your child know the rules which apply to bicycle riding. We expect all students to adhere to the rules of safety while on public roads.
 - iii. Students must wear helmets.

- i. Telephone
 - i. The school telephone number is 939-1209.
 - ii. Calls for teachers should be made before or after school hours, at noon or during recesses. Messages of necessity will be forwarded to them.
 - iii. Students are allowed to use school phones, in case of emergency, with the permission of the child's teacher. Children are not to use school phones to arrange parties and sleepovers at friends' homes. These matters should be arranged at home.

- j. Recess Activities
 - i. We have a large playground which lends itself to all kinds of activities including plenty of room for sports. The staff is always concerned that recess time should reinforce the positive character building themes taught throughout the school.
 - ii. There are a few items which are not permitted on the playground or in the school: toy guns, water pistols, knives of any kind, matches or lighters. Students may bring their own toys or sports equipment, provided they take responsibility for their safe keeping.
 - iii. Our recess times are intended for fresh air activities. Students will be expected to be outside, weather permitting. If the parents wish a child to stay indoors while recovering from an illness, etc., they should send a note to school. We recommend that this be done sparingly.

- k. Contact With Parents

Since it is the task of the school through its teachers to conduct a programme of studies that is in harmony with the God-centered nurture of the Christian home, the staff will do its utmost to foster an understanding relationship with the parents of the students. Parents are phoned when there is a problem which might be solved through consultation. The parents of those students, who are working below their ability or neglect their assigned work, or are in danger of failing, will be contacted by phone or letter.

Close contact between parents and staff is essential for good education. Parents are encouraged to call the school for information, arranging an interview, or a personal visit. In addition to the constant opportunity for informal contact, specific arrangements are made for:

1. Report Cards

Regular Report Cards are handed out three times a year

2. School Newsletter

The School Newsletter is published quarterly. It contains items of interest, student activities and reports from various committees and the Board of Directors. Interesting material related to school matters may be given to the Administrative Assistant.

3. Weekly Journal

The Weekly Journal is sent home each Friday with the oldest child in each family. The Journal contains reminders for upcoming events, assignments, etc.

4. Society Meetings

Society Meetings are held at least twice annually - Fall and Spring. Staff is expected to attend.

5. Booster Club Meetings

The Booster Club meetings are held on a regular basis. All parents are urged to actively participate.

6. Assemblies

Assemblies are held throughout the year. All students and staff are invited, but there may be times when the special assemblies will be held for the students. Topics and schedule for these assemblies are worked out at the beginning of the school year. Parents, relatives and friends are welcome to attend.

7. Visits to School

Parents who would like to sit in on a class or two are welcome at any time.

V. HEALTH SERVICE AND INSURANCE

A comprehensive health program is conducted in our school by the Thunder Bay District Health Unit. Services include: immunization and up-to-date health records of each child. Dental surveys are also done on a planned basis. First aid is administered in the office or staffroom when necessary. In cases of severe injury, the child will be taken to emergency and parents will be called. Please note that the school is not permitted to give ASPIRIN. TYLENOL is given with the explicit permission of the parent.

Communicable diseases: Students suffering from pink eye, trench mouth, ring worm, scabies, pediculosis, impetigo, or any other communicable disease of the skin shall be excluded from school until they have recovered or have been granted permission to return by a physician. Pediculosis (head lice) is not considered a health problem because in this country pediculosis is not a carrier of communicable disease; nevertheless it is a nuisance we would like to eliminate right away. Head lice are common outbreaks among school children. Any person may become infested under suitable conditions of exposure from other infected persons or their belongings, particularly clothing and bedding. More information re: communicable diseases are available at the school.

Honour requests to have children remain indoors during the recesses only following illness or special circumstances.

Administer medication only with parent's explicit written directions and permissions.

Student Accident Insurance will be made available to all students enrolled in our school. It is strongly recommended that parents take advantage of this insurance. Details will be sent home with the children during the first week of school. The risks of having children require expensive dental work due to a school accident is very real, thus making the relatively low cost of the insurance a good deal.

