



# BRANT

## CHRISTIAN SCHOOL

### Student/Parent/Teacher Handbook

#### Mission Statement

**“Brant Christian School is a unique learning environment committed to academic excellence from a Biblical worldview, assisting parents and the Church in preparing graduates of integrity and Godliness; ambassadors for Christ and His Kingdom.”**

# Table of Contents

Brant Christian School	3
Educational Philosophy	3
Parent Covenant	4
Discipline	5
Student Pledge	6
Attendance Policies and Procedures	7
Dress Standards	8
Bussing Policy	8
Motor Vehicle Use	9
Physical Education/ Athletics	10
Volunteers at Brant Christian School	11
Health Information	12
Senior High	12
Scholarships	14

# Brant Christian School

Brant Christian School (BCS) is part of the Palliser Regional School District and is jointly operated by Brant Christian School Society (BCSS) and Palliser Regional School Board.

Brant Christian School was established in 1990 as a campus of the Heritage Christian School board in Calgary. In 1993, Brant became an independent school operated by the Brant Christian School Society. In August 2005 BCS became an alternative Christian School under the umbrella of Palliser Regional School Division. This agreement has allowed the school to make Christian education more affordable, while still maintaining our mandate of a quality Christian education program.

## Educational Philosophy

"Brant Christian School is a unique learning environment committed to academic excellence and assisting parents and the Church in preparing graduates of integrity and Godliness. In order for a Christian Education Program to be academically sound and instructionally effective, it must be founded upon Christian Educational Principles that recognize the true nature of God."

### Core Values & Beliefs

1. We value our Christian Faith.

- The primary reason for our school's existence is to educate students so that they will know God, honour Him and glorify God with their whole being.

2. We value each student as being fearfully and wonderfully made in God's image.

- We believe that all persons are made in God's image, and as such, deserve to be treated with love, respect and dignity.

3. We value our school community being part of the body of Christ.

- We are not just a service provider; we are a community of believers that includes families, students, teachers, and staff.

4. We value parents as partners in the education of their children.

- We believe that parents are given the responsibility for the education of their children, and the school partners closely with families to achieve this goal.

5. We value the call of Christ on our lives to discipleship and holy living.

- As members of the body of Christ we are called to live lives that are distinct from the world around us, and to personally follow Christ so that our lives are honouring and of service to Him.

6. We value Staff as significant models of Christian life and learning.

- We believe that Christian education requires dedicated and qualified staff, both teachers and support staff, to accomplish our stated mission.

7. We value our responsibility to make a positive impact on our world.

- As a school community, we want to impact our world for Christ, encouraging our students to be witnesses of their faith in word and deed.

8. We value excellence in our academics, programs and activities.

- We believe that anything worth doing is worth doing well. Therefore, we strive to challenge our students to work hard at their studies and give their best effort.

## **Implementation of Values and Beliefs**

### **I. Quality Christian Education Objectives**

1. To encourage our stakeholders to be like Christ in attitude and action.
2. To care for one another as members of the body of Christ.
3. To encourage a positive and enthusiastic atmosphere.
4. To maintain high, Biblical standards for academics and conduct.
5. To employ excellent, experienced staff who value professional and spiritual development.
6. To provide programs for students with a variety of skills and interests.
7. To develop mutually beneficial relationships with our local and global community.
8. To make the best use of all of our God-given resources.

The values and beliefs of Brant Christian School are implemented through the curriculum and the cooperation of the staff, students, volunteers, parents, the Palliser School District and the Brant Christian School Society Board.

### **II. Parent Responsibility**

The community of parents includes all who wish to actively support our philosophy of Christian education. The primary responsibility for the education of children rests with the parent. Teachers act only in the place of parents, so a partnership is vital to ensure the success of the program. Parents are encouraged to be involved with the child's learning at the school.

We recognize not every student benefits from our school, nor does the school benefit from every student. However, when the goals of the family match the goals of the school, it is a very successful and rewarding experience for both. Therefore, we ask all parents to determine whether or not their goals match those of the school before enrolling each year and indicate their commitment by signing the **Parent Covenant**. If, by the actions and attitudes shown, a family's or student's goals do not match that of the school, they may be asked to withdraw from this community. The following commitment must be signed by at least one parent from each family that applies for admission to BCS.

