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***Thunder Bay  
Christian School***  
***Parent  
Handbook***  
***2017-2018***

37 Cooper Road, Rosslyn ON  
P7K 0E2

Phone: (807) 939-1209

Fax: (807) 939-2843

E-mail:

[office@tbaychristianschool.ca](mailto:office@tbaychristianschool.ca)

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## MESSAGE FROM ADMINISTRATION

“For the Lord is good  
and his love endures forever;  
his faithfulness continues  
through all generations.”

-- Psalm 100: 5

Greetings and welcome to Thunder Bay Christian School. T.B.C.S. offers a Christ-centered program of learning to children of Junior Kindergarten through Grade Eight. Although the courses of study conform with guidelines set by the Ministry of Education for Ontario, our emphasis in instruction and guidelines is on Protestant Christianity. The school is committed to a world-and-life view which confesses that all of life is religion; that in all we do, we are called to serve God.

Our primary aim at Thunder Bay Christian School consists of helping each student grow into an independent person, so that they can serve God according to His Word. We encourage the students to employ their talents to the honour of their Lord and Maker. The values and skills taught should be used to further God’s Kingdom.

As school and Christian community, we are grateful for God’s grace in allowing us to serve Him in this manner. We look to the support of all members, old and new, in helping us carry out this task of Christian Education in the Thunder Bay area.

Your servant in Christ,

Mr. Peter Himanen  
Team Leader of Principal Duties

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## II. Reformed World and Life View

The early reformers articulated a biblical view of life redeemed, only by grace, only by faith, only by Christ, according to the Scriptures, to the glory of God.

The existence of Thunder Bay Christian School (TBCS) is a response to a biblical, reformed vision that the Lord God redeems all of life. His sovereignty extends over all areas of mankind's existence including worship, work and education. Our primary objective in life is to glorify God and enjoy him forever. God is glorified through Christ, by our seeking first His Kingdom and righteousness in all that we say and do. In that sense, all of life is religion.

Thunder Bay Christian School seeks to capture this vision, striving for excellence in education, in cooperation with home and church, and showing God's gracious hand in all areas of human endeavor. Whether it be in study of language, mathematics, technology, history, geography, physical education and health, Thunder Bay Christian School equips its students to gain awareness of God's plan for all of Creation and of their place in it through a solid grounding in the Bible. The school teaches its students to live transformed lives in response to the gospel (Romans 12:2), and to come to an appreciation of their God-given gifts and how God calls them to faithful service.

The goal of TBCS is to help students develop skills that uniquely equip them to observe and interpret the world around them and to share the fruits of their labor with others to the glory of God. Some may hear God's special call to them for a work of service on foreign or domestic soil in missions or the ministry. Regardless of our eventual calling, the reformed world and life view makes no distinction between the spiritual or temporal, sacred or secular. We believe that God has created us to be workers or producers and that whether we are in the pulpit, field or kitchen, or behind the computer terminal, all that we do when done in faith and righteousness ought to bring glory to God (Isaiah 60:21).

We hope that as our students leave TBCS and are presented with secular worldviews and systems of thought, that they will be heavenly minded. May they have been equipped with the critical thinking skills necessary to interpret correctly, to take a godly path and to be a blessing to those they come in contact with.

To God be the Glory

### III. The Structure of The Thunder Bay Christian School Society

Thunder Bay Christian School is operated by the Thunder Bay Christian School Society. Membership in the Society is open to parents who enrol their children, as well as to other friends and supporters of the cause of Christian education who are in agreement with the basis, purpose and principle guidelines of the Society. Members of the society are encouraged to be involved in the school's operations. Members may serve on school committees and are welcome as school volunteers. Please call the school office for more information.

The Thunder Bay Christian School Society

ELECTS

The Board of Directors

which  
APPOINTS

#### COMMITTEES

Admissions Committee  
Bazaar/Skate-A-Thon Committee  
Contract Partnership Committee  
Finance Committee  
High School Committee  
Maintenance Committee  
Principal's Review Committee  
Program/Human Resource Committee  
Promotion/Membership Committee  
Transportation Committee  
Twice As Nice  
AdHoc Committees

#### Support Committees

Booster Club  
A.C.E.

#### PERSONNEL

Administrative Team:  
1. Leader of Principal Duties  
2. Leader of Learning  
3. Administrative Assistant  
4. Board Rep. (1-2 people)  
Teachers  
Teachers' Assistants  
Personal Support Workers  
Bookkeeper  
Janitors  
Bus Drivers  
Twice As Nice Managers  
Secretary

#### Affiliation

Thunder Bay Christian School is a member of the Ontario Alliance of Christian School Societies (OACS), an organization serving about 77 schools across the province, with a total enrolment of some 13,000 students. TBCS is also a member of Christian Schools International (CSI), which serves some 400 schools across North America

## **IV. MORE ABOUT THE TBCS COMMITTEES AND SUBCOMMITTEES:**

### **A. Admissions Committee:**

Visits the new families who are applying for school society membership. The visits are designed to get to know these families a little better and respond to questions, concerns and expectations. The Admissions Committee recommends membership status to the Board of Directors for approval.

### **B. Bazaar/Skate-A-Thon Committee:**

One of our fundraising committees. It organizes and holds the annual bazaar at the end of November. Do come out for lots of fun, food, merchandise and the auction. The Skate-A-Thon is held in March or April where students and friends skate laps and obtain sponsors. This is followed by a supper at the school, hosted by the Booster Club.

### **C. Contract Partnership Committee:**

Deals specifically with contractual items between the staff and the Board of Directors. This committee consists of two staff members, two board of directors representatives, plus two members of the society.

### **D. Finance Committee:**

Looks after the financial matters of the school - ranging from tuition and salaries to capital expenditures. The Finance Committee helps the Board of Directors establish the annual budget. The Finance Committee also responds to families who need help in meeting their tuition obligations through Tuition Assistance.

### **E. High School Committee:**

Assists in the planning, management and development of the High School program within the Thunder Bay Christian School.

### **F. Maintenance Committee:**

Maintains the building and the grounds. The Committee recommends facility maintenance policies to the board; recommends bidding of contract to do the required janitorial services and maintenance; and monitors safety and health regulations for grounds and equipment.

### **G. Principal's Review Committee:**

Reviews the job description and performance of the administrator, every three years.

### **H. The Program/Human Resource Committee:**

#### **Human Resource Committee:**

Encourages the most effective use of human resources available for the school operation. The Human Resource Committee considers appointment and dismissals of all staff; reviews contract status of staff; encourages good professional development programs; and monitors staff job satisfaction.



**Program Committee:**

Ensures that the school’s curriculum and student activities are consistent with the society vision and/or the school mission. The Program Committee reviews program/ curriculum proposals from the staff; deals with parental complaints about programs as referred from the principal or Chair; and provides advice to the principal on student placement guidelines and program changes.