VI. **Discipline**

- a. Christian nurture is a basic aim of both the Christian home and the Christian school. The necessity of close co-operation between home and school, and mutual support for each other cannot be over-emphasized. Both home and school should be organized so that the children are led to work out their faith in all areas of life.
- b. In the school, teachers and students bear the responsibility of living together in a Christian manner. The relationship between teachers and students should reflect the Biblical command of mutual respect. Teachers should encourage student behaviour which reflects Christian values.
- c. The following criteria are helpful in designing and evaluating school rules:
 - i. The call to obedience to God in contrast to man's urge to be free from control.
 - ii. The "love your neighbour" command that expresses itself in seeking the best for one another, in respect, sharing, safety.
 - iii. The demands of the developmental stages of the child, such as security, independence.
 - iv. Some commonly accepted standards of behaviour in our school society
- d. In general, teachers look after the discipline concerns of their own classrooms and keep the Principal and parents informed of any consistent misbehaviour. Matters brought to the attention of the Principal and parents will be recorded for future reference.

- e. Discipline related items, found in the TBCS Discipline Policy, that teachers will report to the Principal include:
 - i. Open defiance or obvious disrespect;
 - ii. Excessive use of foul language and swearing;
 - iii. Cases of fighting, extortion, stealing and harassment;
 - iv. Persistent misbehaviour;
 - v. Damage to school property.
- f. It is impossible to run a school properly without rules. These rules are designed for the safety and benefit of all students. Students are expected to adhere to these rules and parents are expected to support staff in the administration of these set rules. The support of the entire community is needed to provide a sound Biblical education for our children. At the same time, it is understood that staff will model Christian attitude and behaviour for the students.

VII. **Student Code of Conduct**

- a. Our Relationship With God
 - i. We will speak of God in respectful ways.
 - ii. We will encourage close relationship with God in others as well as ourselves through Bible reading, prayer, sharing, etc.
 - iii. We will respect ourselves because God created us in his image.
- b. Our Relationship With Those in Authority
 - i. We will be respectful in our speech and conduct.
 - ii. We will be obedient to those in authority over us.
 - iii. We will not condone disrespect displayed by others to those in authority.
- c. Our Relationship to Others
 - i. We will be respectful of others
 - ii. We will address each other properly and not resort to name calling, swearing or dirty language towards each other.
 - iii. We will respect each other's property.
 - iv. We will encourage everyone to feel included.
 - v. We will respect each other's person and remember "no touching except for helping."
 - vi. We will learn to apologize when we fail and seek God's strength to continue building a community of love and respect.
- d. Our Relationship to School Property
 - i. We will respect school property. This includes furniture, books, equipment and building.
 - ii. We will report any damage done and volunteer to pay for damages if we are responsible.
 - iii. We will accept responsibility for the cleanliness of the school and grounds.

VIII. **Disciplinary Action**

When student behaviour complies with the Code of Conduct, praise and encouragement should be freely given. However, when a student's behaviour does not comply with the Code of Conduct, disciplinary action must be taken. The Christian approach to discipline focuses on improving behaviour and developing self-discipline. In this process the students (and parents) are made aware of the need for a change in behaviour, and of the consequence necessary to facilitate the change. The ultimate goal of disciplinary action is positive behaviour and reconciliation on the part of the student.

At TBCS students are encouraged to accept responsibility for their behaviour and to participate in the restoration and reconciliation process. Therefore, we have designed age-appropriate Time-Out Sheets identifying unacceptable behaviour and subsequent consequences

The Administration and Staff, with the support of the Program Committee, have set a new Discipline Policy at TBCS. Students should know the standard of behaviour expected of them at TBCS and the resulting consequences should the Student Code of Conduct not be followed. Our goal continues to be: To serve God and assist Christian families by providing a quality, Christ-centered education within a loving Christ-like environment.

The following Discipline Policy shall be used to deal with incidents of negative behaviour against another person ("bullying" and/or disrespect against a person whether fellow student or teacher and/or school property). This does not apply to classroom management issues where teachers will continue to monitor and penalize minor infractions (late for class, missing homework assignments etc.) as a corrective teaching tool.

