

PICKERING CHRISTIAN SCHOOL

2018 - 2019

PARENT/STUDENT



HANDBOOK

TABLE OF CONTENTS

Mission Statement	2
Philosophy of Education	3
Statement of Faith	4
Staff Code of Conduct	5
School Code of Conduct	6-14
Comments on Curriculum	15-16
Homework Assignments	17-18
Communication	19-28
Celebration of Holidays	29-30
General Rules	31-32
Administrative Policies	33-36
Information Privacy Policy	37
Anaphylactic Policy	38
Abuse Prevention Policy	36
Anti-Bullying Policy	40
Student Physical Privacy Policy	41
Asthma Policy	42
Cell Phone/Personl Device Policy	43

MISSION STATEMENT

**Our mission at PCS is to educate the whole
child in a nurturing environment,
partnering with parents
with a Bible-based perspective,
*to develop...***

**... attributes of Christ,
... academic excellence and an
... attitude of service to others**

PHILOSOPHY OF EDUCATION

TEACHERS:

The teacher's role is to make the educational philosophy of the school live in the classroom. Christian teachers, committed to Christ as their Lord and Saviour, by their example and teaching, help the impressionable child to see a Christ-centered life.

PARENTS:

The parents and teachers form a team to give the child a total education. The Bible teaches that the responsibility for the child's education belongs to the parents (Deut. 6:1-9). The Christian School stands as an arm of the home, to continue the training which, the Word of God instructs, should be in the home. The Christian church, home and school lay the foundation of faith and help the child to know how to live his entire life according to God's will and purpose.

STUDENTS:

God's Word teaches that there are four aspects to a student's life: spiritual, mental, physical and social (Luke 2:52). All four aspects are in unity and must be taught as a unit. The education of the students must seek to relate the physical, mental and social aspects to his spiritual life.

PCS shall seek to educate the whole child –

PHYSICALLY: teaching the students to respect their bodies as God's creation;

MENTALLY: teaching the students those skills and concepts necessary for successful living, seeking to lead the student to use what they have learned for the honour and glory of the Lord Jesus Christ;

SOCIALLY: developing within the student a Christ-like attitude, including self-respect, courtesy, respect for authority and consideration for others, and;

SPIRITUALLY: seeking with the Spirit of God, to encourage the student to accept Jesus Christ as their personal Saviour and, thereafter, guiding him in his spiritual growth, toward the goal of living for God.

STATEMENT OF FAITH

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

STAFF CODE OF CONDUCT

The staff at the Pickering Christian School refrain from practices that are biblically condemned and adhere to the code of conduct as outlined below.

All groups renting the facilities also agree to refrain from applicable practices as well, while on school property:

These include, but are not limited to:

- drunkenness (Eph. 5:18)
- swearing or use of profane language (Eph. 4:29, 5:4; Jas 3:1-12)
- harassment (John 13:34-35)
- all forms of dishonesty including cheating and stealing (Prov.12.22; Col.3.9; Eph. 4:28)
- abortion (Ex.20:13; Ps. 139:13-16)
- involvement in the occult (Acts 19 :19; Gal. 5:19)
- sexual sins including premarital sex, adultery, homosexual behaviour, and viewing of pornography (1Cor. 6:12-20; Eph. 4:17-24; 1 Thess. 4:3-8; Rom. 1:26-27; 1 Tim. 1:9-10)
- Furthermore, married members of the community agree to maintain the sanctity of marriage and to take every positive step possible to avoid divorce.

SCHOOL CODE OF CONDUCT

CORRECTION

We desire that, as children are corrected in our school, the following criteria will be met and communicated in a loving way to the child. We also strive to maintain clear lines of communication with home to prevent serious problems from developing.

THE GOAL OF CORRECTION

Within the framework of the school, disciplinary procedures are necessary to correct and change unacceptable behavior. True, permanent change will occur when a student's heart has been touched with their misdoings. This can only happen as they face them in the light of their obedience to Christ and His love for them. As such, PCS has adopted the Love and Logic methodology. It is unique in that it gives teachers a way to be both strict and loving at the same time. It provides a way to help children learn through being held accountable for their actions, while at the same time maintaining mutual love.

The Code of Conduct for Pickering Christian School is designed to provide a framework to ensure that school is a safe, productive learning environment for all. We ask families to review this Code of Conduct so that all parties are familiar with school expectations and procedures. **The Code of Conduct is subject to change at any time, based on directions from the Ministry of Education or The Evangelical Christian Association of Durham.**

The discipline policy for Pickering Christian School is to maintain a code of behaviour for both the students and staff that respects the integrity of the individual, the rights of persons in the school and the responsibility of such persons to the school community.

RATIONALE

(ONTARIO SCHOOLS CODE OF CONDUCT)

In June 2000, the Province enacted the Safe Schools Act. That Act prescribes certain rights, standards, expectations and consequences. The Codes of Conduct for the Pickering Christian School reflect the following provincial policy.

A school is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment.

SCHOOL CODE OF CONDUCT

All students, parents, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself.

The **Ontario Schools Code of Conduct** sets clear provincial standards of behaviour. It specifies the mandatory consequences for student actions that do not comply with these standards.

GUIDING PRINCIPLES

(ONTARIO SCHOOLS CODE OF CONDUCT)

1. All participants involved in the Pickering Christian School – students, parents or guardians, volunteers, teachers and other staff members – are included in the **Ontario Schools Code of Conduct** whether they are on school property, on school buses or at school-authorized events or activities.
2. All members of the school community are to be treated with respect and dignity, especially persons in positions of authority.
3. Responsible citizenship involves appropriate participation in the civic life of the school community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.
4. Members of the school community are expected to use non-violent means to resolve conflict. Physically aggressive behaviour is not a responsible way to interact with others.
5. The possession, use or threatened use of any object to injure another person endangers the safety of oneself and others.
6. Alcohol and illegal drugs are addictive and present a health hazard. Ontario schools will work cooperatively with police, drug and alcohol agencies to promote prevention strategies and, where necessary, respond to school members who are in possession of, or under the influence of alcohol or illegal drugs. (As well, smoking in school buildings and on school property is prohibited by law.)
7. Insults, disrespect and other hurtful acts disrupt learning and teaching in a school community. Members of the school community have a responsibility to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.