**I. Promotion/Membership Committee:**

Promotes Christian education and Society membership among the present, past, and future members of the Thunder Bay Christian School Society and to the greater Thunder Bay Community. The committee also promotes TBCS at various functions and in the media, such as Open House, school musicals, grandparents’ day, etc. The Committee also hosts the Fall Fair in September.

**J. Transportation Committee:**

Ensures that the students are transported safely and efficiently to all school functions. The Transportation Committee establishes bus routes; negotiates and hires bus drivers; ensures that all legal requirements are met.

**K. Twice As Nice Committee:**

Manages the smooth operation of the TBCS “Thrift Store”. Profits are distributed to TBCS for tuition assistance, with the balance going to the general fund.

**L. AdHoc Committees:**

Formed by the Board as needed.

**M. Support Committees:**

**1. Booster Club:**

Works within the school to earn funds by providing services (i.e. catering of weddings, anniversaries, dinners, luncheons, social events, etc.) All individuals are welcome to serve in this group. All members of the school society are automatically members of the Booster Club. They also provide hot lunches and help with refreshments at various school functions ie. Field Day, Skate-A-Thon, Bazaar, etc.

**2. A.C.E. (Affordable Christian Education) Committee:**

Maintains a structured giving program to reduce tuition for new families to T.B.C.S. (SK to Grade 10) for their first three years of enrollment at T.B.C.S. This excludes JK only families. JK only families will be considered as new families starting in SK.

## **V. OUR VISION**

The Thunder Bay Christian School is a community of discerning and creative servants of God, who know and live out God's Word in the world as image-bearers of Christ, stewards of His creation and Christ-honouring citizens.

## **VI. OUR MISSION**

To serve God and assist Christian families by:

- providing a quality, Christ-centered education within a loving environment.
- exploring and evaluating all of life under God,
- nurturing students in the development of their abilities,
- encouraging a personal relationship with Jesus

## **VII. BASIS AND PRINCIPLES**

The basis of the Thunder Bay Christian School Society is the Word of God, manifest in creation, incarnate in Jesus Christ, and inscripturated in the Bible as it is confessed to be God's Word in the Reformed Creedal Standards. On this basis, we affirm the following Principles for Christian Education.

### **A. THE BIBLE**

That God by His Word in the Scriptures renews man's understanding of God, of man himself, of his fellowman, and of the world; directs man in all his relationships and activities, and therefore guides His people also in the education of their children.

### **B. CREATION**

That in their education, children must come to learn that the world and man's calling in it can rightly be understood only in their relation to the triune God, Who by His creation, restoration, and governance directs all things to the coming of His Kingdom and the glorification of His Name.

### **C. SIN**

That because man's sin alienates him from God, his neighbour, and the world, distorts his view of the true meaning and purpose of life, and misdirects human culture, then man's sin also disrupts the education of children.

### **D. JESUS**

That through Jesus Christ there is renewal of our educational enterprise because He is the Redeemer of, and the Light and the Way for, our human life in all its range and variety. Only through Him and the work of His Spirit are we guided in the truth and recommitted to our original calling.

### **E. SCHOOLS**

That the purpose of Christian schools is to educate children for a life of obedience to their calling in this world as image-bearers of God; that this calling is to know God's Word and His creation, to consecrate the whole of human life to God, to love their fellowman, and to be stewards in their God-given cultural task.

## **F. PARENTS**

That the primary responsibility for education rests upon parents to whom children are entrusted by God, and that Christian parents should accept this obligation in view of the covenantal relationship which God established with believers and their children. They should seek to discharge this obligation through school associations and school boards which engage the services of Christian teachers in Christian Schools.

## **G. TEACHERS**

That Christian teachers, in cooperation with parents, have a unique pedagogical responsibility in obedience to God while educating the child in school.

## **H. PUPILS**

That Christian schools must take into account the variety of abilities, needs, and responsibilities of young persons; that endowments and calling of young persons as God's image-bearers and their defects and inadequacies as sinners require that such learning goals and such curricula will be selected as will best prepare them to live as obedient Christians; and that only with constant attention to such pedagogical concerns will education be truly Christian.

## **I. COMMUNITY**

That because God's covenant embraces not only parents and their children, but also the whole Christian community to which they belong, and because Christian education contributes directly to the advancement of God's Kingdom, it is the obligation not only of the parents but also of the Christian community to establish and maintain Christian schools, to pray for, work for, and give generously to their support.

## **J. EDUCATIONAL FREEDOM**

That Christian Schools, organized and administered in accordance with legitimate standards and provisions for day schools, should be fully recognized in society as free to function according to these principles.

ALL PRIOR BY-LAWS, RESOLUTIONS, AND PROCEEDINGS OF THE SOCIETY INCONSISTENT HERewith ARE HEREBY AMENDED AND REVISED IN ORDER TO GIVE SPECIAL RESOLUTION.

The Basis and Principles were adopted at a meeting of members of the Thunder Bay Christian School Society held on NOVEMBER 11, 1971.

## VIII. Christian Curriculum Distinctives

We define curriculum as the set of programs designed for the students of a particular school. This limited 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. Rather, the specified curriculum dimension permits the expression of a number of distinctive characteristics.

1. The course of studies will include a number of overtly-stated starting points that direct the students to the central message of the Scriptures. All the parts 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 student for a 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 is my Father's world, I am part of the fantastic universe, intricately made and cared for." At the same time, the student is led to experience some of the sadness of broken relationships, a longing for renewal, and a "waiting upon the Lord." The student will also come face to face with the mystery that not everything can be comprehended. The human mind is limited.
3. General criteria for selecting programs at the are these: First, the content of the course of studies is carefully selected to present a Reformed world and life view, and to develop the knowledge, skills, and attitudes necessary for competent Christian service. Second, the emphasis is on the structure and functions of created things, plants, animals and people. Third, the programs will emphasize the study of the normative (positive) development of human culture.
4. Another distinctive characteristic of Christian curriculum relates to its organization of the learning process. The students are led through five stages of learning in a way that stresses personal meaning and a holistic perception of reality. The five stages are:
  - a. Introducing the new learning to the student's experience and previous learning;
  - b. Abstracting specific learning activities for analysis, conceptualization and precision learning;
  - c. Reformulating the new knowledge, skills and understandings to verify the student's personal achievement and insight;
  - d. Leading the student to discern and to incorporate the new learning into an expanded, richer understanding of the world and purpose for living;
  - e. Teaching of skills in context of meaningful activities.