Varying levels of discipline are applied for negative interpersonal behaviour in the sincere hope that with early parental involvement, healing takes place and more serious implications are avoided.

i. **Level One**

A student shall receive a lunch-hour detention for negative interpersonal behaviour exhibited in the classroom, on the buses and on the playground and a parent/guardian shall be notified.

ii. **Level Two**

Should a student receive more than three (3) detentions for negative interpersonal behaviour at any time in the school year, an out-of-school detention shall be served the next school day (student is not permitted to come to school). Any subsequent such incidents will be considered at Level 3 (there shall be no "resetting the clock").

iii. Level Three

This level is reached in the following cases:

1. A student has been issued a second out-of-school detention (at 4 or more detentions for negative interpersonal behaviour). Future participation in all extra-curricular activities will be reviewed by the Administration (e.g. Sport Teams, Elective Programs, and School Trips).
2. Where a more serious incident (serious verbal or physical abuse) has occurred, an immediate out-of-school detention shall be served. The length is to be determined between the Administration and the parent/guardian and the Board shall be asked to consider the matter. In addition, future participation in all extra-curricular activities will be reviewed by the Administration (e.g. Sport Teams, Elective Programs, and School Trips).
3. If Level 3 has been reached, any further incidents of incorrigible negative interpersonal behaviour by any student shall be dealt with by the Board of Directors and could include expulsion.

The administration, Staff, Program Committee and board of Directors wish to work closely with parents to ensure that Thunder Bay Christian School continues to be known as a safe, secure and loving teaching environment for all its students and staff.

But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law. Galatians 5:22-23

THINK TIME FOR Grades 3-8

Name: _____ Grade: _____ Date: _____

1. Why were you asked to leave to go to the office?

2. Copy the Student Code of Conduct rule that you chose not to follow.

3. If this problem occurs again, what three things might you do to try to avoid being sent out again?

4. What do you feel would be an appropriate consequence for the class time you missed?

Teacher's signature: _____

Comments:

Parent's signature: _____

Comments:

Student Code of Conduct

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, etc.
- We will respect ourselves because God created us in his image.

OUR RELATIONSHIP WITH THOSE IN AUTHORITY

- We will be respectful to our speech and conduct.
- We will be obedient to those in authority over us.
- We will not condone disrespect displayed by others to those in authority.

OUR RELATIONSHIP TO OTHERS

- We will be respectful of others.
- We will address each other properly and not resort to name calling, swearing or dirty language towards each other.
- We will respect each other's property.
- We will encourage everyone to feel included.
- We will respect each other's person and remember "no touching except for helping."
- We will learn to apologize when we fail and seek God's strength to continue building a community of love and respect.

OUR RELATIONSHIP TO SCHOOL PROPERTY

- We will respect school property. This includes furniture, books, equipment and building.
- We will report any damage done and volunteer to pay for damages if we are responsible.
- We will accept responsibility for the cleanliness of the school and grounds.

THINK TIME FOR Grades JK-Grade 2

Name: _____ Grade: ____ Date: _____

1. Why were you sent out of the room?

2. Copy the I-Care Rule that you chose not to follow.

3. If this problem happens again, what three things might you do to try to avoid being sent out again?

Teacher's signature: _____

Comments:

Parent's signature: _____

Comments:

I-CARE RULES

- I will respect teacher's authority.
- I will listen to others.
- Hands are for helping, not hurting. This means I will not hit, kick, push, pinch or hurt anyone.
- I use kind and caring language.
- I care about other's feelings.
- I am responsible for what I say and do.
- I will respect the property of others.

IX. ESTABLISHED OPERATING PROCEDURES

- a. Courtesy
 - i. Every teacher should expect respect from every student in the school. Be concerned about all students, not just those of your room.
 - ii. All teachers should be addressed and referred to by the proper title.

- b. Playground and Hall Supervision
 - i. Playground supervision during the recess period will proceed according to the schedule.
 - ii. All rough body contact games are not allowed on school grounds. Snowballing is permitted only in designated areas with a teacher present.
 - iii. Teachers are responsible for the control of the pupils on the play ground and in the school halls and must assume responsibility for proper pupil discipline whenever they (teachers) are in or around the school.
 - iv. Students are expected to walk through the building in an orderly manner. No horse play or running is allowed at any time. Pupils must abide by the laws of courtesy and safety which determine behaviour. Insist that these are followed by all students – NOT JUST THOSE OF YOUR ROOM. Co-operation of all the teachers on this will make our attempt for order much more successful. Co-operation by all also makes the job easier.