SCHOOL CODE OF CONDUCT

Principals take a leadership role in the daily operation of a school. They provide this leadership by:

1. demonstrating care and commitment to academic excellence and a safe teaching and learning environment;
2. holding everyone, under their authority, accountable for their behaviour and actions;
3. communicating regularly and meaningfully with all members of their school community.

Teachers and School Staff core beliefs, under the leadership of their principal, maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. The following list of core beliefs outlines the professional actions and attitudes of all staff members in this school:

1. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
2. Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else.
3. Students will be given opportunities to make decisions and live with the consequences, be they good or bad.
4. Misbehaviour will be handled with natural or logical consequences instead of punishment, whenever possible.
5. Misbehaviour will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on school or staff.
6. Students are encouraged to request a “due process hearing”, with the teacher, whenever consequences appear to be unfair.

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

1. comes to school prepared, on time and ready to learn;
2. shows respect for themselves, others and for those in authority;
3. refrains from bringing anything to school that may compromise the safety of others;
4. follows the established rules and takes responsibility for his or her own action.

SCHOOL CODE OF CONDUCT

Parents play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students.

Parents fulfill this responsibility when they:

1. show an active interest in their child's school work and progress;
2. communicate regularly with the school;
3. help their child be neat, appropriately dressed and prepared for school;
4. ensure that their child attends school regularly and on time;
5. promptly report their child's absence or late arrival;
6. become familiar with the Code of Conduct and school rules;
7. encourage and assist their child in following the rules of behaviour;
8. assist school staff in dealing with discipline issues;
9. demonstrate respect for all students, staff and parents.

RESPECT, CIVILITY AND RESPONSIBLE CITIZENSHIP

All school members must:

1. respect and comply with all applicable federal, provincial and municipal laws;
2. demonstrate honesty and integrity;
3. respect differences in people, their ideas and opinions;
4. treat one another with dignity and respect at all times, and especially when there is disagreement;
5. respect and treat others fairly regardless of race, ancestry, place or origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
6. respect the right of others;
7. show proper care and respect for school property and the property of others;
8. take appropriate measures to help those in need;
9. respect persons who are in a position of authority;
10. respect the needs of others to work in an environment of learning and teaching.

SCHOOL CODE OF CONDUCT

PHYSICAL SAFETY

Weapons - All school members must:

1. not be in any possession of any weapons, including and not limited to firearms;
2. not use any object to threaten or intimidate another person;
3. not cause injury to any person with an object.

PHYSICAL AGGRESSION

All school members must:

1. not inflict or encourage others to inflict bodily harm on another person;
2. seek staff assistance, if necessary, to resolve conflict peacefully.

EXPECTATIONS FOR STUDENTS

- Be courteous, considerate, and show respect for everyone (peers, teachers, invited guests, supply teachers and support staff and parent volunteers);
- Show respect for the school building, contents and grounds;
- Be prepared for class, demonstrate good work habits, and avoid use of profane or improper language;
- No form of bullying will be tolerated (see Page 41 for details);
- Maintain the same standard of behaviour expected in classrooms for all school functions and trips;
- Comply with the specific code of behaviour for Pickering Christian School.

SPECIFIC CODE OF BEHAVIOUR

- Hats are to be removed before entering the building or portapak and are not to be worn inside.
 - Students are expected to walk appropriately at all times. Students are expected to ensure that their hands remain by their sides away from walls, bulletin boards and other children.
1. Disrupting the Learning Environment Policy
 - It is the teacher's responsibility to maintain the learning environment for all children. As such, disruptive behaviour will be dealt with through the Recovery Model. Any child, for whatever reason, that is not allowing the teacher to teach or the

SCHOOL CODE OF CONDUCT

students to learn, will be asked to cease their disruption or go to “in-class recovery”. This is a designated location within the class where a child will go until they can control themselves. No time limit is set. The child determines the length of time. The child is welcomed back at any time. If the behaviour continues, they may be asked to go to another classroom or, if need be, even to the office. They are not in trouble. They are simply being removed from the class so that other students may learn. The teacher will, at some break in the day, talk to the student and discuss the situation and, at that time, may seek to administer some form of consequence that fits the problem.

2. Field Trip Behaviour

- There will be no excessive or boisterous activity from students when they are traveling by bus. We expect students to behave in a respectful manner to all teachers, chaperones and helpers. The code of conduct in this handbook sets the expectation for student behaviour both on site and off site school property. If it is reported that a child has been disruptive and unwilling to co-operate, future attendance on these trips will be in jeopardy.

CONSEQUENCES

Students who do not comply with the standards of behaviour outlined in the Code of Conduct will be dealt with in a judicious and considerate manner. Actions will vary depending on the circumstances of each individual case. Consequences may include:

1. caution by teacher, support staff, administrator or adult supervisor;
2. temporary removal from class, activity or event;
3. problem-solving exercise;
4. parental contact;
5. counseling;
6. community/school service;
7. loss of privileges;
8. detention;
9. restitution;
10. suspension;
11. expulsion.

SCHOOL CODE OF CONDUCT

SUSPENSION

Depending on the type of infraction, a discretionary or mandatory suspension may be imposed.

DISCRETIONARY SUSPENSION

A student may be suspended, depending on the circumstances, if the student commits any of the following infractions while he or she is at school. Inappropriate behaviour in the community, where there is a direct link to the school, may also result in a suspension.

- Vandalism, destruction, damage to school property or to the property of others located on or in school premises;
- Theft of property;
- Intimidation, extortion, verbal aggression and bullying;
- Misuse or misappropriation of school property or services, including computers and other technology systems;
- Hate-motivated incidents;
- Conduct that constitutes opposition to authority;
- Poor attendance that warrants disciplinary action;
- Conduct that is disruptive to the conduct or discipline of the class or school;
- Clothing/apparel that is inappropriate, offensive or violates the school dress code.

The school reserves the right to search a student's belongings, desk or locker without prior notice. If a child is caught stealing and the school decides not to suspend, restitution will be expected. Whatever was stolen is to be returned and a similar amount donated as restitution.

