

PARENT HANDBOOK

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APPENDIX 16



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Dear: Parent(s)/Guardian/Friend,

Welcome to the Issachar Christian Academy family!

We welcome your partnership in the exciting journey of education for your child(ren). Our desire is that each one experience the greatness and the love of Jesus at Issachar Christian Academy (ICA), and be trained as children of God to understand the times God has placed them in, from a biblical perspective, and use His wisdom to impact their world starting now.

Christian education is a complete education, seeking to enrich each child academically, socially, emotionally, and spiritually. We know choosing the authority that your child is placed under is an important decision and we thank you for taking the time to understand Issachar Christian Academy.

Our parent handbook has been divided into sections for your ease of reading and contains our policies and guidelines, our core beliefs and constitution, and an enrolment package. Communication is essential as we build an environment of trust and understanding with parents. Please do not hesitate to contact us with any questions you may have.

As you will see within the pages of our handbook, community is an integral part of our learning experience, and we invite you to make a difference as we work together to create an environment of peace, joy and freedom. Please take some time to read through our information and see how your child can benefit from our God centered school.

Serving you and your family,

Issachar Christian Academy Board
Bob Wilson
President (705) 471-4097
Issachar Christian Academy

ISSACHAR CHRISTIAN ACADEMY

Enrollment Application and Agreements

Enrollment Policies

A) Enrollment Process

- 1) Parents/Guardians will receive a complete enrollment package and Parent Handbook. Upon submitting an application to ICA there will be a non-refundable administrative fee of \$100.00 per family. This cost is separate from tuition fees. This package contains the school's vital policy statements and all of the information required to complete the enrollment process.
- 2) The Registrar, Principal or a Board Member will collect the completed forms and schedule an interview if the family wishes to proceed. The Enrollment Screening Questionnaire must be received before continuation of the enrollment process, and the Board will determine if any further academic screening is necessary.
- 3) When the completed application package has been received, the Principal and/or a Board Member will confer and make a recommendation to the Board. Input from the classroom teacher may also be considered in the decision.
- 4) The Principal or the Board Member will inform the parents of the results of their enrollment application (including any probationary conditions), and a letter of confirmation will be sent. This letter acts as formal recognition of the legal contract into which the parties will enter. The Principal or office Secretary will provide the family with relevant orientation information (including the school year calendar, Board/Staff contact list, student list, and student timetables).
- 5) All parents with students enrolled become full and equal participants in the school's educational process. All parents and students will have equal access to the normal channels and processes relating to Board policies and the daily program of the school.
- 6) Once all admission papers have been completed and received, any probationary conditions have been removed, and payment arrangements for the school year have been made according to the tuition schedule, then the admission process is finished, and the student will be officially enrolled. See tuition payment schedule document.

B) Enrollment Priorities

In the case where it is anticipated that a waiting list must be organized for the next school year, the list of applicants will be rank-ordered on May 15 as follows:

- 1) Currently enrolled children of families who have submitted the re-enrollment form and paid the non-refundable \$100.00 administrative fee.
- 2) Siblings of currently enrolled students whose parent(s)/guardian(s) have submitted the re-enrollment form and paid the non-refundable \$100.00 administrative fee.
- 3) Children whose parents have been contributing donors to the North Bay Christian School Society, who have promoted Christian education and have submitted an application to ICA, complete with the non-refundable \$100.00 administrative fee.
- 4) Families new to Christian education who have submitted a completed application. After May 15, families will be added to the list on a first-come, first-served basis as completed applications are received. Should there be a need to rank-order these additional applications at the beginning of September; the criteria above will be used. If ICA cannot accommodate the student due to lack of space, the administrative fee will be refunded.

ISSACHAR CHRISTIAN ACADEMY

Enrollment Application and Agreements Cont'd

C) Additional Admission Criteria

There are additional eligibility criteria which may affect an individual application. Some of these are:

- 1) Is our program suitable for the student?
- 2) Is the school able to meet special needs/expectations?
- 3) Have we received adequate information from the previous school(s)?
- 4) Is the age of the student appropriate for our program?
- 5) Has legal guardianship been established to our satisfaction?
- 6) Is there sufficient classroom space for the student?
- 7) Is the admission appropriate for the composition of the class? (i.e., number of children with special needs requiring individual attention)
- 8) Is the timing of the admission appropriate? (Families are encouraged to register at the start of a new school year if possible; scheduling of such activities as class trips, standardized testing and school holidays may affect timing of admissions.)
- 9) Is there agreement as to the placement and program of the student? (By signing the Enrollment Agreements, the parent(s)/guardian agrees to abide by the decision of the Principal and Board concerning placement.)

D) Age/Grade Policy

To enroll in Junior Kindergarten in September, a child must be four years old by December 31 of that year.

E) Policy Concerning Student Records

Applicants desiring to enroll children who have previously been enrolled in another school may be required to provide copies of the student's records (report cards and/or special assessments) from the previous school prior to the completion of the application process. As part of the enrollment process, the parent(s) or guardian will be asked to sign a request to have the Ontario Student Record (OSR) (or a copy of the student records if the student is transferring in from outside of the province or country) transferred to ICA. The school reserves the right to refuse admission if the parent(s)/guardian does not agree to this transfer of information. All enrolling parent(s)/guardians must provide a signed OSR Maintenance Agreement for each child being enrolled.

F) Freedom from Discrimination

Every applicant has a right to equal treatment with respect to services, goods, and facilities, in accordance with the Ontario Human Rights Code, subject to those exclusions which are necessary for the survival of religious essentials, and which are defined in the ICA Constitution, Bylaws, and Educational Philosophy.