- c. General Rules
 - i. Students are responsible for the good care of textbooks and library books. All books taken home must be carried in a school bag. Policy calls for them to pay for damage of books or school property as well as loss thereof before the final report card is issued.
 - ii. Respect for the property of others holds true for the school as well as for neighbours.
 - iii. Students must have teacher's permission to use the telephone. Only in cases of real emergency should students be allowed to use telephones.
 - iv. Playground equipment is the responsibility of the teacher. Please develop some system to make certain that all balls, etc. are returned.
 - v. All equipment taken from the supply room or staff room must be brought back immediately when finished using it. Do not send students to stock room for supplies. Let's all do our part to keep these rooms neat.
 - vi. Teachers must get their own Audio Visual equipment, set it up, and put it away instead of students doing this. This eliminates breakage and misuse of expensive equipment. Damage due to negligence and misuse is the teacher's responsibility.
 - vii. Teachers staying in the staff room after the bell rings and leaving their class unattended during school time or lunch period are inviting a noisy and hard to control situation. School law states YOU, the teacher, are responsible for your students at all times. Do not leave them unattended.
 - viii. The telephone, mail, email, computers, A.V. equipment, photocopier, etc., are to be used for official school business only.

- d. Boots/outdoor shoes
 - i. Students are to remove boots/outdoor shoes at the entrance and place them on the boot racks.
 - ii. All students must have another pair of shoes or slippers to wear in the classroom.
 - iii. No bare feet are permitted in the school or on school grounds.

- e. Classrooms
 - i. No food may be kept in the rooms overnight.
 - ii. A snack is permitted immediately before the recess period.
 - iii. Teachers are to make sure that food is not eaten in halls or washrooms.
 - iv. Classrooms and playground should be kept neat with all refuse put in waste baskets. Wet waste, food wrappers, milk cartons, etc. put in hallway receptacle. Recycling is encouraged. Receptacles are to be found in the hallways.
 - v. Gum chewing is not permitted in class during school hours.
 - vi. Teachers should handle shades, windows, etc., unless a child has been given specific permission. At end of school day please close and lock windows.
 - vii. Please make a point of inspecting desks at least once a week for cleanliness and orderliness.
 - viii. All 'special' days such as dress-up day, hat day, etc., must be approved by the principal and staff notified before it takes place. Usually 'special' days are discussed at staff meeting.

- f. Field Trips
 - i. Field trips give first-hand knowledge of things. Remember: This experience will be a "first" for some of the children.
 - ii. Field trips should be used as an educational device rather than simply for recreation or diversion.
 - iii. Field trips must be approved by the principal two weeks in advance, before any reservations are made. Field Trip Information sheets must then be made out and turned in to the principal.
 - iv. A notice to the parents of WHEN and WHERE must be sent a few days prior to the trip. But also include the purpose of the field trip so they know WHY.
 - v. Before you go on a field trip "turn them on".
 - vi. Create an interest in what you're learning in the classroom -- know what you are going to look for.
 - vii. This is a good time to teach your students how to observe - this is one of the main purposes of a field trip.
 - viii. This is a good time to have a unit or lesson on safety and behaviour rules.
 - ix. Explore what you want in depth. Make it educational.
 - x. When you get back from your field trip have a "follow-up".
 - xi. Did the field trip solve any special problem or interest? (It should)
 - xii. Make up a summary of what you did and what you saw.

- xiii. Teachers are legally responsible for the conduct and safety of students during any school activity. Having mothers along to help supervise does not relieve you of this responsibility -- the responsibility is not shifted from the teacher to the mother. They are there to help you, not to take your responsibility.
 - xiv. Make certain the supervisors you have with you are aware of what is expected of them. Don't let them do as they please with your children.
 - xv. Make sure the students know what is expected of them.
 - xvi. Arrangements for supervision must be made by the teacher in charge.
- g. Bulletin Boards
- i. Bulletin Boards, whether teacher or student oriented, offer a very good opportunity to portray the Christian in our school's name of Christian School. Please try to use at least a certain part of the classroom and hallway bulletin boards to get a Christian message across.
 - ii. Classroom and hallway bulletin boards are the responsibility of the teachers. Make up your own classroom schedule so they are changed often and kept fresh.
- h. Retainment
- i. If a child is to be considered for retainment in his/her present grade, two steps, in this order, are necessary, as soon as possible and not later than spring parent-teacher conferences:
 - ii. The principal must be notified that it is being considered by the teacher.
 - iii. The parents must be notified that it is being considered.
- i. Teachers must sit with their class when a program, special assembly, or something of that sort is being presented.
- j. The principal must be notified of requests for early dismissal of a child, as well as requests for excused absences for a day or more.
- k. Classroom Visits
- i. You are encouraged to request such a visit to share a particular lesson or to gain feedback regarding pedagogy, student behaviour, etc.
 - ii. Principal Visits - The Principal will visit each classroom on occasion throughout the year. You may request such a visit at your convenience.
 - iii. Parent Visits - We do allow for parental visits, provided the parent has legitimate reasons for the visit and has asked permission from the office. Out of courtesy, the visitor must share his/her impressions with the teacher before leaving the building.
- l. Most materials are provided. For those items the students must provide for themselves, please insist on the NO BORROWING rule.