MANDATORY SUSPENSION

(ONTARIO SCHOOLS CODE OF CONDUCT)

Immediate suspension will be the minimum penalty faced by students for:

- Uttering a threat to inflict serious bodily harm;
- Acts of vandalism causing extensive damage to school property or property located on school premises.

SCHOOL CODE OF CONDUCT

In these instances, police will be involved, as required, and conditions to return to school will be specific in accordance to and at the principal's discretion.

EXPULSIONS

Depending on the type of infraction, a discretionary or mandatory expulsion may be imposed.

DISCRETIONARY EXPULSION

A student may be suspended and proceed to an expulsion hearing, if the student commits any of the following infractions while he or she is at the school or engaged in a school related activity:

- Hate-motivated violence;
- Vandalism causing extensive damage to school property or premises or to the property of others on or in school premises;
- Persistent opposition to authority;
- Uttering threats or threatening conduct intended to intimidate;
- Use of an object as a weapon;
- Willful interference or destruction of school communication and/or technology or technical systems;
- Abuse of computers or computer technology (including unauthorized access to, or retrieval of, information) for inappropriate or unlawful purposes;
- Conduct that is so refractory that the student's presence in the school or classroom is considered by the principal to affect a danger or possibility of harm, physical or emotional, to others in the school or to the reputation of the school.

MANDATORY EXPULSION

(ONTARIO SCHOOLS CODE OF CONDUCT)

Police will be involved, as required, and the student will be immediately suspended and proceed to an expulsion hearing for the following:

- Possession of a Weapon, including, possessing a firearm;
- Using a weapon to cause or to threaten bodily harm to another person;
- Committing physical assault on another person that causes bodily harm requiring treatment by medical practitioner.

SCHOOL CODE OF CONDUCT

CONCLUSION

When staff, students and families work together, a positive and productive learning environment is established at Pickering Christian School where goals are set and achieved. The Code of Conduct establishes the level of behaviour that is expected for all, so that we have the best possible school where success and achievement are reached through cooperation, courtesy and respect. Please review this Code of Conduct at the beginning of the school year and keep it in a safe place where it can be referenced, if necessary.

COMMENTS ON CURRICULUM

Christian Education provides a sense of personal responsibility and sense of value which is not relative and changing but which is derived from a basic point of reference - the Word of God - Written and Living. Upon this foundation, experience becomes a part of the learning process. As the Word of God is personally and actively appropriated in one's daily living by the work of the Holy Spirit, the message of the Gospel becomes a reality in the life of each person.

A Christian, God-centered, world view is developed on the basis of our understanding of the Scriptures.

In our **Bible Classes**, we want our students to be knowledgeable concerning Biblical content. However, Biblical knowledge is not our primary goal. We do not want our students just to know about the Lord, we want them to know Him in a real and personal way. We do not want our students just to have facts to believe in, we want them to believe in Him. We do not want our students just to believe the Bible is God's Word, we want them to take God at His word and we want the "mind of Christ" to dwell in them.

In **Mathematics**, we see something of the great wisdom of God. The number system helps us to understand that God is a God of order and design.

In **Language Arts**, we become aware of the fact that God created us with the ability and need to communicate. The ultimate goal of the Christian is to discern truth in light of Scripture and communicate this truth to fellow Christians and to those who are outside the family of God. In order to discern truth, students must master their spoken and written language, have a good knowledge of Scripture, a personal relationship with Christ and well developed critical thinking skills.

Through **Social Studies**, the students become aware of the world around them and the diversity of God's creation around the world. The destructive aspects of sin and the God-ordained way of restoration are taught. The student is also made aware of his own needs and responsibility to society as a Christian citizen.

COMMENTS ON CURRICULUM

In **Science**, the students become aware of the complexity of God — His greatness and His power. God is the creator of all living beings and of man in particular. We have a greater understanding of science and God's place in it only when we make a personal commitment to Jesus Christ in our lives.

In **Physical Education and Health**, we begin by stressing the body is created by God. It belongs to God and should therefore be used for Him. God is concerned with health and healthy habits. A physical education program is provided, not just to give an opportunity to let off steam, although it certainly does that, but to strengthen the body and relax the mind. It also teaches such qualities as teamwork, loyalty, enthusiasm and discipline, which will glorify God.

In **Fine Arts**, the point is stressed that all beauty has its origin with God and is a reflection of God. God's creation is a perfectly fulfilled example of beauty. Both music and art can be beautiful expressions of worship. An artist should be drawn closer to God, as he observes nature, because God is seen in His creation. The Bible teaches that God created man with the ability to produce and appreciate beauty. If God has given anyone a special talent in either of these areas, we challenge the student to perfect this ability for God's glory. As well as studying art for art's sake, we want our students to realize that their lives can also be an art form to glorify the Lord.

HOMEWORK ASSIGNMENTS

As a basic philosophy, it should be understood that the progress of the class (and the individual student) should not depend on homework assignments. It is, however, important to initiate the training process so that the child develops adequate study habits for higher academic purposes. In general, the purposes of homework are as follows:

- To establish the habit of study at home and the responsibility associated with taking an assignment home and bringing it back to school completed in an appropriate length of time.
- To practice and apply some of the skills being learned in class.
- To acquaint the parents with work their child is doing or not doing.
- To help a student organize their time.
- To participate in activities that further challenge the abilities of the pupil.
- To complete unfinished class work.

We are aware of both the advantages and disadvantages of homework for children. We also believe that maximum learning occurs when there is support, encouragement and reinforcement of concepts taught at school. Therefore, homework with clearly defined objectives is assigned. If children are spending an inordinate amount of time on home assignments, or if they never seem to have assignments, parents should discuss this with the teacher. Weekend assignments are kept to a minimum to encourage children to participate in family and church programs. No assignments will be given that would require their attention over any holidays.

If your child is sick, they need to rest and recuperate. Students are not required to do work while they are sick. Once healthy and back at school, teachers will assist in bringing them up to date.

If your child goes on a trip/vacation during the school year, the teacher will gather a few things together, if requested, such as a journal and/or books to read. Upon the child's return, the teacher will assist in getting him/her up to date. As well, students in Grades 7-8 have access to IXL an online Math enrichment program. This program is part of the school curriculum and the student's login is accessible on any computer with internet access. Upon the child's return to school, their teacher will fill in any academic gaps that may have occurred while they were absent.