With God's help I will do my best to do the following:

1. I will ensure that my child(ren) regularly attend(s) school and arrive at school on time;
2. I will ensure that my lifestyle is in line with the expectations in the Parent Covenant and I will diligently encourage my child(ren) to follow the Student Covenant;

3. I will practice the principle found in Matthew 18, resolving any difficulties with school personnel directly and in a timely manner, within 14 days if possible. We will direct any concerns or questions to the person(s) responsible for it, in grace and patience. If the conflict is unresolved, I/we will discuss the matter with the next person in authority. Generally, the line of authority is as follows: teacher, vice principal/ principal, and the Society Board;
4. I will support the school in maintaining a high standard of Christian conduct for its students. No attempt will be made by the school to usurp my responsibility for the discipline of my child (ren), however, when information regarding unacceptable out-of-school behavior is freely discussed at school by students, it will be considered an area of school responsibility. I acknowledge the position of the school is that student behavior at all times and in all places reflects on his/her parents, BCS, and the much broader cause of Christianity;
5. We recognize the school's right to dismiss any student who does not cooperate with the educational process, transportation policy, or behavioral expectations of the school.
6. I fully agree with the Statement of Faith of Brant Christian School and desire the school to work with us in the total education of our child(ren);
7. I will regularly attend functions requiring our participation, such as parent/student/teacher interviews, duly called meetings, and other society functions that are required. We will cooperate, where possible, in fund-raising and work projects, and will regularly uphold Brant Christian School in prayer;]
8. We understand that Alternative Education Fee and bussing fees must be paid in advance and that the bussing fees paid up to the end of the month in which a child is withdrawn are non-refundable.
9. We hereby authorize Brant Christian School to call an ambulance and arrange for emergency medical and surgical care in case we are not immediately available. Any qualified physician called by BCS may treat and do whatever is necessary for the health and wellbeing of our child (ren).

## Discipline

### I. Philosophy

**We encourage the students of BCS to be engaged in positive meaningful relationships with staff and peers. It is our desire to cultivate a generation who are honest, obedient, respectful, accountable, and diligent; students who desire to demonstrate a consistent Christian testimony in everything they do.**

Because there are varying, conflicting attitudes towards discipline, Brant Christian School will promote a Biblical standard of conduct.

Just as discipline and disciple come from the same root word, so it is, we believe, that the full meaning of discipline should be not only to correct behavior, but also to build up, encourage and train an individual in concepts as well as behavior that is pleasing to God. God admonishes us that reproof and correction are to be administered in love and with grace and compassion. In this context, discipline must never be administered vindictively, in anger or devoid of forgiveness, or in a manner

that is demeaning to the worth of an individual. Discipline is ordained of God for the building of character and the training of behavior.

## **II. Objectives**

Discipline at Brant Christian School has these objectives:

1. To develop and maintain an optimum safe learning environment for all students.
2. To train students in behavior patterns that will be helpful to themselves and to the school community in supporting and achieving goals of spiritual, intellectual, physical and social development.

## **III. Code of Conduct – The Student Pledge**

This pledge is for students in Grades 5 to 12. These standards are meant to be practical examples of a student's commitment to the school community and the essential behaviors and attitudes necessary to fulfill our mission statement. This covenant has been created so that all students at Brant Christian School will be aware of the school's expectations.

Students are asked to sign the following statement on a yearly basis.

With God's help I will do my best to do the following:

1. I will follow and obey Jesus Christ in every area of my life and accept the Bible as my standard for judging right from wrong.
2. I will set a godly example by my lifestyle choices, treating fellow students, staff and bus drivers as I would want to be treated. Following the example of Christ, I will work to ensure my life bears fruit which builds up my school, my family and my community. I will avoid activities that are destructive, hurtful or sexually immoral.
3. I will not lie, cheat, steal, plagiarize, or break copyright, or tolerate these actions. I will also encourage my peers to follow this policy.
4. I will regularly attend school and arrive at school on time so as not to miss class devotions or disturb other students by entering late.
5. I will approach all subjects and assignments with a positive attitude and complete my assignments to the best of my ability. I will adequately prepare for tests, and be attentive in class.
6. I will practice the principle found in Matthew 18 where I am asked to resolve conflicts with the individuals involved rather than discussing the issues with others. I will address any conflicts within two weeks, to the best of my ability.
7. I will abide by the school rules and accept the consequences without complaint if I fail, understanding that these rules apply from the time of bus pick up until drop off, and throughout each school day.