- m. Encourage the use of the washrooms during the recess periods:
 - Discourage frequent “unnecessary” trips to the washroom during class time.
 - Discourage loitering in the washrooms during recess periods.

- n. Have all letters and notes to parents approved by administration before sending them home.

- o. All special activities and projects must be approved by the principal.
 - Taking a class off the school premises must be approved, whether walking or by means of vehicles.

 - Having a resource person visit the classroom, must be approved by the principal.

- p. Care of Money
 - During the year, teachers are asked to collect money for many purposes. Your help is required because the office cannot make all of these collections. Listed on the envelopes should be the amounts, the fund for which it was collected, and your name.

 - Due to the danger of theft, no money should be kept in the teacher’s desk. It should be left in the office.

- q. School Parties
 - All parties (organized by the teacher or by the students - i.e. surprise birthday party) during the school day must have the approval of the principal. Any use of the kitchen facilities must be authorized by the principal.

- r. Library
 - Books are to be returned promptly. Library time is to be a regular, scheduled part of the curriculum at one-half hour per week per classroom. Students may check out 2-3 books, depending on age. Overdue lists are published by the librarian. Assist by reminding students of overdue books.

- s. Supplies
 - i. Incidental supplies are to be purchased out of a limited fund established for this purpose. The principal must give approval to any purchase. The school secretary will accept requisition forms for items, which will then be returned, approved or not by the principal.
 - ii. Major curriculum needs, and consumable needs are purchased annually and will not be purchased incidentally. Stewardly frugal use of supplies is our duty.

- t. Teacher Absences
 - i. In case of sickness
 1. Call the principal in the evening or make morning calls no later than 7:15.
 2. The absent teacher must have a prepared lesson plan at school by 9:00 a.m. for the substitute teacher.
 3. The Board usually grants a teacher's request for necessary absences.
 4. Schedule dentist and doctor appointments after school hours, if possible. If not, scheduling them near the beginning or end of the day is desirable.
 - u. Reporting to Office
 - i. Be sure that the following are reported to the principal.
 1. Any damage to the classroom.
 2. Needed repair.
 3. Irregular student attendance.
 4. Cases of serious illness, or absence in excess of 5 days at a time.
 5. Accident on the playground. (Complete accident report form.)
 6. Persistent misbehaviour, learning or emotional problems.

X. **ROLE OF THE NURSE**

- a. Thunder Bay Health Unit District Nurse services are available to us. Let's use them wisely.
 - i. The nurse is a professional person. Learn to depend on her for help. Use her as a consultant.
 - ii. Difficulties with children stemming from some health problem or body defects should be brought to her attention. She must then always be made aware of any follow-up progress. Make it a two-way communication.
 - iii. Never be concerned that it is too trivial a matter to report a sick or injured child.
 1. It is better to be overly-cautious than be sorry.
 2. The principal or secretary can make the call home for you so valuable class-time is not taken up.

XI. **STUDENT EVALUATION**

- a. Three grading periods - One parent-teacher reporting conference with report cards and two 'take-home' reports.
 - i. Reporting conferences will be held at the end of grading period one. Conference schedules between teacher and parents will include analysis of teachers evaluation, parent evaluation, report cards, student work samples...profiles, conduct, effort, etc.
 - ii. Report cards will be issued at the end of all grading periods.

b. Recording Procedures

i. Suggested grading scale for letter grades of E - U.

90-100 = E	Passing Mark is 60
80-89 = V	50-59 = NI
70-79 = G	Below 50 = U
60-69 = S	

- ii. In K - 4 letter grades will be used in reporting. In 5 - 8 number grades will be used in most subjects.
- iii. Teachers are encouraged to insist upon prompt return of report card envelopes.
- iv. Report cards are give to principal to read before being sent home.
- v. Cumulative records are kept (O.S.R.) and are located in the office. These records must be kept up to date. Please scrutinize all the O.S.R.'s of your students, paying particular attention to the results of Canadian Tests of Basic Skills.

c. Grades

- i. Letter grades and number grades on the accumulative records will be subjective of student achievement after all factors of student performance have been considered.