HOMEWORK ASSIGNMENTS

FOR PARENTS:

As a parent, you can help your child develop his/her study habits at home. Your attitude towards this idea has a bearing on how your child will perceive it. In order to offer some assistance in this area, the following list of suggestions may be of benefit to you:

- Pray for your children, your school, and your teachers.
- Show genuine interest in your child's school work and accomplishments.
- See that your children develop good habits by limiting T.V. and computer time, by making homework a priority and making sure they receive adequate rest.
- Support your teachers and principal in front of your children. Communicate with the school before drawing conclusions.
- Each child, from grade 1-6, is provided with an Agenda. Parents should check the agenda each evening to see the homework that has been assigned. This communication process between school and parent will reinforce the importance of completing all assignments.
- Set a definite time and place for studying, free from distractions. Habits are more easily acquired when a routine is established.
- Schedule homework hours and keep them as consistent as possible.
- Take an active interest in what your child is doing. Check from time to time to see how much and what kind of work is being done. Showing interest can be an encouragement in itself. The child should, however, be working independently.
- Ask questions or discuss ideas presented in class. You will be enhancing the review process. Encourage your child to approach his/her teacher with questions in order to clarify expectations prior to bringing assignments home.
- Give personal supervision where it is needed.
- Confer with the teacher, as often as necessary, regarding any specific need.

If the home and school work together, there will be a greater degree of achievement and satisfaction on the part of the student.

COMMUNICATION

IMPORTANT THINGS TO KNOW

STUDENT HEALTH AND WELFARE:

The physical health and welfare of each student is a high priority at Pickering Christian School. We realize that our effectiveness in teaching spiritual, academic or emotional truth is impacted by the physical well-being of the child. It is important that a child be kept at home when he is ill, for his own sake and for the sake of other children.

If a child vomits while at school, calls will be made to have the child picked up and taken home for the rest of the day.

Similarly, if your child were to soil their clothing during the school day, we will call and ask that either a parent or emergency contact come immediately to the school to make the necessary clothing change. For insurance reasons, we are unable to handle a situation of this private nature.

Unless the illness is related to exposure to the outside air (i.e. severe asthma), it is school policy that all students will be asked to go outdoors for recess.

It is the School's position that if a child is sick enough to be kept indoors, that usually means they should be kept at home.

In cases of communicable diseases such as mumps, measles, chicken pox, etc., parents are asked to follow the guidelines of the Durham Region Department of Health and to notify the school of the time of onset of any of the diseases. We are required to report these to the Health Department. Parents will be made fully aware by email if there is an onset of any communicable diseases. Information sheets from the Health Department would be released at that time, if applicable. In the case of head lice, the entire class will be checked when there is one case reported. Parents of students in that class will be contacted and made aware.

WEATHER CONDITIONS:

Environment Canada issues an alert when their threshold criteria for a wind chill is met. In Southern Ontario, this is -30°C . Teachers on yard duty will monitor the weather, and when the wind chill reaches approximately -20°C , the children may be brought back into the school early.

COMMUNICATION

ONTARIO PROVINCIAL LEGISLATION:

Immunization Requirements - Ontario Law requires that each child entering school for the first time must present evidence that he or she has been protected with diphtheria, tetanus, polio, measles, mumps, and rubella immunizations.

Booster Seat Requirements - Due to recent changes in the law, all children under a specific weight must be in a booster seat. As well, the liability issue of private transportation is a concern, therefore, buses will be used to transport children from Junior Kindergarten to Grade 8 to their field trips, as much as possible.

SAFETY:

We attempt to create a safe environment. A few of the procedures are as follows:

- Attendance and absentees are very closely monitored on a daily basis.
- Access to the modular building and main building is only obtained with the use of our keyless entry system (FOB).
- Video surveillance, which covers pertinent areas of our property, is displayed on a screen in the front office and recorded.
- The main door is covered by video surveillance. Entry into the school is only allowed by “buzzing” in to the office staff.
- We practice fire drills six times a year.
- We have procedures in place for a “Hold and Secure” and “Lockdown” in case of an emergency in the community.
- Safety inspections on equipment are done on a regular basis and our grounds are checked daily.
- All adults must wear an identification badge when inside the school.
- Children in the modular will move between buildings individually or in groups, with office personnel watching from the main hallway window.
- If a student requires a wheel chair, it may only be pushed by an adult.
- Due to increased security measures, all parents and visitors must check into the office to obtain a visitor’s badge before venturing further into the school.

ATTENDANCE & ABSENTEES:

For the welfare and safety of your child, it is important for us to know where he/she is at all times. With this in mind, we have developed the following guidelines

COMMUNICATION

regarding this area:

- Regular attendance will be taken in each class every morning, and the office will be notified of anyone absent at that time.
- If the office has not been notified of a child being ill, late or otherwise, then the parents will be contacted at home or work to check on his/her whereabouts.

IT IS THEREFORE IMPORTANT THAT THE OFFICE BE CONTACTED IF YOUR CHILD IS GOING TO BE ABSENT OR LATE ON A PARTICULAR DAY.

Advise the school office, if anyone other than parents or persons known by the school will be picking your child up on a certain day. We should also be advised if a child is being picked up before the school day has ended.

If your child is arriving late or leaving the school early for any reason, he must be signed in or out at the office. Children in all grades being signed in late will be required to remain in the office until after the Lord's Prayer and O'Canada. They will then be escorted to their classrooms by a staff member.

Students must have parental permission before leaving the school property at any time.

REASONS FOR PUNCTUALITY:

1. To encourage a positive lifestyle habit.
2. To show a measure of consideration towards others. Lateness is an inconvenience, not only for the teacher who spends long hours preparing lessons, but also for the students who have accepted the responsibility for preparing for class and arriving on time.
3. To maximize optimum learning opportunities.

EMERGENCY CLOSING OF SCHOOL:

If, for any reason, it becomes necessary to close the school on short notice, you will be notified by an automated telephone message before 7:00 a.m. to confirm the clo-

COMMUNICATION

sure.