## **IX. Program of Studies Goal Statements**

The TBCS Program of Studies, as taught within the context of a supportive Christian classroom community, should enable each student:

1. to gain Bible knowledge, and to develop and promote a Bible based perspective for the various subjects and skills;
2. to discover, explore and develop particular knowledge, skills, and talents that God has given;
3. to mature as an image bearer of God in relation to self, others and the environment for responsible Christian citizenship;
4. to develop a deeper commitment to love and serve God in work and play;
5. to develop competency, sensitivity, and skills necessary for effective learning, thinking and communication;
6. to learn about and acquire an appreciation for the customs, habits, and beliefs of the local community, of the country, and of our faith communities, ethnic groups and cultures.

## **X. Curriculum**

Believing that a child is a gift of God, all training that a child receives must be in accordance with God's Word. The school's instructional programme is designed to guide and direct each student towards Christian maturity. The curriculum is constructed in such a manner that the student in his/her school experience develops:

1. Spiritually- the responsibility to study, think, work, play and live to the glory of God.
2. Socially- as a social being, learning to live in harmony with his/her neighbour.
3. Emotionally- as a unique emotional being is taught to express his/her emotions in an appropriate manner.
4. Academically - as a citizen of this world, the student is exposed to all areas of God's creation to promote understanding of and involvement in that creation.
5. Physically- the student is taught to properly care for and develop his/her body as the temple of the Holy Spirit.

The total integration of these aspects strives to develop the full range of God-given abilities.

**A. Bible**

To elicit the informed, obedient, creative response of faith to God's revelation in Scripture. To equip the student to render service to God and his/her neighbour in school and contemporary society.

**B. Mathematics**

To help students to investigate and to discover that God's Creation has order and unity. To show how techniques in math have aided us in unfolding creation in our understanding.

**C. Language Arts**

To develop one of the greatest of God's gifts to us; the ability to interact as responsible citizens of the kingdom of God.

**D. Music**

To participate in and enjoy music in praise and gratitude to our Lord.

**E. Physical Education**

To learn that care for the body is each person's moral responsibility and essential for his/her development as part of our reasonable service to God.

**F. Science**

To impress upon the student that God in His infinite wisdom created and lovingly sustains this world; that He sustains His ordered creation by His powerful word; that physical and biotic realities are also governed by His word.

**G. Social Studies**

To help students gain a knowledge and understanding of the world that God has created, and that they live in. To investigate how people have responded, both negatively and positively, to their God-given mandate; how God's plan for redemption is being carried out despite sinful cultural activities.

**H. Geography**

To help the students gain a knowledge and understanding of their country, other countries, and the diversity of cultures. To have the students realize their responsibility in using the resources of this earth wisely and to God's glory.

**I. History**

To develop an understanding of the Biblical perspective of history; God is the Creator and He guides all events, and remains faithful to His promises. To foster the ability to appreciate the past, and to evaluate the changes that have occurred.

**J. Art**

To develop the student's ability to view creation artistically and to respond with his/her own creative works.

## **XI. Statement of Support**

### **A. Purpose**

It is the purpose of Thunder Bay Christian School to provide a sound academic education integrated with a Christian view of God and the world. While the school remains basically interdenominational, the instructional program is specifically based on the infallible Word of God and the doctrinal standards of the Reformed faith.

### **B. Philosophy**

The educational program and the methods of instruction in Thunder Bay Christian School are dependent on a Biblical philosophy to provide the viewpoint, general background truth, and principles of interpreting the facts encountered in the study of our subject. We understand that the concepts of a Christian educational philosophy are these:

1. God is the Creator and Sustainer of all things, and the source of all truth.
2. God has revealed Himself in a general way in His world and universe and in a specific way in the Bible.
3. The home, the church, and the school should complement each other, promoting the student's spiritual, academic, social and physical growth.
4. The teacher stands in the place of the parent.
5. God has given differing abilities to each student. It is the teacher's responsibility to challenge each child according to his ability and to seek to teach him at his academic level.
6. The Christian is not to be conformed to the world, but must recognize his responsibility and his role in life in our democratic society.
7. The student's home, church, and school experience and training should be a preparation for life; a life of fellowship with God and service to man.

Consent (signed by Parents upon enrollment and admission of students to T.B.C.S.)

1. We have read the above and understand purpose and philosophy of Thunder Bay Christian School, and we desire such a Christian educational program for our children.
2. In making application for my child(ren) to attend Thunder Bay Christian School, I agree to support the school in:
  - a. Its maintenance of high moral and spiritual standards.
  - b. Its rules and regulations as established.
  - c. Its school programs and projects.
  - d. The kind and measure of discipline taken to insure good order and a proper learning environment.

## XII. When Parents are Concerned

Within any organization, whether Christian or not, there are times when issues and concerns are experienced. In this regard, Thunder Bay Christian School is no exception. Occasionally, parents get frustrated about something that may have happened in the classroom, or at school, and then wonder whether or not to express their concerns.

Please do. The school is in partnership with the home. Parents have the right to speak up when they have a question or are concerned about a matter that affects their child. In that respect, the parent is the best and the only long-term advocate for that child. Being an advocate for your child means that you want to be well informed about the school, to keep communication channels open, and to be willing to address a perceived problem in a fair and courteous manner.

To ensure a fair process that will lead to a quick and peaceful solution, we wish to outline the appropriate action when a difference occurs between parents and teachers about the education of a specific child enrolled in the school.

### A. Step One

Acquaint yourself with the problem/situation well. Gather the information to get a clear and fair picture as you perceive it. **Avoid an immediate, impulsive, possibly angry response.**

### B. Step Two

Call or meet with the teacher to share your side of the story. Be prepared for a discussion, an alternate version, and an amicable effort to seek a solution. If the problem is accurate, insist on a plan of action for change.

### C. Step Three

If the action is unsatisfactory, take your concerns to the Administration, who will look into the matter promptly.

We wish to encourage you to express your concerns. There should be no fear of negative consequences.

It is understood that at every level, every reasonable effort will be made to resolve the issue as quickly and effectively as possible.

In closing, the TBCS Board of Directors wishes to commend its staff for its continued efforts in providing an academic Christian education, integrated with a view of God and the world, as articulated in the Statement of Support signed by each parent. The TBCS Board supports the administration and staff in cultivating a positive Christian learning environment with the following documents outlining guidelines for expected student behaviour at TBCS.

\*See the Grievance Policy: Conflict Resolution for matters of offense that seem beyond the scope of the above procedure. Policy is available in the office.



### **XIII. Discipline Policy**

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.

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.

1. The following criteria are helpful in designing and evaluating school rules:
2. The call to obedience to God in contrast to man's urge to be free from control.
3. The "love your neighbour" command that expresses itself in seeking the best for one another, in respect, sharing, safety.
4. The demands of the developmental stages of the child, such as security, independence.
5. Some commonly accepted standards of behaviour in our school society.

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.

Discipline related items, found in the TBCS Discipline Policy, that teachers will report to the Principal include:

1. Open defiance or obvious disrespect;
2. Excessive use of foul language and swearing;
3. Cases of fighting, extortion, stealing and harassment;
4. Persistent misbehaviour;
5. Damage to school property.