G) Withdrawal Process

Despite thorough orientation and screening, on rare occasion there may be cause for either party to withdraw from the enrollment contract after the child has begun attending school. A parent may withdraw a child at any time upon verbal notification; written confirmation must be received within 30 days. It is suggested that parents withdraw a child at the end of the term if possible; if not, as much advance notice as is possible would be helpful. The school may cancel the contract with a family on grounds which may include the following: lack of appropriate programs for that child (e.g., the child needs individual instruction which we cannot provide), unsupportive parental attitudes, tuition arrears (as outlined in the Delinquent Account Policy), lack of space, or legal barriers. Any such withdrawal of services must be supported by written documentation and approved by the Board. Families leaving during the school year who have prepaid tuition will receive a refund for any complete months remaining in the school year. The Board reserves the right to deduct (or charge in the case where tuition was not prepaid) a fee for curriculum materials which were purchased for a child's use for that school year and which cannot be returned for credit. The appeal process will be as outlined in the Grievance Policy.

ISSACHAR CHRISTIAN ACADEMY

Philosophy of Education

The basis of the Christian life is the absolute commitment to live a life of obedience to God as He is revealed in the Scriptures and Creation. Scripture teaches the norms for Christian living in the area of education as specified in the principal guidelines of the OACS By-Laws. All educational philosophies are based on fundamental assumptions about human nature. The key ones in our Christian tradition follow:

1) The Child

The primary institutions for the care of children and youth are the home, the church and the school. All of these participate in the mission to promote the Kingdom of God within a specific culture but each of these has a special, essential task as well:

- The family nurtures the child as a human being in an environment of intimate love and loyalty.
- The church calls each person to a commitment to the true worship of God within the fellowship of faithful believers of all ages and stations in life.
- The school instructs the child in preparation for a life of service in society in an environment of love of literacy and respect for knowledge and wisdom.

2) Education

Learning in its various institutional dimensions in the modern world serves to help persons become literate and informed about life and the world but always in different contexts and for different purposes.

3) The School

- a) Schooling is the formal, required, preparatory stage of education which provides the skills, habits, knowledge, attitudes, and commitments necessary for continual learning. The primary focus of the activities of the school is the intellectual development of the child within the world-and-life view and faith of the supporting Christian community for the purpose of stimulating a Christian mind.
- b) The school is a social institution that does enhance and enrich human experience. It is not inherently alienating due to its formal structures.
- c) The teacher is the authorized agent of the school society to direct the child's development in the school. The authority of the teacher is based on both the legal endorsement of the community (Board of Directors) and the existence of professional competence.

4) Social Balance

While the welfare and needs of each individual person are of vital significance to Christian educators, these interests and needs must be balanced by these two norms:

- a) The school is not the only institution responsible for the child and therefore is not responsible for the child's total welfare and development.
- b) The command to love God requires that ultimate allegiance cannot be given to any creature, including oneself. Hence the Christian school encourages the harmonization of the unique individual aspirations of the person with the proper obligations attendant on each citizen.

5) Pedagogical Principles

- a) The student is a person whose primary task is learning and studying in accordance with the official school curriculum.
- b) The Goals and Programs of the school are determined by the Board of Directors as representative of the supporting community. The faculty is expected to implement this in a specific curriculum in accordance with professional standards.
- c) The word education can be used to denote the general process, either formal or informal, of intentionally changing or attempting to influence a person's mind through selected means of rational persuasion. Learning is a general and natural capacity in all human beings, to consciously change one or many internal states. It is not exclusively related to education.
- d) The basic distinction between nurture and schooling is very significant, but like all paradigms, not simple to explain. The school is characterized by its instructional (pedagogical) intent. The actual student outcomes are important but not definitive of the school as institution.
- e) Teaching (instruction) is the authoritative development of the intellectual functions of the child primarily through controlled, analytical reflection on human experience as mediated through various languages.
- f) The curriculum embodies the image of the educated person. In today's instant, mass society this ideal image should focus on the attitudes and competencies necessary for conserving Christian cultural traditions.
- g) Issachar Christian Academy is currently using an edited Ontario Curriculum which incorporates a biblical world view into each subject area. To better understand the biblical world view please read through Article III and Article IV of the ICA constitution.

I understand the value of Issachar Christian Academy's Philosophy of Education as stated above, and I have read Article III and Article IV of the constitution; I agree that I want my child(ren) to be taught at ICA with this philosophy of education and biblical content implemented into the daily curriculum.

Adapted from: Effective Governance for Good Schools – OACS, 2003 p.155-156.

ISSACHAR CHRISTIAN ACADEMY

Personal Information Privacy Policy

Policy Statement

Safeguarding the personal information of enrolled families, employees, volunteers, society members, and friends of the school is a primary concern of Issachar Christian Academy. We are committed to meeting or exceeding the privacy standards established by federal legislation entitled Personal Information Protection and Electronic Documents Act (PIPEDA). It is a biblical norm for Christian school communities to respect the dignity of individuals, including the appropriate collection, use, and storage of personal information. This Personal Information Privacy Policy details the policies and practices of Issachar Christian Academy regarding the collection, use, and disclosure of personal information about members of the school community. This policy may be modified or supplemented from time to time, and in such instances all persons affected by the policy will be notified of the changes.

Definitions

In this Personal Information Privacy Policy, “personal information” means any information about an identifiable individual excluding the name, position name or title, business telephone number, business address, business e-mail address and business fax number, as well as any publicly available information such as information found in a public telephone directory or public registry. Ontario has specific privacy legislation now entitled Personal Information Protection and Electronic Documents Act (PIPEDA). For purposes of this policy, it is useful to consider the following definition of “employee personal information” as defined in British Columbia law: “employee personal information” is personal information collected, used, or disclosed solely for the purposes reasonably required to establish, manage, or terminate an employment relationship, but does not include personal information that is not about an individual’s employment.