When there is bad weather, parents may also secure the details by listening to a local radio station. If no message is aired, then one can assume that school is scheduled as usual. If the school buses are cancelled in the Durham Region, then we will revert to a “Snow Day Mode” which means that we have a limited number of teachers on duty. For those parents who have no other options, we will be open. The regular curriculum will not be taught that day. For more details on the day, the PCS website and local radio station KX96 website will be updated before 8:00 a.m.

If an emergency occurs during school hours, please do not call the school unless it is absolutely necessary, as this will tie up the phone lines. An automated alert will be sent to your home, work and cell numbers, as well as by email, stating the details of the situation and what to do.

CHANGE OF ADDRESS:

Change of address, telephone number, work location/phone number or email address should be reported to the office as soon as possible. It is important that the office receives updated information promptly.

PARENT/TEACHER CONFERENCES:

Conferences between parents and teachers will be by appointment only. Please avoid before and after school chats. Please do not “drop by” the classroom for a visit, especially during school hours. Our teachers are professionals and their job is teaching your children with a minimum of distractions and interruptions.

PHONE CONVERSATIONS:

Each teacher has a mailbox for general messages that are not time sensitive. If you have any immediate concerns, go through the main office. Phone conversations with staff should be carried out in a controlled manner. Any verbal abuse is not tolerated and the teacher has the right to end the conversation.

CONTACTING STUDENTS:

If you have important information that may upset the child (i.e. a death in the family, change in medications, loss of a pet), notify the office and your child will be called

COMMUNICATION

out of the classroom. We do want to be sensitive to your child's emotions.

Items that need to be delivered to a child during the school day, such as forgotten lunches, glasses or house keys, need only to be brought to the school office. The office will contact the child's teacher and the child will be released at break time to retrieve the item from the office. Please do not go to the classroom.

PARENT VOLUNTEER PROGRAM:

Pickering Christian School provides numerous opportunities for volunteers to serve. We attempt to offset many of our costs through this volunteer assistance.

A volunteer survey is sent home the first week of school listing several needs. Some of the options for volunteers include: baking, yard duty over the lunch hour, tutoring students, typing, assembling learning games, helping with special events (theme weeks, track and field), chaperoning for field trips, building maintenance, landscaping, cleaning, etc.

DRESS CODE:

PCS has adopted standardized school apparel for our students that helps develop an environment conducive to learning and respectful behaviour. There are three principles that guide our thinking here — **modesty, neatness and cleanliness.**

The dress code affects the student in their outward appearance. This includes clothing, hairstyle, jewelry or physical adornment. At the principal's discretion, any item may be banned that is deemed to be in conflict with the school's stand on maintaining a positive Christian image.

School apparel must be clean and in good condition and must meet the styles and logo requirements.

When parents send their child to Pickering Christian School, it is understood that they agree to uphold the School Apparel Policy. It is expected that all students will come to school in the appropriate apparel each school day. Children must remain in their school apparel until they are off school property. The School Apparel Policy will be enforced by our teachers and staff. If a student comes to school without the proper school uniform, parents will be notified. Parent co-operation is appreciated in maintaining school standards.

COMMUNICATION

SCHOOL APPAREL:

All PCS logo school apparel can be purchased online through the PCS website by selecting “PCS Uniform Store”.

The bottom portion of the uniform must be all black and colour-fast.

- Full school everyday apparel includes a PCS grey or green polo shirt, black dress or khaki pants, black skort, black knee-length skirt, appropriate black shorts, black/white socks, a PCS black or grey full-zip hooded sweatshirt and non-marking running shoes. The only way to guarantee that shoes are non-marking is to purchase court, indoor soccer or basketball shoes.
- Full school apparel for all performances, special events and off-site field trips include a PCS white dress shirt, black dress pants/skort/knee-length black skirt, black/white socks, dark shoes, and a PCS black or grey full-zip hooded sweatshirt.
- Gym uniform includes a PCS red t-shirt (Grades 1-8), black shorts or track pants (Grades 4-8), and non-marking shoes.
- All clothing must be in good repair, fit appropriately and modestly.

TOP STYLE:

- Includes all PCS tops purchased through the online “PCS Uniform Store.”
- Any visible apparel worn under shirts with collars must be white or black and have no printing on it of any kind showing.
- Approved overtops may be worn provided the PCS logo is visible. (i.e., hooded sweatshirt).
- At all times, the approved PCS logo must be visible on the upper body.

BOTTOM STYLE:

PANTS - BLACK DRESS/KHAKI

COMMUNICATION

- Must be all black and colour-fast (no stripes, topstitching, or cargo pants)
- Leggings are not appropriate, unless worn under a skirt, dress or skort

SHORTS

- Must be all black and colour-fast (no stripes, but brand logos are acceptable)
- Any walking or loose fitting soccer style
- Must meet with school standard of modesty, as interpreted by administration
- Shorts worn under skirts must be black, in keeping with approved style

SKIRTS

- Must be all black
- Knee-length or below, if not worn with shorts underneath
- Must meet with school standard of modesty, as interpreted by administration

SKORTS

- Must be all black
- Must meet with school standard of modesty, as interpreted by administration

SOCKS

- Socks can be black or white. Tights and leggings must be black (if visible)

SHOES

- Any shoe may be worn on site. However, flip flops are not allowed due to safety reasons.
- Any performances (on or off-site) or field trips require dark coloured shoes. (Dark shoes may be running, skateboard or walking style)
- Gym shoes must be non-marking (no black-soled shoes). The only way to guarantee that shoes are non-marking is to purchase court, indoor soccer or basketball shoes.

PERFORMANCE BAND APPAREL:

COMMUNICATION

- PCS white dress shirt

FIELD TRIPS:

To participate in field trips, each child will be required to wear full school apparel which includes a PCS white dress shirt, PCS black or grey full-zip hooded sweatshirt, black dress pants/skort/knee-length black skirt, black/white socks and dark shoes, unless otherwise instructed by their teacher. Children may forfeit the right to attend, if they are not properly attired.

GYM:

It is important that students participate in all gym activities. These classes promote a healthy lifestyle and are also a means of teaching co-operation, team goals and sportsmanship.