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 attitudes and behaviours for the students.

## **XIV. 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 in 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 buildings.
- 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.

## **XV. 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 student (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.

**A. 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.

**B. 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").

**C. 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*

## **XVI. Student Dress**

The school's standard of dress code may be different than one parent or student's level of acceptance. The TBCS dress code serves to provide guidance for you as you determine what your child should wear at TBCS. The TBCS dress code also establishes guidelines which we respectfully ask you to respect.

Clothing worn at TBCS must be tasteful in appearance, suitable for school activities and weather. Student dress should reflect simplicity and modesty and exemplify cleanliness and neatness. Clothing should reflect that students are in a Christian learning environment.

### **Shirts and tops**

- must be long enough to be tucked in (no midriffs showing)
- muscle shirts and spaghetti straps (Gr. 4 & up) are not permitted
- must have a modest neckline
- clothing must be free of inappropriate slogans although a brand name is acceptable

### **Pants**

- must be worn no lower than the hips and must cover all underwear
- must not drag on the ground but may be rolled up to accommodate differences in shoe height
- must not have torn knees, hems or backsides

### **Shorts and Skirts (Gr. 4 & up)**

- must be an appropriate length (mid thigh)
- spandex shorts are not appropriate

### **Accessories**

- hats/hoods must be taken off when entering the school building
- must not promote an unacceptable life style

### **Footwear**

- shoes and socks must be worn for Phys. Ed.
- shoes must be suitable for school life and worn at all times
- indoor footwear must be worn at all times in the school

Your co-operation is appreciated to ensure that your child arrives comfortably dressed in clothing suitable for a day of learning in a Christian school.

## XVII. Home Study

Home study is an integral part of schooling and education. Education does not just happen at school. Studies show that home study benefits the child academically and personally and helps the parents stay informed.

Families are urged to set aside a specific time slot each (school evening) for home study during which students study, read, complete assignments, or engage in other school related work.

Homework expectations: (note: all lengths are approximate)

Primary	(JK - 3)	-1/2 hr./school day
Junior	(Gr.4-6)	-1 hr./school day
Intermediate	(Gr.7/10)	- 1 - 1 ½ hrs./school day.

Parents are asked to encourage children in the completion of homework assignments.

Home study promotes good work habits.

- If no homework is assigned home study time can be used for review, reading, research and drills.
- A regular time and place to study is recommended.
- A study schedule is recommended.
- Short breaks between periods of study may be helpful.

Good study habits enhance the learning process and can ultimately lead to greater student satisfaction from the school experience. If for some reason, homework cannot be completed the teacher should be notified by a phone call or written note.

### EXPECTATIONS

Parents can expect the school to...	The school can expect the home to...
Fulfill our mission	Support our mission at home
Provide a safe, nurturing environment	Provide a quiet study environment
Provide consistent communication about the child	Provide consistent communication
Provide consistent communication with the school	Attend pertinent school meetings
Provide opportunity for involvement	Be appropriately involved
Offer a listening ear at any time	Support values and policies
Respect the child and the family	Seek information and facts
Prayerfully commit to fulfilling Christ-centered mission	Respect school faculty and staff
Pray for and support the family.	Provide prayerful support

## **XVIII. General Rules**

1. Students should address teachers politely as Mr., Mrs., Miss, or Sir.
2. Common rules of courtesy are to be emphasized.
3. The Christian qualities of love, respect and courteousness towards teachers and towards other students are expected behaviour. "Talking back" to teachers, insolence, cruel or excessive teasing, foul language or swearing, lying, destruction of property or other forms of negative behaviour will not be tolerated. Physical fighting may result in suspension. (See "Discipline Policy" pg. 19 section of this handbook).
4. Certain rooms of the school are intended for the use of the staff members. These include the staff room, staff washrooms, supply and storage rooms and custodian's rooms. If a student needs to go to the staff room, or another classroom, rules of courtesy direct that he/she should knock politely and wait for a response.
5. Medicine will not be dispensed by the school unless the office receives permission from the parent.

## **XIX. Arrival, Dismissal, Recess, Playground**

1. Students who walk or bike to school should arrive no earlier than 15 minutes before the bell sounds.
2. Students riding bicycles to and from school must park their bikes in the designated area immediately upon arrival. Students must wear helmets. All students are expected to adhere to the rules of safety while on public roads travelling to and from school. In the interest of safety, it is recommended that students in JK - 3 not ride their bicycles to school.
3. Bell rules must be adhered to.
4. All students are to go outside during recesses and noon hours, unless permission to remain inside has been given by a teacher. Students staying inside must remain in their classrooms.
5. A written note must be handed to the teacher, before classes start, requesting permission to leave the grounds. A note to the teacher or a phone call to the office will suffice for a doctor's or dental appointment.
6. Snowball throwing is allowed only under direct teacher supervision.
7. All garbage is to be put in the proper containers. Do not litter the school grounds. Students are to remain in the classroom to eat snacks.
8. Upon entering the school, students proceed directly to put on their indoor shoes.

## **XX. Property**

1. Students are expected to keep their desks and room tidy at all times. Nothing should be left on the floor. Cupboards and shelves should be kept neat and tidy.
2. Students are expected to care for school property. Purposeful damage and damage caused by negligence will result in the student having to pay for damages incurred.
3. Scribbling and doodling on notebooks or textbooks, and on desks is not permitted.

## **XXI. Lunch Time**

1. Students must remain in their classroom while eating.
2. NO food may be taken into the washrooms at any time, or outside during recess breaks.
3. Eating during class time is not permitted without specific permission.

## **XXII. Hallways**

1. Students must be considerate and courteous.
2. Running and boisterous behaviour are not permitted.
3. Students are expected to be "quiet in the halls" (speaking in subdued voices). When classes are in session, silence is required in the hallways.

## **XXIII. General Policies, Procedures and Information**

### **A. Assemblies**

In September, we have our school opening assembly. Then, approximately each month throughout the year, classes lead assemblies which are often theme or holiday-based. Parents and friends are welcome to attend our assemblies.

### **B. Attendance & Absences**

1. Parents are urged to have students in attendance except in cases of illness or family emergency (excused absence). Parents are requested to inform the school, either with a note or phone call that their child/children will be absent.
2. In the past it has happened that parents find it necessary to take children out of school on days other than the regular holidays. It is the established policy of the school that the administration cannot give permission for such extra holidays because of regulations of the Ontario Education Act.

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.

Procedures when parents take children out of school for vacations, household or summer work, etc. (Unexcused absences):

- a) Principal/office must be notified in advance as a matter of courtesy.
- b) Responsibility for making up work rests with parents and child.

Grade 7 - 8 students who are late must report to the office for a late slip.