1) Accountability

At Issachar Christian Academy, the Principal is the Privacy Officer responsible for implementing the privacy policy for employees, volunteers, students, parental/guardian contacts, and society members and friends. The Board executive or designate also share responsibility for implementing the privacy policy for society members and friends.

2) Identifying Purposes

The purposes for which personal information is collected will be identified before or at the time of the collection of the information. Some examples follow.

A) Students and Their Families

Issachar Christian Academy collects, uses, and discloses personal information about students and parents/guardians to establish, manage, and terminate the student relationship, and for such other purpose(s) as identified when the information is collected.

For example:

- information required to obtain or set up the Ontario Student Record (OSR) and perform evaluations for report card purposes;
- personal information collected during the enrollment process such as emergency contact information, health information, academic and behavioural screening information, and proof of custody;
- performance information such as attendance history;
- commendation or corrective action and related memos and notes;
- reports from third parties such as child development experts which are relevant to the specific educational needs of the child;
- financial information required for the purposes of collecting tuition;
- other personal information as required or permitted by law (such as building security systems).

ISSACHAR CHRISTIAN ACADEMY

Personal Information Privacy Policy Cont'd

B) Employees

Issachar Christian Academy collects, uses, and discloses personal information about employees to establish, manage, and terminate the employment relationship, and for such other purpose(s) as identified when the information is collected.

For example:

- personal information collected during the hiring process such as the information on resumes, application forms, criminal record checks, and information collected from references;
- payroll and related information including SIN, pay scale, hours of work, deductions, bank account information, court orders;
- benefit information including SIN, premiums or contributions, coverage information, dependent information, date of birth, marital status, medical information;
- performance information including work history, attendance history, performance and relationship reviews, discipline and related memos and notes, documentation related to qualifications and professional growth;
- other personal information as required or permitted by law (such as building security systems).

C) Volunteers

Issachar Christian Academy collects, uses, and discloses personal information about volunteers for the purposes of recruiting volunteers, and establishing and managing an effective volunteer program, and for such other purpose(s) as identified when the information is collected.

For example:

- information collected, used, and disclosed in the recruiting process including information on resumes, application forms, criminal record checks, and information collected from references;
- information related to the volunteers' services including availability, schedule, duties, performance reviews, and notes, memos, and documentation related to qualifications;
- other personal information as required or permitted by law (such as building security systems).

3) Consent

In most cases, consent is not required for personal information collected, used, or disclosed for the purpose of establishing, maintaining or terminating employment or a volunteer relationship. Issachar Christian Academy will take into account the sensitivity and intended use of personal information and where appropriate require consent to be expressed, or implied, or deemed. The school reserves the right to deny an application if the applicant does not provide all necessary information.

4) Limiting Collection

Personal information collected will be limited to that which is necessary for the purpose(s) identified.

5) Limiting Use, Disclosure and Retention

Personal information will only be used and disclosed for the purpose(s) for which it was collected and for which consent has been obtained, implied, or deemed. Personal information will only be retained for as long as is necessary for the fulfillment of the purpose(s).

ISSACHAR CHRISTIAN ACADEMY

Personal Information Privacy Policy Cont'd

Note:

Issachar Christian Academy may disclose personal information to others in connection with the purpose(s) for which it was collected as consented to by the individual or as required or permitted by law.

Third parties may include:

- government bodies, departments and agencies (e.g., WSIB, Ministry of Education, CCRA payroll outsources);
- insurance companies, benefit plan administrators;
- advisors to the school such as accountants, lawyers, consultants;
- organizations reasonably required by the operations of the schools, such as Ontario Alliance of Christian Schools (OACS), Ontario Christian School Teachers Association (OCSTA), Association for Christian Schools International (ACSI), Christian Schools International (CSI), and Christian Schools Canada (CSC).

Issachar Christian Academy does not sell, lease, or trade personal information. Suppliers of specialized services (e.g., printers or website developers) are given only the information necessary to provide those services, and ICA takes appropriate steps to ensure that such information is securely transferred and stored and is used only for the purpose(s) for which it was disclosed to the service provider.

If an individual seeks to limit the sharing of personal information as permitted by law, he or she must submit a written letter to the Privacy Officer specifying which information is to be limited and to whom this information is restricted. The Privacy Officer will advise the individual whether the request can be carried out. Personal information will be retained only for the time required to fulfill the purpose(s) for which it was collected. When the information is no longer needed to fulfill the purpose(s) for which it was collected, it will be destroyed or made anonymous.

6) Accuracy

Personal information shall be kept as accurate, complete, and up-to-date as is necessary to fulfill the purpose(s) for which it was collected. Parents, society members, employees, and volunteers are responsible for providing current information to the school.

7) Safeguards

Personal information will be protected by appropriate safeguards to prevent unauthorized access or uses. Employees and volunteers will be appropriately educated about the importance of privacy and will be required to follow the school's policies and procedures regarding personal information. Employee, student, volunteer, and society member files will be stored in secure filing cabinets, and access to personal information will be restricted to authorized and legitimate persons. Electronic files will be password protected. The school's security practices will be reviewed in a timely fashion to ensure the privacy of personal information.

8) Open Policy

Issachar Christian Academy will readily make available its policies and practices regarding the protection of personal information.

9) Individual Access

Issachar Christian Academy shall give an employee, volunteer, student, or society member access to his/her personal information file in accordance with the law. An employee or volunteer may access and verify any personal information with appropriate notice and may provide new and current information to the Privacy Officer to include in the file. Access to student records by parents and/or students shall be in accordance with the Ontario Student Record guidelines.