## **IV. Safe and Caring School Environment**

The division's schools must be viewed as safe and caring environments for students, staff and parents if they are to focus on positive learning programs and activities. Behavioral expectations shall be based on the important principles of respect for oneself, respect for the worth and dignity of others, and respect for personal property and the property of others. All members of the school community have the right to be treated with dignity, respect and fairness.

Please reference the Palliser School District, Safe and Caring School Environment Policy for more details.

#### **V. Disciplinary Action – The Process**

At Brant, discipline has been established to help train its students in Christian discipleship. Preventative discipline consists of wise and clear expectations laid out by parents and teachers as to acceptable behaviors within the school. It is our hope that all students will respond favorably to these expectations. For the few non-responsive students there is also a due process that leads to removal from the school. When students do not meet Brant's behavior expectations, they will be dealt with by the Society Board.

##### **A. Communication with the Student**

Students who behave improperly, display inappropriate attitudes and behaviors, and who are not applying themselves to their studies, will be instructed, counseled and disciplined. At this level teachers may give students detentions, school service assignments, extra school work assignments, or remove certain privileges. Students must be informed of these consequences in a loving, calm and appropriate manner. Students and parents may expect to receive a discipline notice or a call home, as the occasion warrants.

##### **B. Communication with Parents**

This is also based on the Biblical principle given in Matthew 18:15-18. Notification of a problem at school is communicated first by a personal phone call to the parents. If the problem persists, a Disciplinary Action Form may be sent home. This outlines the problem in writing and requires a parents' signature; it must be returned to the school within two days.

##### **C. Disciplinary Procedure**

When a student's attitude or behavior is **not** in accordance with school policies, rules or principles:

1. The student will be counseled
2. Parents will be notified
3. If within a reasonable time the situation has not changed, the student will be placed on an in-school suspension by the administration.
4. If necessary, the student will be placed on probation, followed with a letter of probation, giving the reasons. This may include, but is not limited to, out-of-school suspension.
5. If the conflict continues, the process of expulsion will need to be considered.

##### **D. Appeals**

A student/parent may appeal the decision of school personnel at any stage by notifying the teacher/administrator involved. All appeals must be submitted in writing. A written response will be given after a meeting involving the parties is held. Normally the meeting and written response will be completed within seven days. The final decision-maker in any conflict will be the Principal in consultation with the Society Board. As with all matters of discipline, the appeal should start with the person concerned and then move up the normal levels of authority.

# Attendance Policies and Procedures

In registering, the student makes a commitment to regular attendance in all courses, chapels and devotions. They must be punctual and learn to be disciplined in their use of time. The school keeps an accurate attendance record of students registered in each course. All absences and late arrivals must be explained by a note or a phone call to the school office. In order to help ensure the safety and wellbeing of your child, please call the office immediately or send a note with siblings if a student is going to miss school. In light of our four day school week, we suggest that wherever possible this off day be used for making appointments.

Students are expected to be in all their classes on time. Students who are late disrupt classes and waste the time of other students and teachers. When a student is late the student will be given consequences by the attending teacher. Repeat tardiness will be reported to administration for attention. In the event of a family emergency that requires a student to leave the school during the day, permission must come from the parent with proper notification made to the office. The student's responsibilities in this case are as follows:

1. Exams and major assignments should be written or handed in on the first day of the student's return to school, except in special circumstances which have been communicated by the parent to the teacher.
2. Each student is expected to request assignments or work missed, and to complete class work done or introduced while he/she was absent.
3. Absences outside of the scheduled holidays are at the discretion of the parents, but depending on the circumstances, teachers may not be able to cover the material missed or assign work. Students will be informed of material covered and it will be up to the parents to supervise the student's learning or arrange the necessary tutoring.