### **C. Birthday Book Club**

Birthday Book Club keeps adding a number of good books to our school library annually. It works as follows: during the month in which a student observes his/her birthday a new book is sent home with the student for the parents' approval. If they wish, they can donate \$10 to the school, and send the book back to the school to be inscribed with the student's name and birthday, and processed for the school's permanent collection as the student's donation. This voluntary system does much to keep budget costs for the school down, and yet build a library about which everyone has a sense of pride and ownership.

### **D. Calendar**

We forward the annual calendar in September and parents receive a monthly calendar, included in the Journal, at the beginning of each school month.

### **E. Class Trips**

We generally distinguish between class trips and field trips. A class trip is defined as an enjoyment trip for the whole class. The class trip may not necessarily tie in with a unit of study and usually takes place at the end of the school year. Field trips generally reinforce a unit of study. Parents are advised via the Journal, an email message, or a newsletter of pending field and class trips. In most cases, except for the Gr. 8 Toronto Trip, the Student Fund absorbs the class/field trips. There may be times when students are asked to pay a small fee toward these trips.

### **F. Communication**

We seek to strengthen the communication channels between home and school by emailing home a weekly Journal. A School newsletter is published several times a year. It contains items of interest, student's work and reports from various committees and the Board of Directors. Report cards are handed out three times a year for K - 8 and after each semester for Gr. 9/10, and parent/teacher conferences serve to keep the channels open. Parents who would like to sit in on a class are welcome at any time. As a courtesy, please let the teacher know your plans a day or two in advance.

### **G. Custody and Access Matters**

The school office must be notified when there are situations of relational difficulties within families that affect the custody and access rights of children who are attending the school.

### **H. Fairs and Other Events**

Thunder Bay Christian School offers a wide variety of programs including the Fun Day, Winter Electives and more.

### **I. Field Day**

Our students participate in our own field day in June. A team of athletes (Gr. 4-8) also attends the Separate School Track Meet.



## **J. Grade Divisions**

Thunder Bay Christian School grade divisions are designated as primary (JK - 3); junior (Gr. 4-6); intermediate (Gr. 7-10).

## **K. Graduation**

Graduation is a special event for our grade 8 students. The festivities begin with individual and graduating-class pictures. This is followed by a banquet for the graduates, their parents and special friends. The ceremony, to which the community is invited, is held in a church.

## **L. Gym Clothing**

For Physical Education students in grades 3 - 10 must wear their own gym shorts and a school shirt purchased from the office. Running shoes, with soles that will not leave black or blue scuff marks on the gym floor are also required. 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.

## **M. Highway Cleanup**

Thunder Bay Christian School is part of "The Adopt-a Highway" Program. The Grade 7/8 class with the help of volunteers are responsible to pick up litter along its adopted section of highway.

## **N. Inclement Weather and School Closing**

TBCS operates its own buses. Generally speaking, if carriers throughout the area are not running, we will likely not operate our buses either. The decision whether or not to operate will be made by the Principal. The closing of the school will be announced on the following radio stations:

CKPR (91.5) CKTG (105.3) Rock (94) CBC(88.3) CJUK(99)

Please listen for radio announcements beginning at approximately 7:00 a.m.

If early closing is necessary due to anticipated weather conditions, families will be contacted via our Emergency Call Lists.

## **O. Inclement Weather and Indoors**

Students are permitted to be inside as soon as they arrive during inclement or cold weather.

-On certain "rain" and "cold" days, the office will call an indoor recess with two short bell rings.

-In winter -20 to -29 (wind chill) is a Penguin Recess - children may come inside for a time to get warm; -30 and colder (wind chill) will be an indoor recess. Temperatures are checked with the website [www.weatheroffice.gc.ca](http://www.weatheroffice.gc.ca) (Region-Ontario, Location-Thunder Bay).

## **P. Lost and Found**

Lost and Found will be located in the hallways. After a period of time, unclaimed articles are sent to the "Twice As Nice" Thrift Store. Parent are advised to have all items labelled or marked.

### **Q. Lunch Time**

Students (JK - 8) must stay at the school during the lunch hour. Students in JK - 8 will not be allowed to leave school property unless accompanied by a parent.

### **R. Nutrition Breaks**

The nutrition breaks are for student outdoor play, intramurals, team and music practices, and in some cases, completing work.

### **S. Ontario Student Record (OSR)**

The school maintains an OSR file for every student. The file contains copies of all student report cards and other information pertaining to a student. The file is passed on to the student's high school or to the school where a student is transferred. If a student transfers to our school, the previous school sends us the OSR. The OSR file is available for parents to view. Please contact the administration.

### **T. Parental Concerns**

Thunder Bay Christian School encourages parents to be closely involved in their children's education and welcomes regular contact between parents and the school. We believe that home and school relationships will be enhanced by a clear understanding of the proper procedure for settling differences that arise from time to time. Please find a document entitled "When Parents Are Concerned" elsewhere in this Handbook.

### **U. Parking Lot**

Our school parking lot is designated for staff parking and visitor parking. Parents may also park on the south side of the driveway (the side closest to the parking lot). Please do not park on the north side.

### **V. Pictures/Photos**

Class pictures and individual pictures are taken in the fall, usually in September. We encourage our students to dress appropriately.

### **W. Program Days**

Several program days are allotted to staff members - usually four during the school year.

### **X. Promotion and Retention**

Parents should have a good indication by the second term report card (at the latest) as to how their child's academic progress will impact his/her grade status for the next school year. Policies regarding retention are appropriately considered within the scope of a parent/teacher/principal conference.

### **Y. Recess Activities**

1. We have a large playground which lends itself to all kinds of activities including plenty of room for sports. Recess time should reinforce the positive character building themes taught throughout the school.
2. There are a few items which are not permitted on the playground or in the school: personal music devices, toy guns, water pistols, knives of any kind, or matches.

3. Our recess times are intended for fresh air activities. Students will be expected to be outside, weather permitting. Parents should ensure that their children are dressed appropriately for the weather conditions.

## **Z. School Buses**

The school bus carries a very precious cargo.....our children.

### Pickup

Please arrive at your pick up point 5 minutes early. Bus scheduling is such that the drivers cannot wait for students who are late. If your child/children will not be picked up (in the morning), please call the family who is picked up before yours, so those children can inform the bus driver.

### Dropoff

It is recommended that parents of students in Gr. 5 and under be home when the bus drops off their child(ren). If other permanent arrangements are desired, those arrangements need to be made in writing for the school. Please be aware that buses may arrive early when dropping students off (sports practices, parents picking up their children etc.). As usual, please call the school if other day to day arrangements need to be made.