10) Questions and Concerns

All questions and concerns relating to the school's policies and procedures about personal information should be directed to the Privacy Officer, or in the case of society members or friends, to the Board Chair.

Policy adopted from the Timmins Trinity Christian School Society used with permission.

ISSACHAR CHRISTIAN ACADEMY

Grievance Policy and Confidentiality Agreement

I) Principles

Above all else, in matters of conflict resolution we feel it is imperative that we all strive to apply Biblical principles of mutual respect and submission. Disagreements and even conflict will be inevitable, but what should set us apart as a Christian school is the manner in which we deal with these issues. ICA believes in the Body of Christ and in the Lordship of Christ over that body; we apply that belief even to our times of disagreement. We should pay special attention to the following passages of Scripture and consider them carefully before taking any action:

“Everyone should be quick to listen, slow to speak and slow to become angry.” (James 1:19).

“Let us make every effort to do what leads to peace and mutual edification.” (Romans 14:19).

“Each of you should look not only to your own interests but also to the interests of others.” (Philippians 2:4).

II) Confidentiality

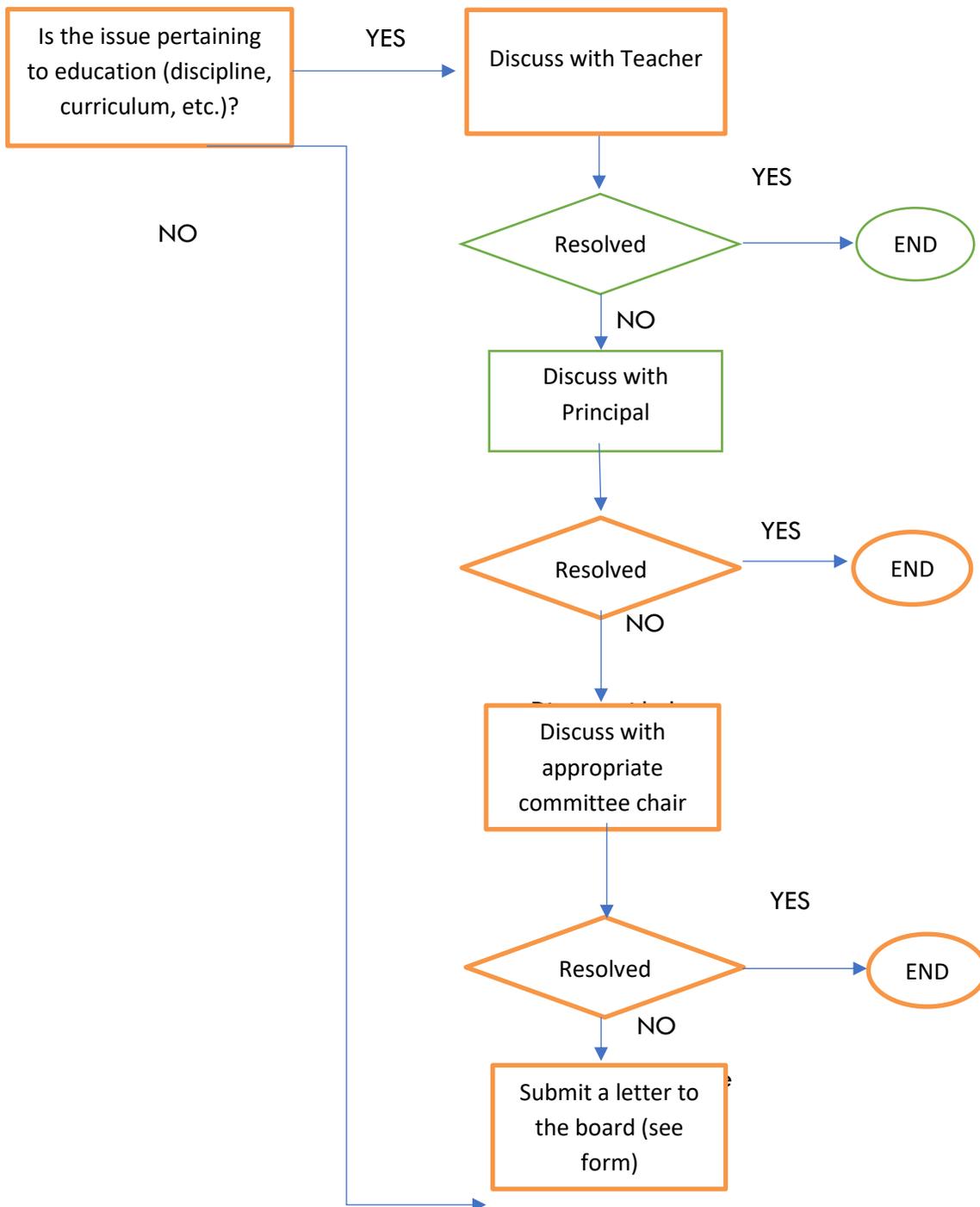
With this concept of mutual respect and submission in mind, it is imperative that all conflicts and disagreements be kept confidential and only be expressed to the parties concerned. The only exception to this requirement for confidentiality would be a case where the law requires immediate notification of authorities outside of the school. By signing the policy agreement (which appears at the end of this section and also as part of the society member, staff, enrollment, and other personnel applications), the reader is indicating his or her agreement to abide by these principles of confidentiality.

III) Process

It is extremely important that the proper process be strictly adhered to in registering a complaint or concern. This process is illustrated in the flow chart below. It is preferable that board members and/or staff members document all concerns in writing.