The following are general guidelines regarding absences and/or late arrivals:

1. All students must be in their appointed classes at appropriate times.
2. All students who leave early are required to sign out in the appropriate book in the office.
3. Students should not be absent from the school unless absolutely necessary.
4. Students have the responsibility to catch up on missed assignments.
5. If your child will be absent for a school day, PLEASE CALL or email the school or use the School Messenger App to inform the school as to the reason and possible length of absence. The school answering machine will be on in the evening to record messages as well. Due to the fact that high school courses require an ever-increasing degree of study and individual effort, being present for as many classes as possible goes without saying. The following procedures are implemented.
  - 1 unexcused absence = teacher/secretary to contact parent.
  - 2 unexcused absences = an administrative telephone call home to parents.
  - 5 absences = in-school conference with parents, student, teacher and administration.
  - 20 absences = potential loss of credit for the course.
6. All absences, whether you have notified the school or not, are considered full absences. The mix of excused or unexcused absences will be considered if the student reaches the absence limit before the course is completed. Three (3) lates constitute one (1) full absence.

## BCS Dress Standards

Without trying to make everyone dress alike, and respecting individual differences, the following guidelines have been prepared in the interest of good grooming, Christian modesty, and sound educational practices.





- 1 Full shirts are required (with a sleeve and covering the midriff)
- 2 Shorts and skirts must be an appropriate length
- 3 Shirts and tops are to be free of offensive or inappropriate messages.
- 4 No underwear should be visible at any time.
- 5 Hats are not to be worn in the school buildings.
- 6 All students are required to wear suitable gym clothes for physical education classes, but students from grade 5 up are to change into approved school gym strip for physical education classes.
- 7 Outdoor footwear may not be worn in the school. Indoor shoes are required to help keep our school clean.
- 8 Students are expected to comply with the spirit of the dress code and not the letter. Our clothing should not simply be an expression of self but a recognition of the safe and caring community we are creating. Students should strive to meet not simply the minimum guidelines but to exceed them.

## Bussing

BCSS contracts bussing to provide transportation services to the school. Bus routes service families from the Foothills Area. Prior to the beginning of the school year, parents are informed of the central pick-up and drop-off times and places for their children.

Parents need to be aware of and are responsible for the following:

1. Buses will not deviate from main routes as determined by the Board and the administrator. Parents may be asked to drive to a central stop at any given time.
2. Parents are responsible for their child (ren) until they are on the bus in the morning and once the bus has dropped them off at their stop in the afternoon.
3. Students who do not plan to take their regular bus **MUST** present a **SIGNED** note to the school secretary who will in turn relay information to the bus drivers. If the student takes another school bus, the note is shown to the regular driver and then presented to the driver of the bus they plan to take. Written communication always helps to reduce confusion and miscommunication.
4. It is the responsibility of the parents to notify the **BUS DRIVER**, as well as the office, if a student will be away from school.
6. Parents are to ensure that children are dressed properly in case of emergencies during cold or wet weather. Please note that bus drivers can refuse access to the bus if a student arrives at the stop dressed inappropriately for the weather.
7. Parents, children or siblings not registered at the school cannot ride the bus without **PRIOR** permission of BCS for insurance reasons.
8. Any concerns or questions regarding bus policies and behavior should be directed to the principal or board, and concerns or questions of the drivers should be directed to Southland transport. This should always be done in writing.



**The following responsibilities should be noted regarding electronics on the bus:**

9. Parents are responsible for monitoring their children's electronic devices and what is on it.
10. Do not send games, let kids watch or listen to materials that might be offensive, crude, containing violence, swearing or any ungodly material. Please ensure that your child(ren) keep devices containing such content at home.
11. Encourage students to talk about and/or report both positive and negative things that are happening on the bus with you as their parents, their teachers and/or the principal for the safety and well being of all students.

12. Electronic devices will be taken away from students who listens or views unacceptable content while riding the bus, including during field trips and all school related activities.
13. Brant Christian School is not responsible for lost, or broken devices.

### School Conduct for School Transportation

Bus drivers will establish rules at the beginning of the school year for their bus. Students will be responsible to follow these rules.