### Other Information:

You are reminded that bus routes are set and children will not be allowed on a different bus unless there is a note from home requesting it. Also, the buses cannot accommodate students having birthday parties, sleep-overs, etc

## **AA. 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

## **BB. Shoes**

In order to minimize dirt in the classrooms, all students are to wear indoor shoes. Please purchase indoor/gym shoes that will not leave black or blue scuff marks on the gym floor.

## **CC. Sports Items/Equipment**

Sport items such as soccer balls, baseballs, footballs, etc., are supplied by the school for team sport activities and recess. Students may bring their own sport items and equipment for their personal use during recess play time, provided they take responsibility for their safekeeping.

## **DD. Staff Devotions**

Each Monday before school (8:30 a.m.) and Wednesday afternoon (3:30 p.m.), staff spends a half hour in devotions.

## **EE. Standardized Testing**

The school conducts formal testing of all students in all grades. The Canadian Test of Basic Skills (CTBS) is administered to grades 3 - 8 every other year. CTBS is an achievement test and it helps us to monitor the students development and provides us with an indication of how our students compare academically with students throughout Canada. The results of these tests are available to parents and are kept in the student's OSR.

TBCS does not participate in the provincial standardized testing (EQAO) in grades 3 and 6, as we believe our current testing provides sufficient information.

## **FF. Student Council**

One of the many activities we encourage our students to participate in includes student council. Student council serves to organize various student activities to promote school spirit.

## **GG. Student Fund**

The student fund is a multi-purpose fund for student activities. Class trips, tournaments, awards, ribbons, etc. are subsidized by the student fund. We earn money for the student fund through the sale of chocolate bars, cheese, meat, etc. Since all students benefit from the monies in the student fund, all students are encouraged to participate.

## **HH. Student Insurance**

Insurance forms are sent out in September and parents deal directly with the company if they wish to participate.

## **II. Supplies**

The school supplies textbooks, notebooks, duotangs etc. A list with supplies that are to be purchased by the parent is sent home with the final report card.

## **JJ. Telephone & Telephone Directory**

The school has two lines - 939-1209 and 939-2843 (also fax line). Calls for teachers should be made before or after school hours, at noon or during recesses. Messages of necessity will be forwarded to them. Students are allowed to use school phones, only in case of an 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.

The school telephone directory, which includes bus routes and emergency call lists, is printed each year and made available in September.

## **KK. Tournaments**

Our students participate in team sport activities at tournaments. The coach, usually a teacher, accompanies the team and provides the appropriate supervision of team members at the tournaments. Coaches cannot supervise students who are not on the team. All non-participants are expected to be at school for a regular instruction day. We do arrange for supply teaching or rotate other teachers into the classroom.

## **LL. Web Site**

The school's web site is [www.tbaychristianschool.ca](http://www.tbaychristianschool.ca) Information regarding our school and the weekly journal are placed on this web site.

## **XXIV. Tuition Reduction Incentive Program (T.R.I.P.)**

The Tuition Reduction Incentive Program (**T.R.I.P.**) is being offered by TBCS to help parents lower the cost of tuition. It uses the service of a certificate broker and orders certificates direct from some organizations. This organization purchases gift and merchandise certificates in large quantities at a discount from major food and retail chains. As a school organization, we are able to buy these certificates at the discount but in smaller quantities to sell at face value, thereby raising funds for families of our school. Your "rebate" ranges from 1 to 10 percent of the certificate value. "Rebate" percentages are subject to change without notice.

Participating certificate merchants are listed with your policy form. Subject to updating on a regular basis.

The certificates can be used, for the most part, just like cash or a cheque at the participating stores. Some stores limit the amount of change that can be returned from a certificate purchase (see individual certificates). Do not expect any change unless it is explicitly stated so on the certificate. Charge accounts at major stores cannot be paid by using the certificates or gift cards.

Check with your drug store if they will take gift cards to pay for prescriptions before ordering for that reason.

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**Here is how T.R.I.P. works at our school**

1. A registration form must be completed each school year, in September. **The disclaimer section information is needed only if your child will be bringing your certificates home.**
2. On your **order form**, write the dollar amount of the certificates you wish to purchase. Total the order and enclose your payment, preferably cheques made payable to TBCS TRIP. We reserve the right to change any incorrect dollar amount increments or issue a credit slip.
3. **"Takes a week"** Order Form. Your order envelope is due on Monday by 9:00 a.m. and may be given to your child's teacher or brought to the school office. No late orders are accepted, but can be held for the next week for ordering. Orders are processed on Monday mornings. Your filled order, with a copy of the order, will be ready at 3:00p.m. Friday.
4. **"Anytime Orders"** are available Monday to Friday and are processed the same day (pending availability of gift certificates).
5. Friends of TBCS may participate in this program by purchasing certificates. Their proceeds may be credited to the tuition of up to 4 families for that school year or may be directed to the School, Tuition Assistance, TBCS T.R.I.P., TBCS Endowment Fund.
6. Parents looking to the future and planning for the Christian Education of their young children at TBCS can also participate. These families will be assigned an account number, the monies earned will be held by the TBCS T.R.I.P. and will be credited as a tuition payment when their child is enrolled in kindergarten (see policy #5).

**ORDER FORMS ARE AVAILABLE ON THE WEBSITE [www.tbaychristianschool.ca](http://www.tbaychristianschool.ca).**

## XXV. Student Health Care

1. 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. Grade seven students receive Hepatitis B shots on two occasions during the year. Hepatitis B shots are necessary for a variety of reasons. A form from the Health Unit is sent home prior to administration of this vaccine. Dental checks 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 without permission from a parent.
2. 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 diseases. Nevertheless, it is a nuisance we would like to eliminate right away. Outbreaks of head lice are common among school children. Any person may become infested under suitable conditions of exposure from other infected persons or their belongings, particularly clothing and bedding. Please check your child(ren)'s hair for lice prior to the first day of school and inform the school if your child has been exposed to this problem.
3. More information re: communicable diseases is available at the school.
4. Please do not send children to school expecting them to remain indoors because they do not feel well; children who are not well should still be at home.
5. Requests to have children remain indoors during the recesses will be honoured only following illness or special circumstances.
6. If your child is on medication, please inform your child's teacher in writing.
7. 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 risk 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.

TBCS has a health room. This room is a place for ill children to rest while they wait for their parents to pick them up. The health room does not serve as a recovery room.

## XXVI. ANAPHYLAXIS POLICY

### **Preamble**

The Thunder Bay Christian School mission statement states that we are committed to providing a supportive classroom community for each student. We seek to address a wide range of gifts, skills and challenges within the context of the body of Christ; a body called to exercise love.

A supportive classroom community includes the obligation for a greater awareness of individual needs. Needs present themselves in various ways. Health and safety needs are as important as learning needs, and certainly of paramount importance if one's life may be threatened because of foreseeable risks.

Thunder Bay Christian School will require and encourage its parents, staff and students to operate responsibly in order to control identified risks in such a way so that all God's children can safely learn, play and visit within Thunder Bay Christian School's facilities.