ISSACHAR CHRISTIAN ACADEMY Grievance Policy and Confidentiality Agreement Cont'd

A) Resolution Process



ISSACHAR CHRISTIAN ACADEMY

Grievance Policy and Confidentiality Agreement Cont'd

B) Board Review

(Process if the issue is not settled at the level of the Committee Chair). The Board will review the issue and process and the Chair will communicate the decision of the Board to the individual.

C) Appeal

If the individual wishes to appeal the decision of the Board, he or she will be invited to attend a Board meeting to discuss the issue in person. Following this discussion, the decision of the Board will be final. The individual must submit to the final decision of the Board.

D) Disciplinary Action

If the individual persists in the disagreement, refusing to submit to the decision of the Board, the following steps will be taken:

- 1) The Board Chair and one other Board member will contact the individual in writing and in person to remind him or her of this signed agreement and the implications of violating it.
- 2) Following this discussion, if the problem persists, a formal statement of reprimand will be sent by the Chair of the Board reminding the individual of the severity of the consequences of continued refusal to comply.
- 3) If the problem persists following this letter, the Board has the authority to suspend or revoke the individual's right to continue as a member of the North Bay Christian School Society, and the individual's right to enroll children in the school. If the person is a non-member parent, the Board may suspend the individual's right to enroll children at Issachar Christian Academy. (Reference: Bylaw 1, Articles V and VII--Prerequisites for Enrollment and Obligations of Enrollment). This revocation of membership and/or enrollment will still be enforced in the case of only one parent being in conflict. If the individual is a staff member, the procedures in the staff contract schedules will apply. If the individual is a part-time contract teacher or a volunteer or relates to the school in some other capacity not named above, the Board has the right to determine the appropriate disciplinary action, up to and including terminating the individual's privileges to enter the building and participate in school activities.

IV) Grievance Policy Agreement

(This copy is for the applicant's files. The signed copy which the school keeps on file is a part of the relevant application form, such as for enrollment or for membership). I, the undersigned, give notice that I have read, understand, and agree to follow the NBCSS/ICA Grievance Policy as described on these pages. I agree to submit to final decisions of the Board on all matters of concern or complaint which I may bring forward. I realize that failure to comply with the Board's decision will result in the implementation of the process described in this Grievance Policy.

Note: If this agreement is part of an enrollment application, it must be signed by both parents or by the guardian(s) of the child(ren) for which enrollment is requested. (In the case where only one parent has custody of the child or children, the signature of the other parent is not required).

ISSACHAR CHRISTIAN ACADEMY
Grievance Policy and Confidentiality Agreement Cont'd

V) Confidentiality Agreement

I, the undersigned, do willingly promise to respect the privacy of students, staff, and other personnel of the North Bay Christian School Society/Issachar Christian Academy, in compliance with the laws of Canada and Ontario and with the ICA Personal Information Privacy Policy. I understand that as part of the school community I may have access to sensitive information regarding students or staff or the business of the school which is of a personal or confidential nature. I promise that I will not disclose any of this information inappropriately or without prior authorization.

ISSACHAR CHRISTIAN ACADEMY
Grievance Policy and Confidentiality Agreement

VI) Form for Notification of Concern

1. Statement of the concern (use the other side of the page if necessary).

2. History of the concern (when did it start and what has happened?)

3. People with whom this concern has been discussed:

4. Suggestions for resolution of the concern:

5. Board response to the concern:

6. Final resolution of the concern:

Date

Parent Signature

Parent Name

Date

Board Member Signature

Board Member Name

ISSACHAR CHRISTIAN ACADEMY

Parent Reminder Sheet

Attendance and Safe Arrival

Parents are required to phone the school if a child will not be in attendance. When students are being transported to or from school or walking to and from school ICA is not responsible for their safety when they are not on school property. Only persons authorized in writing by parents/guardians will be allowed to pick up a student(s) from school.

Yard Safety and Security

Children are not permitted to leave the property during school hours unless they are accompanied by a parent or guardian, or a written arrangement has been made by the parent/guardian in advance. The playground has been inspected and is certified for children aged 4 to 13. All students use the playground at their own risk. Parents are asked to remind their children that the following rules apply:

- 1) Play safe. Take turns.
- 2) No jumping from, or standing at the top of, the slides or the bars.

Please check clothing for cords or buttons which could be a safety hazard. Parents who have a particular concern about their child should speak to the Principal. Children are not permitted to climb fences, poles, trees, or any other objects on the property. If a ball or other item of equipment strays outside of school property, the teacher/monitor on yard duty is to be informed and will arrange for its safe retrieval. Students are not allowed to throw stones, snowballs, sand, etc. Parents are asked to provide proper footwear so feet will stay dry and send in a spare pair of clean shoes for muddy weather. Students may bring in play equipment, but the school is not responsible for lost or stolen equipment. Any personal sports equipment shall be returned to the student as soon as possible following the end of the day. Students are not permitted to bring bats, paddles, tennis rackets, hockey sticks, or any other items which constitute a safety hazard.

Animals on the Property

No pets are allowed in the school unless all the members of the class, including the teacher, are comfortable with the animal. If any of the students are known to suffer allergic reactions, permission must be obtained in advance from that student's parent or guardian. Any animal found wandering on the school yard shall be returned to the owner, if known, or shall be reported to Animal Control for pick up.

Absence and Tardiness

A note should be sent to school when a child returns after an illness or a trip. A doctor's note is required if a student misses a major test due to illness. Excessive absence from school (more than two (2) weeks at a time without assigned homework, or an accumulation of frequent shorter absences) may jeopardize your child's progress to the extent that he or she may need to repeat a grade. Chronic lateness will also hinder a child's progress. All absences are recorded in the teacher's daybook and are defined as excusable or inexcusable.

Parents should make arrangements to pick up homework assignments for children who are expected to be away for more than a couple of days. Keeping students out of school due to travel should be avoided if possible. It is important that parents notify the school of any upcoming trip as far in advance as possible so that homework assignments can be prepared.