All students must have a red PCS gym shirt (Grades 1-8). Additionally, students from Grades 4 to 8 must have a pair of black shorts or track pants. The wearing of these items is an integral part of the program and will be reflected in the student's mark. Proper footwear is extremely important and, therefore, a good pair of non-marking running shoes is necessary. (Please see page 26 for details.)

Gym bags should be used to keep the student's gym apparel neat and compact in the class and in the change room. Gym bags are available for purchase through the school web site.

CLOTHING IDENTIFICATION:

Each piece of removable clothing should be marked with the student's name to ensure return of the garment when left on the playground or in the classroom. Lunch boxes and boots should have permanent labels. Properly marked items will be returned to their rightful owners.

LOST AND FOUND:

A "Lost and Found" container will be maintained. Every effort will be made by the staff to return the items that are easily identifiable. go Articles not recovered by the end of each term will be given to a charitable organization. Any school uniforms that are not labeled will be placed in the school's used apparel sale.

BOOKS AND SUPPLIES:

COMMUNICATION

The school provides the necessary textbooks and workbooks for each student. Students provide pencils, pens, paper, crayons and other necessary supplies. A supply list for each grade level is available in the office or from the classroom teacher. Students will be required to pay for damage or loss to school books/equipment.

BIRTHDAYS:

Sending treats to school for a birthday child's class is welcome. Please be careful in choosing non-allergenic products. Cupcakes, cookies or similar individually portioned item would be appreciated for ease of distribution. We prefer you check with the teacher in case something else special is planned.

Party invitations may be distributed at school **only if the entire class** (or all the boys/all the girls) are invited. Otherwise, they should be mailed or delivered elsewhere. If a party is after school, we prefer that, unless the entire class (or students of the same sex) is invited, that they not be picked up in a group from school. The basic guideline for party planning should be sensitivity to **all** the children's feelings.

EQUIPMENT AND TOYS AND ELECTRONICS:

The school reserves the right to remove or ban certain games, toys or activities that are deemed contrary to the philosophy of the school. No games that require "playing for keeps" (trading) will be allowed.

Due to the necessary supervision and the potential for damage and loss, it is asked that all expensive toys be kept at home. Since the playground is for interactive activity, items that isolate individuals are not permitted. This would include portable gaming systems and personal listening devices and other similar electronics.

Devices that can take photographs are not allowed on school property before, during or after school, or on any field trip, unless authorized by a teacher.

Athletic equipment and some games from home are permissible. The student should check ahead of time with their teacher as to the suitability of the game. At the teachers request, certain items may be brought in for show and tell.

COMMUNICATION

RELATIONSHIPS:

In scripture we find principles on how to relate one to another. The following guidelines have been adopted to keep lines of communication open between home and school:

1. Speak with the parent or teacher involved privately.
2. Keep the numbers involved to a minimum
3. If the situation requires further discussion, meet with the principal.
4. The principal will decide if further meetings are necessary with concerned individuals.

Scripture reminds us that gossip can ruin relationships. As a caution, be careful not to discuss personal matters pertaining to your child and the running of the school unless it is with the people involved. Gossip can creep in and cause division in our school family.

CELEBRATION OF HOLIDAYS

Holidays are great times of excitement and family reunions. However, children seem to be the focus as more and more commercialism creeps into our celebrations. This is unfortunate since many beautiful themes are clouded by secular input. As a school, we approach the matter in the following ways:

THANKSGIVING:

The Bible abounds with references of giving praise and thanks to God. All students are encouraged to share the intent of this season with each other.

HALLOWEEN:

Halloween is not celebrated or promoted at this school.

In the younger grades, when the subject arises, it is the teacher's responsibility to direct the conversation away from the event to a more profitable topic. If a child shows a desire to pursue the subject, the teacher may discuss it further on a one-to-one basis outside class time.

CHRISTMAS:

We strive to keep Christ as the only focus of our attention and worship during this holiday season. A belief in Santa Claus is not promoted in the classroom. Teachers may wish to discuss the origin and subsequent elevation of St. Nicholas, but this again is confined to the older grades.

VALENTINE'S DAY:

This holiday is a perfect opportunity for showing God's love to others. Instead of sending notes to each other, the students are encouraged to participate in a fund-raising project for support of some needy children, both in Canada and abroad. We have also held food drives in past years. This is a true expression of love. Biblical examples are used to highlight this action.

EASTER:

This is the focal point of Christianity as we recognize the death, burial and resurrection of the Lord Jesus Christ. Emphasis is placed on the new life that we may have through Him, upon accepting Him as our personal Saviour.

CELEBRATION OF HOLIDAYS

The secular celebration of bunnies and roosters is not made a part of our class activities. The use of eggs has a Christian heritage and its meaning may be discussed in the individual classrooms.

As a general rule then, the younger children are only shown the Christian side of the holidays with little or no mention of the secular ideas. The older children spend the majority of their discussion on the Biblical emphasis, but may be given a brief explanation of the origin of some of the secular customs. The teacher will need to be sensitive to the children's maturity and understanding and may choose to avoid the secular discussion entirely.

An excellent resource for further discussion is the book Holydays-Holidays by Judith Ritchie and Vicki Niggemeyer.

GENERAL RULES

The school rules can be classified in three areas: **respect, responsibility and neatness.**

If students realize their responsibility to God, parents and teachers, school activities become meaningful and behaviour problems are reduced.

If students show respect for other students' feelings and property, most difficulties can be avoided.

If students strive to be neat in work habits and appearance, a positive feeling permeates the student's life and creates an environment conducive to learning.

The following rules are to be obeyed. They, by no means, include all rules but rather give a sense of the overall philosophy of the school.

1. There is to be no running or loud talking in the halls while school is in session.
2. Toy guns, knives, electronic entertainment devices of any type are not to be brought to school, except by request of a teacher for a special school project.
3. Special permission must be obtained at least a day in advance to bring either visitors or pets to school.
4. Each student is to show respect and obey all of the teachers, office staff and active volunteers.
5. Students are expected to enter classrooms quietly and make sure all necessary notes and books are ready and available.
6. There is to be no throwing of projectiles or other hard objects.
8. No play fighting or rough play is permitted.
9. All adults should be addressed as Mr., Miss or Mrs.
10. Defacing or misusing school property, including trees and landscaping, is not permitted.
11. No student should be in the office without permission.
12. The telephone may be used by students with permission, for emergency situations only.