It should be recognized that Thunder Bay Christian School cannot guarantee an allergen-free or risk-free environment, and that there is no legal responsibility in any jurisdiction to do so. However, in schools where anaphylactic students have been identified, school staff do have a legal responsibility to take reasonable measures to reduce risk. This policy is intended to provide procedures which are designed to minimize the risk of anaphylaxis and provide a reasonable and appropriate standard of care.

School personnel should note there are no contraindications to the use of epinephrine in treating a life-threatening allergic reaction. Also note, there is also no significant cause for concern should the drug be administered in error (as in the child is not having an anaphylactic reaction). Life-saving injection in cases of suspected anaphylaxis outweighs any small risk of side effects. If attempts to administer the life-saving treatment fail, courts have held that a person who takes a reasonable decision as to a course of action in an emergency, will not be treated as having acted negligently if the course of action decided upon turns out to be wrong. Failure to respond to an emergency when forearmed with information concerning the potential emergency and the required intervention, would be interpreted by the courts as gross negligence.

### **Definitions**

#### **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. Symptoms of anaphylaxis may include the following:

- sense of fear or impending doom
- tingling of the mouth
- swelling and/or itchiness of tongue, lips, eyes, face, body
- hives, swelling, blotchy redness
- flushing of face, neck
- tightness in throat and/or chest, shortness of breath, wheezing, trouble swallowing, drooling, change in voice, excessive clearing of throat, marked nasal stuffiness
- coughing, wheezing and/or choking
- nausea, vomiting, cramps, diarrhea



- weakness, dizziness, loss of colour, sweatiness
- sudden unsteadiness, collapse, loss of consciousness, cessation of breathing
- rapid, weak pulse rate
- coma, respiratory failure

It is essential that care givers be aware of possible symptoms and the necessity of immediate treatment. Not all symptoms have to be present for an anaphylactic reaction to be taking place. Reactions can be delayed for up to two hours.

**Cross Contamination:** Cross contamination occurs when the protein from the allergenic food comes in contact with other non-allergenic foods. While we may not see the traces of the food, there may be enough protein present to cause a serious reaction if the individual is anaphylactic to that protein. Cross contamination can occur by direct contact with the allergenic protein during processing, or when using utensils which have not been thoroughly cleaned.

**EpiPen:** An EpiPen is a medically prescribed auto-injection device used to administer epinephrine in the case of an anaphylactic reaction. This instrument is only to be used under trained adult supervision. There are two possible dosages, and an "EpiPen Jr." or an "EpiPen" is prescribed according to weight. Medication expiration dates are noted on the outside of the EpiPen. The medication is transferable if size/weight of student is taken into consideration. However, there may be legal ramifications if the medication is administered to another student. It remains the objective of any school staff member to do what is reasonable and appropriate during a life threatening situation.

**Safe Environment:** A safe environment exists when the school has done all that is reasonable to prevent an anaphylactic reaction.

## AVOIDANCE

### **Responsibilities:**

#### **A. The Principal**

1. develops school policy
2. advises parents of policy
3. requests parents sign:
  - a. the authorization to administer medication form and
  - b. the consent form to post information including the student's picture
4. ensures that the parents have completed all the necessary forms and have provided medication and suitable identification (medic-alert jewelry)
5. informs the supporting community of the anaphylactic student and school policy
6. posts allergy alert forms in the staff room and office
7. posts signs on appropriate doors and hallways indicating that this is a nut safe school
8. ensures that all teaching, non-teaching, and substitute teaching staff receive training and arranges for an in-service session conducted by health personnel
9. requires the regular classroom teacher to keep information about the anaphylactic student in a specific/standard location for the benefit of substitute teachers
10. ensures a copy of all pertinent information and medications are available for field/class trips; bring a phone or be certain a phone is available; remind the teacher to include the anaphylactic child in his/her group

11. ensures that renters are informed; establish protocol with Booster Club.
12. implements a no-eating policy on the bus (if bus is transporting allergic child/ren). Allergic children are to sit at the front to avoid possible inadvertent exposure to peanut butter residue on other children's clothes/hands due to eating peanut butter at breakfast
13. requires anaphylactic students to eat only food prepared at home
14. ensures that anaphylactic students are not involved in garbage disposal, yard clean-ups or other activities that should bring them in contact with food

**B. The Parents/Guardians of anaphylactic children**

1. must participate as actively as possible in the development of procedures to protect their children
2. must assist by providing the school with up-to-date information and prescribed medication\* being mindful of expiry dates
  - a. \*ideally, the school requires two EpiPens per anaphylactic child: one worn by the child or in the teacher's desk (age appropriate, and as determined by the parent and teacher), and one with the child's poster in the staff room
3. ensure that a treatment protocol is signed by the child's physician (preferably allergist)
4. provide the principal with a recent photograph of the student
5. provide the student with Medic-Alert jewelry or other suitable predetermined identification
6. assist the principal in establishing suggestions for student snacks and food to avoid, for the Parent Handbook
7. assist the school in field trips and other events where feasible
8. train children to recognize risks and to take preventative action

**C. The Anaphylactic Students**

1. carry epinephrine, if age-appropriate (check with parents)
2. wear Medic-Alert jewelry
3. no sharing of food
4. wash hands before eating
5. be aware, when age-appropriate, of own medical condition and learn ways to keep self safe (eg: learn to read labels, learn to inject themselves)

**D. The Staff Members with Anaphylactic Students**

1. comply with school policy
2. never assume that children or teens will self-administer
3. discuss anaphylaxis with the class, in age-appropriate terms
4. encourage students not to share food
5. choose allergy-free foods/materials for classroom events or crafts
6. reinforce hand washing before and after eating
7. facilitate communication with other parents
8. leave information in predetermined location for substitute teachers
9. ensure a copy of all pertinent information and medications are available for field/class trips; bring a phone or be certain a phone is available; include the anaphylactic child in the staff member's group; ensure that field/class trip chaperones are informed
10. ensure desk tops are washed regularly, use specific cloth for allergic child's desk
11. inform parents in advance of special occasions in classroom where food will be prepared or served, as a precautionary gesture

**E. Parents of Non-Affected Students**

1. comply with school policy
2. be informed and respect the guidelines detailed in the Parent Handbook
3. train children to be aware of contamination and situations which put the anaphylaxis child at risk

**F. The Health & Safety Committee**

1. regularly reviews the school policy (every year is recommended)
2. ensures that appropriate signs are posted in numerous locations
3. ensures that garbage and recycle containers are placed in appropriate locations

**G. The Renters**

1. comply with school policy

**H. The Bus Drivers**

1. comply with school policy
2. be trained in action protocol in the case of an emergency and be trained to administer EpiPen if necessary
3. know where to find a child's EpiPen, whether it is worn by the child, or is in their knapsack