Homework and Reading

It is important that homework be completed and returned promptly. Ask your child(ren) to write down the due dates of major assignments. Communicate any concerns about the difficulty or duration of homework to your child(ren)'s teacher promptly and maintain regular communication. Practice in reading is **EXTREMELY** important. A child who is read to and has access to good books will progress faster in all academic areas. Most children need extra practice at home in reading and arithmetic.

ISSACHAR CHRISTIAN ACADEMY

Parent Reminder Sheet

Nutrition and Rest

It is important that children eat breakfast before they come to school and that they regularly bring a lunch to school. Lack of nourishment affects their behaviour and their ability to concentrate. Please review the Lunch and Snack Policy. Sufficient rest is also important for students. An accumulation of short nights will have a significant effect on learning.

Telephone Messages

Please call at recess or lunch hour if possible. During regular class hours the phone will be answered by an answering machine. Messages will be checked at noon and before the end of the school day. Students are not allowed to use the school telephones except in the case of emergency. In every case, the principal or his designate will speak with the parent to ensure proper communication.

Medications and First Aid

The school is not allowed to give out medications without prior authorization. If a student will need occasional over-the-counter medication, the parent should send in a note for the student's file. In an unexpected situation, a phone call to/from the parent may constitute sufficient authorization. For prescription medications, the appropriate written forms must be completed in advance. Any emergency first aid given will be documented. Regular classroom teachers are required to have first aid certification. An Individual Plan for Students with Special Medical Considerations must be completed upon enrollment for any students with health concerns.

Fire Safety

The school is inspected regularly, and fire drills are held several times each year.

Personal Property

We will ask parents to monitor personal items that are brought to school from home. ICA will not be responsible for lost or stolen equipment. So please keep valuables at home to reduce risk of damage or being lost. We realize we live in a world of electronic products that many of our students will own. Please read the policy regarding cell phones, I-Pod's and game units that will be sent out when school starts.

Parent Handbook

The Parent Handbook given to each family upon enrollment contains a selection of school policies of relevance to parents. A copy of revised or new policies will be sent home for insertion by a parent/guardian into the handbook.

ISSACHAR CHRISTIAN ACADEMY

Parent Reminder Sheet

Parental Participation

There are a multitude of tasks involved in running a school, and we appreciate the assistance of parents. It is important that parents make school meetings a priority and set aside some time in their schedule to be involved in their child(ren)'s education. All school volunteers who are in contact with the children are required to undergo police screening. At Issachar Christian Academy we value community. Parent volunteering is expected and encouraged through many opportunities in the classroom, on committees and in fundraising.

Parents are regularly asked to volunteer in the classrooms, drive on school field trips, coach, referee, help with playground supervision and so on. Donations, volunteer efforts and fund raising all help to build community and maintain affordability. Our rates are surprisingly low, representing excellent value. A portion of tuition is eligible to be claimed as a tax deduction, making the after tax cost of education at ICA very affordable.

Volunteers are a part of a healthy school and hours expected of parents are accumulated at the parents' leisure with a wide variety of choice in which activities to participate in. The benefits of parental involvement in ICA go far beyond reducing the financial needs of the school. By volunteering whatever time or talents they have, parents gain an opportunity to get to know and work with their child(ren)'s teacher(s), friends and friends' parents, gain a sense of belonging and greater commitment to the school community and the satisfaction in giving of themselves for the benefit of others. Sometimes, we even have fun (imagine that!).

How many volunteer hours am I expected to contribute?

Parents are asked to accumulate hours from September 1st to August 31st as follows:

- Each family with any number of enrolled Children is expected to contribute 50 hours of volunteer time.
- Each single parent is expected to contribute 25 hours of volunteer time.
- A full chart listing all volunteer options and details pertaining to how hours are recorded will be issued closer to September commencement.

NOTE:

There is an opt-out option available if you prefer (based on a \$15/hour rate). This amount is considered a charitable donation and will be added onto the family's parental contributions for that school year. Parents also have the option to have grand-parents or other approved people fulfil their volunteer hours.

Policy adopted from the Timmins Trinity Christian School Society used with permission.

ISSACHAR CHRISTIAN ACADEMY

The Parent/Guardian as Advocate

Principles

- a) Christian schools are based on the premise that the relationship between home and school must be a close one based on mutual trust. Parents who enroll their child in a Christian school have a high view of their calling as parents and are therefore involved in all aspects of their child's education and schooling. This is good and necessary.
- b) A child's best advocate is an informed parent. There is no one who can do a better job standing up for a child in need of special care than a concerned parent. This is also the duty God has given to the parent.
- c) Schools should help parents be good and responsible advocates for their children.

What is an Advocate?

- d) The parent is called to be an advocate for his or her children in the meaning that an advocate is "a person who presents a case for, or speaks on behalf of, another."
- e) A child's best advocate is an informed and assertive parent.
 - i) The parent is informed about:
 - the authority relationships in the school.
 - the policies and procedures that apply.
 - the facts of the case that are the matter of concern.
 - ii) A parent is neither passive, nor aggressive, but assertive.
 - An assertive advocate explains the right outcome and actively employs the right skills to get to the desired results.

Cautions

- a) There can be tension when there is a concern that a parent has about the treatment of his or her child. The school should recognize this fact and help the parents to be good and responsible advocates in appropriate ways.
- b) A parent may not tell a teacher how to teach his or her child. The teacher is responsible to the principal and school board, not to an individual parent or family.
- c) A parent must act in the role of a parent, not in any other role he or she may hold in the school or society. A parent who is a board or committee member may not use these roles to be an advocate for his or her own child.
 - i) Board and committee positions are trust responsibilities undertaken on behalf of the entire school society. The reputation of the school and of Christian education should not be held hostage to a personal preference. All involved in Christian school societies should separate their personal preferences as parents from the best interests of the school as a whole.
 - ii) Therefore, parents should not abuse a position on the board or a committee to push their own personal views of education for the benefit of their own child.