## Bussing Fees / Payments

1. Brant provides 3 bussing options to families;
  - a- Full time ridership
    - i Student(s) ride bus 100% of the school days
    - ii Payment is 100% of the yearly bussing fee
  - b- Part time ridership (One-Way ridership)
    - i Student(s) ride bus 50% of the school days
    - ii Payment is 70% of the yearly bussing fee
  - c- Casual
    - i Tickets can be purchased in packages of 10 for \$100 from school office (tickets are transferable)
    - ii Bussing fee is \$10 one way
2. Payment for bussing needs to be in place prior to the beginning of the school year. Failure to do so may result in your child being unable to ride the bus.
3. Cancellation of bussing requires 30 days notice. Notice must be received by the 1st of the month to be effective for the following month. A 25\$ administration fee will be charged for all refunds.

## Motor Vehicle Use

Any student bringing a car to school must fill out a ***Vehicle Registration Form*** available in the school office. Those students carpooling with a student driver must also complete the ***Carpool Registration Form***. Parents should check with their insurance companies to make sure that they have appropriate liability coverage.

***Students - You MAY NOT drive other students in your vehicle during school hours without specific written permission from your parents as well as the parents of those students you wish to drive in your car (see office for form).***

### **I. Parking/Drop Off Location:**

Students allowed to drive vehicles to school are asked to park in the East side parking lot only. Student vehicles found parked on the west side of the building will be told to move once, and then towed at the student's expense.

### **II. Parking lot procedures:**

Safety in our parking lot is our prime concern. The regulations that we have set in place reflect that concern. Please keep them in mind as you use our parking lot.

## **CHOOSE SAFETY ABOVE CONVENIENCE!**

1. Remember there are many children around so the speed limit IS SLOW (10km/h or less!) in the parking lot and lane.
2. ALWAYS USE CAUTION WHEN BACKING UP!! Many of our younger students cannot be seen when walking or standing behind a vehicle.

## **Physical Education / School Athletics**

All students in grades 6 to 10 are required by Alberta Education to take Physical Education (PE). Participation in PE classes for students in grade 11 and 12 is optional. Students also have the opportunity to take part in other sports activities - interschool sports teams (dependent upon volunteer availability) for those who are more competitive.

All grade 5-8 students in PE and other athletics programs are required to purchase the basic gym strip. This consists of shorts with the school logo and a t-shirt with logo. They are available for purchase during the school year in the PE Office.

Students who show up for class and are not in proper gym strip will be asked to sit out the class, or given an alternative activity. Students must be punctual for all classes following PE.

Brant Christian School offers a variety of extra-curricular sports opportunities. Participation in these activities is optional, but once a commitment is made, students are required to fulfill that commitment (loyalty) so as not to adversely affect the team. The limit to the number of teams and sports we can offer depends on the availability of volunteers. Parents with background and experience in athletics are encouraged to contact the office to volunteer.

Participation in extracurricular sports is deemed to be a privilege. Students on teams must show satisfactory progress in their courses. Should any student begin to fall behind in class work/homework, they may be asked to give up their participation in the extra-curricular sport.

Spectators are encouraged to attend all games, both at home and away to cheer our athletes on to their best performance! In the interest of good sportsmanship and positive Christian testimony, all our fans are expected to conduct themselves in a manner that demonstrates utmost respect for BCS players, opposing team players, coaches, referees, mascots and other fans.

## **Volunteers at Brant Christian School**

Volunteers play a vital role in all that happens at BCS and parents are always welcome to come into the school and be a part of it. A *'Volunteer Form'* comes with your registration packet. This will give you an opportunity to let us know the areas in which you have "expertise", spiritual gifts, or have an interest. Please complete it and return it as soon as possible. If you don't hear from us, be sure to call the office. We love to have you come and we very much value your input. As a Christian school, we see your work as service to our students, staff members and ultimately, our Lord.

We consider our volunteers to be colleagues and see your position in our school as very important. Following are several guidelines that will assist you as you carry out your responsibilities.