**ACTION**

**The Bus Driver**

Emergency Response within Thunder Bay/911 available area

1. the driver will administer epinephrine promptly
2. a designated person will call 911 and inform them that an allergic reaction is in progress
3. 911 will advise what to do

Emergency Response while on Field Trips outside Thunder Bay/911 available area

1. determine the emergency response protocol for locations outside Thunder Bay

**The Staff**

2. Emergency Response at school:
3. the staff member closest to the student will either help or administer EpiPen in the outer thigh immediately (remove grey cap from EpiPen and apply black tip to outer thigh; apply pressure and after feeling click, hold firmly in place for a slow count of 15 seconds; do not block either end of EpiPen when using)
4. after the EpiPen has been administered, the attending staff member will notify the office of the emergency (do not leave the student alone)
5. the office will call 911 and send someone to assist the attending staff member
6. keep the student comfortable and still; encourage the student to sit or lay down
7. repeat EpiPen every 10-20 minutes or whenever symptoms begin to recur. Note the time epinephrine has been given
8. assign a familiar adult to accompany the student
9. contact the student's parents

**Emergency Response elsewhere:**

1. the staff member will administer epinephrine promptly
2. after the EpiPen has been administered, call 911 (ask a chaperone to do this)
3. keep the student comfortable
4. assign a familiar adult to accompany the student
5. contact the school office, who will contact the parents

**XXVII. Safe Snack Information**

To assist you in providing peanut/nut free lunches and snacks, there are lists available from the office of some products that currently do not contain nuts/peanuts and would be safe to take to school where there are peanut/nut allergic children. It is very important to ALWAYS read labels as the ingredients or manufacturing process may change at any time.

Please note:

Foods may be considered safe to send if:

1. It doesn't have peanuts or nuts listed as an ingredient.
2. It doesn't have a "may contain traces" or similar warning on the label.
3. Great care has been taken in any food preparation/baking process (home made or store bought) to reduce the risk of cross contamination.

Children should be reminded there is no sharing of food.

**Words on labels that tell you peanut/nut protein could be in the product:**

archis oil	hydrolyzed peanut protein	peanut flour
beer nuts	hydrolyzed plant protein	peanut meal
goober nuts	mandelona nuts*	peanut oil
goober peanuts	mixed nuts	peanut protein
goober peas	nuts	peanuts
ground nuts	peanut butter	

The purchase and use of any bulk foods or ingredients is not recommended as cross-contamination can easily occur. Do not use foods or ingredients that contain any kind of nuts, as commercially prepared foods may be prepared or mixed with peanuts.

\*mandelona nuts are peanuts which have been de-coloured and de-flavoured, then artificially flavoured with a nut flavouring such as almond, pecan or walnut and moulded to resemble that nut.

## **XXVIII. Acronyms**

### **C.S.C.**

Christian Schools Canada, a recently established organization consisting of various school organizations (formerly CSI districts) in Canada. This organization deals with curriculum development, teacher certification, and Revenue Canada matters.

### **C.S.I.**

Christian Schools International, which is the main organization of Christian schools from Reformed Christian communities in North America. Its head office is in Grand Rapids, Michigan. CSI develops and produces Christian curriculum that meets North American needs, and assists its member schools with various services. It offers a wide range of services. Christian schools apply for membership of CSI directly. It also administers the Christian School Pension and Insurance Fund. The website is: [www.CSionline.org](http://www.CSionline.org).

### **C.S.S.**

is the Christian Stewardship Services which gives advice and information on estate planning, charitable giving and stewardly ways of using assets.

### **C.S.T.C.**

is the Christian School Teachers Certificate. This certificate is issued jointly by the OACS and OCSTA to Christian school teachers who have successfully met its requirements and who teach in OACS member schools.

### **M.O.E.**

is the Ministry of Education; it is the official branch of the provincial government that sets policies for both public and separate school boards in Ontario.

### **O.A.C.S.**

The Ontario Alliance of Christian School is a service organization for the schools of District 10 of CSI. It was organized in 1952 and exists to promote and strengthen Christian Education in Ontario and the Maritimes. It provides a wide range of services to its members. Member school societies are divided into 5 sections (Chatham, Hamilton, Toronto, Cobourg, Golden Triangle). The office is in Ancaster. The website is [www.oacs.org](http://www.oacs.org).

### **Edifide**

is the professional association for Christian Teachers; it is the service organization of Christian school teachers of the OACS schools. It seeks to promote Christian education by striving to promote high standards among its members. It sponsors an annual teachers convention and publishes a bi-monthly newsletter called *Semper Fidelis*. Edifide is divided into seven districts. Its office is in Ancaster, on the campus of Redeemer College.

### **O.T.C.**

is the Ontario Teacher Certificate. It is also referred to as a Certificate of Qualification. A teacher obtains this certification in Ontario only after completing required training programs and meeting specific expectations.

## **P.E.C.**

Parents for Education Choice is a grassroots organization representing a variety of independent school supporters. P.E.C. encourages parents to place issues directly before their MPP's. Check their website at [www.parentseduchoice.org](http://www.parentseduchoice.org).

## **XXIX. CHRISTIAN SCHOOLS INTERNATIONAL PRAYER**

"My Lord, I do not ask to stand  
As king or prince of high degree:  
I only pray that hand in hand  
A child and I may come to Thee."

### THE CHRISTIAN PARENT PRAYS...

Our Heavenly Father, we thank You for the joys of parenthood and for entrusting to us certain of Your covenant children. Give us grace to accept the children born to us as gifts from You and to realize anew that we parents are stewards and trustees charged with the duty of instructing these children in the fear of Your Name and leading them into paths of truth and righteousness. We thank You that You have given our parents the vision to found Christian schools as a vital agency by which we can, in part, discharge our trust. We gratefully acknowledge the wonders of Your revelation and key to all true wisdom brought to us in Your Holy Word and in the person of Your Son. Give us to see with renewed conviction the need for schools where Your Word is central and is used to interpret the universe and to point the way to fellowship with You.

For all this we thank You. But there is a burden upon our hearts, too, Lord. We are concerned about having an adequate number of consecrated and qualified teachers. O God, open our eyes to this constant need. "If we have forgotten the Name of our God, and unto an idol our hands spread abroad" - if we have been unfaithful in our stewardship and led our children in the pursuit of false values and caused them to kneel at the altars of this world - O God, arise uncover our sins, redeem and quicken us lest this phase of Your Kingdom, our Christian schools, be closed to us and your judgement rest upon us.

Father, grant us the grace to renew our vows to rededicate ourselves and our children to Your service. Give us prayerful and trusting hearts to launch out anew in this school year. May our schools, together with the home and the church, be so used that our children may lay hold upon all of life for Thee and be led into paths of companionship with You.

Amen.