ISSACHAR CHRISTIAN ACADEMY

The Parent/Guardian as Advocate

Rights and Responsibilities of the Parent as an Advocate

- d) Rights. The school recognizes that a parent has the following rights as an advocate for a child.
- i) Parents have the right and the duty to be advocates for their child. This is their responsibility from God to their child.
 - ii) The school recognizes parents' right and duty to be an advocate for their child.
 - iii) The school will deal with any concerns parents have about the treatment of their child.
- e) Responsibilities. The school will advise parents that they have the following responsibilities as an advocate for their child.
- i) They must act only as a parent would. They must not use their position as a board or committee member, or any other official position they have in the school or society, to advocate for their child.
 - ii) They should become informed about any matters that relate to their concerns about their child.
 - iii) They must respect the teacher and Principal and their authority. They must recognize that the teacher is not responsible to the parent, but to the Principal and the Board.
 - iv) They must use only appropriate means to further the interests of their child.
 - v) They must be polite and courteous at all times.
 - vi) They may use effective means to be a good advocate, including the following:
 - know their child's rights and responsibilities.
 - know who the decision-makers are.
 - ask question(s) until they get an answer.
 - keep a complete record of all communications about their child, knowing who said what, when, and why.
 - ensure that they know the school's plan for their child, including the goals, objectives, and activities.
 - be persistent in advocating for their child.

Adapted from Conflict Resolution for Christian Schools, An OACS Guideline

ISSACHAR CHRISTIAN ACADEMY

Code of Conduct on a School Bus

In the event ICA requires a school bus to transport students to events/field trips the following rules apply to make the ride safe and enjoyable:

- board the bus in single file and in an orderly manner.
- take your seat promptly and remain in your seat until you arrive at your destination.
- respect and promptly obey the bus driver and the bus patrollers.
- do not speak to the driver while the bus is in motion unless there is an emergency.
- hold backpacks on your lap or store them in overhead racks. Do not leave items in the bus aisle. (Note: items too large to be safely stored will not be allowed on the bus.)
- take all personal belongings when you disembark.

The following activities are NOT permitted on the bus:

- eating, drinking, or smoking.
- interfering with bus equipment (including fire extinguisher, safety devices, emergency doors).
- vandalizing or damaging the bus (cutting, puncturing, defacing).
- throwing items out bus windows.
- profane, obscene, or disrespectful language or behaviour.
- horseplay, wrestling, or physical altercations of any kind.

ISSACHAR CHRISTIAN ACADEMY

Discipline Policy

“For these commands are a lamp, this teaching is a light, and the corrections of discipline are the way to life.” Proverbs 6:23

To a Christian, the word “discipline” brings to mind “discipleship”. It means instilling the sincere desire to walk obediently in the way of the Lord. For a child, discipline is a part of the learning process which assists one to grow in respect for God, human authority, fellow students, oneself, and creation. Through discipline, children are encouraged to develop self-control, and to seek reconciliation with God and others, when one falls short.

At ICA, we acknowledge the importance of establishing and maintaining a Christian approach to discipline - an approach that promotes an atmosphere that is safe and harmonious, and conducive to teaching, learning, and spiritual growth. Our policy intends, in the light of scripture, to reflect these goals.

“Our fathers disciplined us for a little while as they thought best; but God disciplines us for our own good, that we may share in His holiness. No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.” Hebrews 12: 10, 11

Purpose of the Discipline Policy

In adopting a discipline policy for ICA, it is important to note both the expectations for the students and the means by which discipline is to be administered. Two results of such a policy will be:

1. Students, staff and volunteers will know what the “ground rules” are.
2. Parents will have a clear idea and statement of the rules, as well as the beliefs on which they are based. Specific rules are kept to a minimum, because too many rules become difficult to administer. Few rules allow a teacher, or other responsible adult, to use discretion in a given situation. Those in authority who deal with the students will attempt to do so consistently, considerately, and impartially: regardless of gender, or physical, mental, emotional or social status. A generous dose of love and tolerance must be given as all fall short of God’s requirements. Despite the best intents and planning, sin still causes derailments in the classroom. Furthermore, students must realize they are accountable for their actions, and for obeying the boundaries set for them. Choices are made, and consequences must be accepted. While the school has no intention of running students’ lives, we do expect students to adopt a lifestyle consistent with biblical teaching and the values of Issachar Christian Academy. For this reason, the Administration may initiate disciplinary action with students who adopt behaviours inconsistent with the policies of this institution, even though these behaviours may have occurred outside of school hours and off school property. This Policy applies at school, at all official school functions, and during transit to and from such functions. It further applies to any behaviour outside of these settings which, in the opinion of the Administration, is inconsistent with genuine Christian commitment or detrimental to the reputation of the school. In such cases, appropriate action will be taken by the principal. In these cases, the school will contact the home and discuss the concerns with the parents. The school may work with the family to bring about any needed changes in behaviour or disciplinary action may be taken. Methods of discipline shall include first of all those positive elements that encourage good behaviour.

Our daily conduct at ICA will be guided by the principle found in Mark 12: 30,31.

“You shall love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength. The second is this: You shall love your neighbour as yourself. There is no commandment greater than these.”

ISSACHAR CHRISTIAN ACADEMY

Discipline Policy Cont'd

Standards of Behaviour

Relationship with God:

- we will speak of God in respectful ways.
- we will encourage a close relationship with God.
- we will develop God's gifts in us to the best of our abilities.