## **GENERAL GUIDELINES:**

- All volunteers and visitors must sign in at the school office before proceeding to the area that they are serving in. They are also asked to sign-out when they leave. Volunteers must observe all school policies and regulations and be aware that teachers have the ultimate responsibility in the classroom. Volunteers must hold all matters connected with the school in confidence.
- Volunteers should respect the professional role and judgment of the teachers and school administration. Volunteers should try to meet their commitment on a regular basis. This is important when staff members are planning upcoming events. Volunteers should endeavor to remain above reproach in conduct and behavior and never be found in a questionable or compromising situation with a child or another volunteer. (See Parent Covenant)

## **II. SPECIFIC GUIDELINES:**

### **Volunteer forms from the Palliser school division must be completed prior to volunteering**

- In the absence of a teacher, classroom volunteers are encouraged to correct any minor misbehavior on the part of a student in a loving way. The volunteer should then report the incident to the teacher as soon as possible to resolve the matter and carry out any necessary discipline. Any serious behavior issue should be referred to the teacher or administrator immediately.
- A volunteer should never be alone in a closed room with a student, unless the door has a window that is not covered.
- A volunteer should never jeopardize the safety of a student in any way.

## **III. FIELD TRIP GUIDELINES**

- A volunteer must be responsible for the students assigned to their group for the duration of the field trip. They must notify a teacher immediately if a student is not accounted for.
- A volunteer must not make any changes to the field trip itinerary unless first conferring with the teacher.

Our prayer is that you will be blessed through serving in our school just as we are in having you volunteer.

# **Health Information**

## **I. FIRST AID POLICY**

Students who are ill, hurt, or injured will be sent to the school office. Each student's condition will be assessed, and a decision made on what action is appropriate. Parents will be notified as soon as possible in the event of an emergency. If transportation to a clinic or emergency department is necessary, the student will be sent by car or ambulance as parent or administration approves. In serious cases, every effort will be made to inform parents of the situation. A student accident report is kept of all serious injuries and the treatment given.

## **II. IMMUNIZATIONS**

It is strongly advised that parents be sure that their children are up to date on all immunizations. Grades 5 and 9 students receive the Hepatitis B immunization series. Consent forms are sent home for signatures with details prior to.

### **III. MEDICATIONS**

If your child is on prescription medication, we require that you complete a “Medication Release Form” in the office. If the student requires assistance in taking the medicine while at school this form must be completed. The school does not dispense any other medications, including Tylenol, unless permission is given by a parent or guardian, preferably in writing.

### **IV. SICK ROOM**

Please **DO NOT** send your children to school when they are sick. Parents need to make alternate arrangements for sick children even when they are working and unable to get time off. The school has a responsibility to other children and families to ensure as much of a germ free environment as possible. Parents of children who come to school sick will be immediately phoned and requested to pick their children up. Students who begin to feel ill during the day can lie down in the sick room for a short period if it is deemed necessary. If the illness persists, parents will be notified and asked to pick their children up.

## **Senior High**

### **I. SEMESTER SYSTEM**

High School at Brant Christian School is primarily a semester program. Each semester is five months long. Semester I will run from September through to roughly the end of January and Semester II will run from February to the end of June. Most core high-school subjects (English, Math, Social Studies, Science), Phys Ed and Options are only one semester in length, unless decided by the facilitator, parents and student.

### **II. COURSE CREDITS:**

Alberta Education assigns a credit value to each course (usually 3 for half courses and 5 for full courses). To receive credits in a course a student must achieve a mark of 50%. Credits can be earned only once in any course.

### **III. COURSE PREREQUISITES:**

A student must obtain a specified mark (according to course requirements) to proceed to the next course in the academic sequence.

### **IV. COURSE SEQUENCE:**

Grade Ten courses begin with the number 1 (such as Social 10), Grade Eleven courses with the number 2 (Social 20), and Grade Twelve courses start with the number 3 (Social 30).

\*It is important to note that no type of High School Diploma necessarily grants admission to post-secondary education institutions. A student wishing to enter a specific university, college, or technical institution must arrange his or her high school program to include the subjects required by that institution. Please consult the high school facilitator for more information.\*

# Scholarships

Scholarship applications have deadlines. Do not leave it to the last minute. Many require a reference letter from a teacher, counselor, coach, etc. You must give this person time to write a quality reference. You should expect that it could take a few days or more for them to complete the letter. Plan accordingly.

## Related Websites

Student Awards [www.studentawards.com](http://www.studentawards.com)

Scholarships Canada [www.scholarshipscanada.com](http://www.scholarshipscanada.com)