XII. EDUCATION AND MEMBERSHIPS

- a. Courses taken during the summer, to be paid by the School Board, must be approved by them before you enroll for that course.
 - i. Applications for this are available from the principal.
 - ii. They must be turned in to the principal as early as possible so they can be presented to the Program Committee for approval at their regular monthly meeting
 - iii. Teachers at Thunder Bay Christian are requested to hold valid certification from the Province of Ontario. Teachers not holding this certification are urged to work towards certification.
 - iv. A representative to the Contract Partnership Committee, Promotion Committee, etc., will be selected by the staff.
 - v. All teachers are encouraged to be members of the Thunder Bay Christian School Society (Full or Associate Membership)

XIII. TESTING PROGRAM

- a. The Canadian Test of Basic Skills (CTBS) is given bi-annually to all the students in Grades 3-8. The CTBS scores are to be analyzed by the faculty and individual profile sheets can be viewed and discussed with the parents if requested.

XIV. EMERGENCY PROCEDURES

- a. If a child is hurt and needs the teacher's full attention, let the office know immediately.
 - i. Teacher is to stay with injured child (office will find someone to supervise class).
 - ii. Secretary will phone home or emergency call person of the student.

- b. If student needs to be brought to hospital, Principal or teacher accompanied with an adult will do this, and secretary will contact parents that this has been done and to meet them at the hospital. *most student health numbers are on file.
- c. Minor incidents/accidents/illnesses - teacher can call home if time permits, otherwise ask secretary to do this.
- d. Accident report forms are to be filled out and given to the Principal. Forms can be found in binder in secretary's office in cupboard.

XV. FIRE DRILLS

- a. When the fire alarm goes off:
 - i. Stop class activity.
 - ii. Collect class list/attendance sheet.
 - iii. Close windows.
 - iv. Line up students single file.
 - v. Exit classroom and close door. (Lights on or off-does not matter)
 - vi. Proceed to nearest exit.
- b. Exits:
 - i. JK/SK → South #3 Alternate exit - North #1
 - ii. Gr. 1/2 → East #2 Alternate exit - North #1
 - iii. Gr. 3/4 → North #1 Alternate exit - East #2
 - iv. Gr. 5/6 → East #1 Alternate exit - South #1
 - v. Gr. 7/8/ → South #1 Alternate exit - West #1
 - vi. French → North #2 Alternate exit - East #2
 - vii. Computer Rm → North #1 Alternate exit - East #1
 - viii. Music Rm → North #1 Alternate exit - East #1
 - ix. Library → East #1 Alternate exit - West #1
 - x. PSW Rm → North #1 Alternate exit - South #3
 - xi. Resource Rm → East #2 Alternate exit - North #2
 - xii. Gym → West #1 Alternate exit - East #1
- c. Ensure students are lined up in single file in an area 25-50m away from the school.
- d. Take attendance of students. Raise arm to signal principal or person leading the fire drill that all students are accounted for.
- e. When fire bell is turned off, return with students to class.
- f. The alternate safe location for the school is First CRC.

XVI. HOME INSTRUCTION

- a. Purpose
The purpose of home instruction is to minimize for the student the effects of prolonged absence from the usual school attendance. Failure to minimize this effect could result in rather severe academic and personal difficulties after the student returns to school.
- b. Goals
The goals of the home instruction program are twofold:
 - i. To provide the student with the necessary academic involvement comparable to those being received by other students who are for

medical reasons, either homebound or hospitalized for a prolonged period of time.

- ii. To provide a communication link between the student and school.

c. Procedures

When it is anticipated that a student will be absent for a prolonged period of time due to illness (in excess of 10 consecutive days), the principal can obtain home Instruction for that student by receiving approval by the Executive Committee of the Board of Directors.

The follow-up documentation necessary to support a request for Home Instruction consists of:

- i. a medical certificate to support the student's prolonged absence from school.
- ii. a home instruction request form.
- iii. Arrangements for a Home Instruction Teacher can be completed by the Principal of the School. Selection of that teacher will be made from a list of approved supply teachers. Every attempt will be made by the students Home Room teacher to provide interim academic instruction and work during the initial (first 10 school days of illness) period of time by visiting the child on a regular basis and providing academic work to the child and his/her parents. It is essential that the Home Instruction Supply Teacher, Home Room Teacher, Parent and Principal communicate on a regular basis to monitor the progress of the student. A maximum of 10 hours per week of home instruction shall be provided to the student who is unable to attend school for medical reasons.