ADMINISTRATIVE POLICIES

ACADEMIC RESOURCES:

1. The school will attempt to provide the necessary remedial/accelerated assistance for each student, wherever possible.
2. If the school cannot provide the necessary assistance due to staffing or financial restrictions, an outside organization may need to provide this service. Parents will be asked to authorize additional fees if they are required.
3. For new enrolling families, if after academic testing is completed and the student is found to need extra assistance, an additional cost will be negotiated to ensure a successful placement.

ADMISSIONS POLICY:

PCS is under no obligation to accept every application submitted to the school. An Admissions Committee reviews each applicant's file after pre-testing and a half-day visit to the appropriate classroom has been completed. If the Committee feels that the student would benefit from our environment, the application may be accepted.

ACCELERATION AND RETENTION:

This will only be considered in exceptional cases. It is not sufficient that a student is academically achieving above or below Provincial Standards. It must be proven that they will actually be hindered socially, academically and emotionally if they remain in the age appropriate grade. Students must start in the age appropriate class, then be observed by several teachers and the Academic Resource Department. Their professional recommendations will be made to the Principal. These recommendations will then be discussed with the parent. The final placement decision rests with the Principal.

STANDARDIZED TESTING:

Canadian Achievement Tests (CAT), which are math and language-based, are administered in Grades 1 to 8 in April of each year. As well, Gates McGinitie, a reading test, is conducted in May of each year in Grades 1 to 8.

PCS INFORMATION UPDATE POLICY:

At the beginning of each school year, all parents are required to update student, family, medical, health card, church, emergency contact and transportation (pick up) information for their child through Parents Web on the PCS website, and immediately upon any subsequent changes. As well, a reminder email will be sent out at the beginning of each term to update Parents Web with any changes.

ADMINISTRATIVE POLICIES

MEDICATION POLICY:

Any medication required by a student **MUST** be brought to the office by the parent and logged into our Medical Journal.

BEFORE AND AFTER SCHOOL CLUB:

The school offers this service to you at a minimal cost from 7:15 a.m. to 8:10 a.m. and 3:45 p.m. to 6:00 p.m. each day. More information and registration forms are in the office.

INTERNET POLICY:

Grades 4 to 8 students using computers will have to sign a written contract, also signed by the parents, agreeing to the appropriate usage of computers. If the contract is not signed/returned by September 30th of the current school year, students will not be allowed use of the computers or iPads until the form is returned. Detailed web blocking is in place, but the only true blocker is the individual's heart .

PHOTOGRAPH POLICY:

The school recognizes the importance of privacy and safety with regard to the taking and use of student photos. Parents must sign a form giving permission to use a student's picture in the school yearbook, web page or promotional advertising in the community. It is important that parents inform the office promptly of any changes regarding the use of the student's photos.

SOCIAL MEDIA POLICY:

While on school property or attending a school-sanctioned trip, the taking of photographs and videos must adhere to the school's Privacy Policy (pg. 38) which states that "**Any photographs of students or staff must have the written permission of the individuals involved before they are posted on a social media site.**"

TUITION POLICY:

The principal will set the tuition fees and school budget annually with the Board's approval. Tuition fees are to be paid in accordance with the current Tuition Payment Schedule with regular installments due on either the first or the fifteenth of each month. Tuition fees are paid over a 12-month period, July - June, by post-dated cheques or automatic bank withdrawal. Any returned cheques carry a service charge

ADMINISTRATIVE POLICIES

of \$35. After presentation of two NSF cheques, either a certified cheque or money order will be required. If you enroll after September 1st, you are automatically placed on the 10-month fee schedule.

TUITION ARREARS POLICY:

The School recognizes the importance of being diligent with respect to families who fall behind and become in arrears with tuition payments. The Finance Department will monitor each situation and implement this Tuition Arrears Policy appropriately. They will also keep the Principal updated on a monthly basis regarding the status of each tuition arrears situation.

LATE PAYMENTS:

Tuition payments are to be made on the first or the fifteenth of each month. At the end of the third month, if tuition is still outstanding, your child's enrollment will be in jeopardy.

As a result of arrears in tuition payments, PCS retains the rights listed below:

- a) Students may be requested to leave the school, or have their admission for the subsequent year refused.
- b) Report cards will be withheld at the end of term.

By signing the Application for Enrollment and Registration Forms, you are authorizing the school to withhold report cards and other records until tuition and other fees have been paid in full.

REFUND OF FEES:

If you leave before the year is over, you forfeit that month's tuition and any tuition paid up until that point. The remainder of your post-dated cheques, or advanced payments, will be returned to you. All additional fees are non-refundable (i.e. registration, special events, tech/arts fee).

RE-COMMITMENT FEE:

Every spring, there is a \$200 re-commitment fee. The fee indicates a family's desire to return for the fall program. It is refundable up to June 30. The school still retains full authority to receive or reject a family's re-commitment form.

ADMINISTRATIVE POLICIES

SPECIAL EVENTS/TECH/ARTS FEE

If the Special Events Fee and/or the Tech/Arts Fee is not paid by October 31st of the current school year, the student will not be allowed to attend the event or participate in computer, art or music classes.

RECEIPTING:

A charitable tax receipt will be issued in February of each year. The amount is based on a percentage of tuition paid in relation to a cost per student calculated annually by our accounting firm.

VOLUNTEER POLICY:

Volunteers and helpers can make an important contribution to our programs at Pickering Christian School. Therefore, the use of volunteers is encouraged and welcomed. In order that we may make good use of this type of contribution, it will be important to follow certain guidelines.

GENERAL GUIDELINES:

1. Prospective volunteers will be individuals who are caring, dependable and effective with children.
2. Volunteers who are not related to a student who attends PCS will require a personal reference letter before being able to work as a volunteer at PCS.
3. No payment or other financial benefits will be given for volunteer services.
4. Volunteers should be willing to work co-operatively with a teacher or administrative personnel and under that person's supervision.
5. Any volunteers interacting with students will be asked for a criminal reference certificate.
6. Volunteers will be asked to sign a Confidentiality Agreement which requires them to keep all information pertaining to the personal nature of students, parents and staff strictly confidential.