It will be reviewed at the end of each school term.

d. Cost

- i. The salary of the Home Instruction Teacher will be based on a pro-rated basis of the approved daily rate for a Supply Teacher.
- ii. The cost of providing Home Instruction for the student will be the responsibility of the School Society, provided that the family continues tuition payments.
- iii. Travel Expenses incurred by the Home Instruction Teacher will be the responsibility of the student's parents upon an agreed upon rate.
- iv. The number of daily/weekly hours for home instruction will be decided upon by the Home Instruction Teacher in consultation with the Principal (and upon Board approval) according to the academic needs of the student.
- v. Remuneration of the Home Instruction Teacher will be made by the Treasurer of the School Board by the submission of a monthly time sheet which has received the Principal's approval.

XVII. Duties of a Teacher

The following shall be the duty of every teacher:

- a. General
 - i. To assist the principal in achieving the educational mission of the school;
 - ii. To work together with all colleagues in a spirit of harmony in order to achieve the educational goals of the school under the leadership of the principal and based on the policies of the school board;
 - iii. To maintain a satisfactory level of professional competence;
 - iv. To show respect towards students, parents and colleagues;
 - v. To attend scheduled staff meetings as outlined in the school's staff handbook.
- b. Program
 - i. To teach diligently and faithfully the school's course(s) of study;
 - ii. To choose appropriate context and approaches for courses and subjects;
 - iii. To actively participate in improving the school's program to achieve its vision and mission;
 - iv. To participate in extra-curricular activities as determined by the principal and/or staff.
- c. Classroom
 - i. To be present at school as stipulated in the school's staff handbook;
 - ii. To take proper care of classrooms, furniture, and equipment;
 - iii. To set an example of cleanliness, orderliness, and cheerfulness;
 - iv. To take daily attendance and maintain the records provided for that purpose.
- d. Planning, Teaching, Testing and Evaluation
 - i. To submit lesson plans or course outlines, and testing assessment tools, to the principal at his/her discretion;
 - ii. To test students regularly for academic achievement and diagnosis, and administer standardized tests as necessary;
 - iii. To submit to the principal recommendations for promotion, acceleration, or retention;
 - iv. To complete administrative records as required by the principal;
 - v. To participate and/or conduct normally scheduled Parent-Teacher interviews;
 - vi. To be ready and willing to discuss, as needed, the child's progress with the parents, using adequate records of achievement;
 - vii. To use methods appropriate for different learning styles;
 - viii. To work to ensure that individual needs are met as in; for example, the individualized education plan (IEP).
- e. Order and Discipline
 - i. To foster a wholesome class atmosphere to guide in the maturation and development of the whole child, so that he or she may grow in awareness of his or her true status, purpose, and destiny, as a child of God and as a citizen of Canada;
 - ii. To establish good classroom management;
 - iii. To administer and keep a record of restorative discipline in harmony with the school's policy;

- iv. To report all serious student misconduct to the administration, using procedures stipulated in the staff handbook;
 - v. To report all accidents immediately to the administration, using procedures stipulated in the staff handbook;
 - vi. To create an environment conducive to learning;
 - vii. To cooperate with colleagues in a unified approach to maintain orderly student behaviour in the building, on the school grounds and on the school buses. This applies to the entire school day and all school activities.
- f. Professional Growth
- i. To remain up-to-date on current educational research and professional issues;
 - ii. To participate in professional development as required by school policy;
 - iii. To attend the Edifide Teachers' Convention on its scheduled dates;
 - iv. To attend district teachers' meetings.
 - v. Preparation Week: Teachers are expected to be available during the week before school and are expected to attend a minimum of three days of professional development activities organized by the school. These activities may include: sharing student information, review of OSRs for incoming students, review of school policies and handbook, planning the year's schedule, curriculum planning, and in-service.
 - vi. Year-end Review Days. Teachers are expected to take part in the year-end review and to attend professional development activities organized by the school. These activities may include: discussion of students, preparing notes on students for briefing new teachers in September, preparing year-end reports of curriculum covered, curriculum review, and in-service.
- g. Community
- i. To attend school membership meetings in order to enhance the sense of partnership and community;
 - ii. To be involved in activities in the community that promotes Christian education.