INFORMATION PRIVACY POLICY

INFORMATION PRIVACY POLICY

The Pickering Christian School is committed to protecting your personal information. By definition, this includes methods of communication and contact, health-related information of students, Ministry of Education documents and academic information related to students. This is our privacy commitment to you as a parent, student, employee, alumnus or friend.

We collect your personal information only to provide services for which you have registered, to understand your needs and to assist us in creating new services that will serve you better.

We do not disclose your personal information to any other organization or individual outside of the School unless it is necessary to provide you with services from the School or when required by law. The school will exchange personal information with the Ontario Ministry of Education in order to assign, update and validate the Ontario Education Number and the personal information associated with it.

Your personal information is processed and stored in secure and confidential databases with strict access controls.

Any photographs of students or staff must have the written permission of the individuals involved before they are posted on a social media site.

If you have questions or concerns about how your personal information is gathered, used or retained, or wish to opt out of receiving specific Pickering Christian School communications, please let us know by informing our office in writing.

ANAPHYLACTIC POLICY

ANAPHYLACTIC POLICY

Bill 3 2005 – An Act to protect anaphylactic pupils

The Pickering Christian School has established and maintains an anaphylactic policy which includes the following:

1. Strategies to reduce the risk of exposure to anaphylactic causative agents.
2. Communication plan for the dissemination of information on life-threatening allergies.
3. A group of trained staff members who can deal with life-threatening allergies.
4. An individual plan for each pupil who has an anaphylactic allergy and a file maintained for that individual.
5. If your child has a severe allergy and requires an EpiPen, please contact the office. An Anaphylactic Form **MUST** be completed by the first day of the current school year. A new form will be required to be completed every year. In the office there is a red medical binder that will also need to be filled out.
6. An EpiPen is also required to be onsite for safekeeping in the school office or worn by the student. By the first day of school. For safety reasons, EpiPens cannot be left in backpacks.
7. Parents should pick up their child's EpiPen from the office at the end of every school year in June.

ABUSE PREVENTION POLICY

ABUSE PREVENTION POLICY

“Love...always protects.” 1 Corinthians 13: 4-7

“Trust in God ... screen all others!”
quoted from Safe Church Organization

Pickering Christian School, as an organization, commits to provide a safe environment for children and declares zero tolerance for abuse, harassment or neglect committed by any staff or volunteer or anyone indirectly associated with our children while they are under our care.

Pickering Christian School's commitment is to:

1. Provide the best possible protection for the children in our care.
2. Avoid situations where volunteers and employees are placed in adverse situations and to safeguard them with procedures to defend against false allegations.
3. Provide positive testimony to our community by adhering to standards that are equal to, or exceed society's requirements.

ANTI-BULLYING POLICY

ANTI-BULLYING POLICY

Bullying is a conscious, deliberate and hostile activity intended to harm. It is not about anger, or even about conflict. It is about contempt - a powerful feeling or dislike toward someone considered to be worthless, inferior or undeserving of respect.

The Ontario Provincial Police recommend the following five steps to combat bullying:

1. Discipline (including restitution, reconciliation, resolution).
2. Nurture empathy.
3. Teach friendship skills.
4. Closely monitor TV viewing, video games and computer activities.
5. Engage children in more constructive, entertaining, energizing activities.

To report a bullying incident, arrange a meeting with the Principal. Bring the facts in writing to the meeting: the time, date, place, children/youth involved and the specifics of the incident. Work with your child and their teachers on a plan that addresses what your child needs right now in order to feel safe, what he/she can do to avoid being bullied and stand up to any future bullying, and to whom he/she can go to for help.

STUDENT PHYSICAL PRIVACY POLICY

STUDENT PHYSICAL PRIVACY POLICY

I. PURPOSE

In recognition of student physical privacy rights and the need to ensure student safety and maintain school discipline, this Policy is enacted to advise school families, staff, and administration regarding student use of restrooms, change rooms, and other school facilities, where students may be in a state of undress in the presence of other students.

II. DEFINITIONS

“Biological sex” means the biological condition of being male or female as determined at birth based on physical differences, or, when necessary, at the chromosomal level.

III. POLICY

A. Use of School Facilities

Notwithstanding any other Board Policy, student restrooms and change rooms that are designated for one biological sex shall only be used by members of that biological sex.

In any other school facilities or settings where a student may be in a state of undress in the presence of other students (i.e. changing costumes during school theatrical productions, etc.), school personnel shall provide separate, private areas designated for use by students based on their biological sex.

B. Accommodation of Biological Sex Non-Conforming Students

Students that exclusively and consistently assert at school that their gender is different from their biological sex shall be provided with the best available accommodation that meets their needs, but in no event shall that be access to the school restroom or change room of the opposite biological sex. Such accommodations may include, but are not limited to: access to a single-stall restroom; access to a unisex restroom; or controlled use of a faculty restroom or change room.

ASTHMA POLICY

ASTHMA POLICY

Bill 20, Ryan's Law, 2015 – An Act to protect
pupils with asthma

The Pickering Christian School has established and maintains an asthma policy which includes the following:

1. If your child has asthma and requires a puffer, please contact the office. An Asthma Form **MUST** be completed by the first day of the current school year. A new form will be required to be completed every year. In the office there is a red medical binder that will also need to be filled out.
2. A puffer is also required to be onsite for safekeeping in the school office or worn by the student. For safety reasons, puffers cannot be left in backpacks.
3. Parents should pick up their child's puffer from the office at the end of every school year in June.

CELL PHONE/PERSONAL DEVICE POLICY

CELL PHONE/PERSONAL DEVICE POLICY

While on school property (including Before and After School Club), students will not be in possession of a cell phone/personal device (including cameras and games systems) unless pre-approved by the administration.

If a parent wants their child to have a cell phone/personal device for the purposes of communication/safety as they walk/bus to school, then the student must drop off the device at the office upon arrival in the morning, and pick it up after school.

All parent/student communication, while on school property, needs to go through the office, not on personal devices.

If a student is found to have an unapproved device at school, it will be removed and placed in the office. Upon the device's removal, the school will contact the parents and arrange for them to pick it up.



**PICKERING
CHRISTIAN**

SCHOOL

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