Interpersonal Relationships:

- we will be respectful of others in word and actions, without the use of violence.
- we will respect each other's working time.
- we will give of ourselves to all, include others, and promote fellowship.
- we will respect the rules and those who are in authority.
- we will respect each other's property, using it with permission only.

School:

- we will respect school property.
- we will report damage and pay when we are responsible.

General Principles for Dealing With Problems

Students are expected to know and observe the Standards of Behaviour at the school. Parents are expected to support the Standards of Behaviour and encourage their child(ren) in conforming to them. Teachers shall implement appropriate disciplinary action when needed, in harmony with the discipline policy. Teachers will inform parents of ongoing problems and work together on strategies for improvement. The principal is accountable to the Board for all school activities and is in a supervisory capacity over all of the discipline in the school. The principal's duty is to "regulate and enforce discipline - it is the prerogative of the administrator to suspend, not expel, pupils from school if this is considered to be in the best interests of the pupil and the school" Section 528, Schedule H, Personnel Manual, OACS, 1989. The Board is accountable to the members of the school society and will deal with cases of serious, unacceptable behaviour at the request of the principal and Education Committee. It is the prerogative of the Board to expel pupils from school if this is considered to be in the best interests of the pupil and the school.

*"Above all hold unfailing your love for one another, as love covers over a multitude of sins." 1
Peter 4:8*

Practical Guidelines for Discipline

The classroom is the primary place for dealing with students, both for praise and correction. Teachers seek to provide an orderly climate conducive to learning. They encourage students to do what is right with respect to authority, peers, and learning. Discipline, for the most part, consists of speech and actions encouraging students to responsibility. The goal is the nurture of self- discipline. In some chronic or serious instances, more deliberate actions are required by the teacher, parents or principal.

The practice of discipline can be characterized as follows:

Good discipline is both kind and firm. It works best when there is a spirit of cooperation between the teacher and student. High expectations and respect for the nature of the student make for good discipline. Discipline doesn't pity or overprotect. Students are accountable for their actions.

ISSACHAR CHRISTIAN ACADEMY

Discipline Policy Cont'd

They need to know that certain conduct will have specific consequences. This will encourage independence on the part of the student. Good discipline communicates. Clarifying expectations and consequences can help students. When an incident is being dealt with, having the student explain what happened or what went wrong is useful. It is important for students to know with whom the problem lays, that is, who owns it.

A Procedure for Dealing With Problem Behaviour

During the course of the day, students may at times behave in unacceptable ways. A teacher's consistent correction will help shape and mold a child's understanding of good conduct. It is helpful to understand the dynamics of this process especially when a student is among his peers. A teacher's interventions and the student's responses might be regarded in stages as explained below.

Low-Key Response - A good deal of inappropriate behaviour can be controlled with low key responses. The idea is to intervene while causing the least disruption possible to the teaching process: a look, a slight frown, a shake of the head or a walk past the desk will indicate to a student that his/her behaviour is not acceptable. For example, a student who is tapping his/her pen is shown by a slight frown that this should stop. No one else in the class need notice.

A Direct Message - The teacher politely and directly states the expectation, in positive terms if possible. For example: "Please use your pen quietly".

Stating A Choice - Should a student persist in a behaviour; the teacher will provide a clear choice to the student that has him/her either stop the behaviour or face the logical consequences of his/her actions. For example: "Either stop tapping your pen or you will lose it until recess".

Informal Contract - In the case of a persistent problem, the teacher engages the student in a discussion with this purpose: to have the student agree upon a solution to the problem, as well as bring about a state of repentance. The student will be encouraged to ask for forgiveness or to apologize to the offended party. For example: "Pen tapping every day is very annoying and can't go on. What are you going to do to make sure this doesn't happen anymore?" Persistent problems merit careful tracking so that parent and teacher may remain fully and accurately informed. A form is one way to do this.

Defusing A Power Struggle - A student brings the situation to this level if he challenges the teacher directly with a hostile or defiant action. The teacher de-escalates the power struggle by refusing to respond to the challenge. Instead, he/she calmly insists that his/her demands be met. For example, a student angrily states that he/she can't do anything, and that he's/she's is being picked on. Teacher states that the student will calm down or leave the room. Chronic problems with students must be brought to the attention of the principal and the parents of the child. The teacher should arrange to meet with the parents. The child and the principal should be involved as considered helpful or necessary. Meetings with parents will be recorded on a form.

Formal Written Contract - At this stage there is a serious difficulty that can be dealt with formally. A contract may be developed between student and teacher. The parent may be involved.

Suspension/Expulsion - When a student's continued presence in the school is no longer considered good for either the student or the school, the Principal may exercise his/her prerogative to suspend the student. Serious discipline problems are ultimately referred to the school board who has the authority to expel a student when all other avenues for correction and improvement have been exhausted.

ISSACHAR CHRISTIAN ACADEMY

Discipline Policy Cont'd

Physical Contact

It is necessary to address the matter of physical contact of students by teachers and other individuals working at the school. It is sad that we need to caution teachers in the physical contact of students when a pat on the back, or a comforting hug may be a most appropriate action. At the same time, we ought not to be naive about the physical and sexual abuse that so many children suffer from and therefore some guidelines are necessary for Issachar Christian Academy. We work on the basis of mutual trust between parents and teachers, and between students and teachers (including assistants and volunteers). The principle of Christian love for one another is primary. The expectation is that proper motivation guides the actions of the teacher, also in the area of physical contact. Physical contact is by nature not something to avoid. It is often a display of warmth and affection by and for primary children. When the child feels comfortable with it, a hug, pat on the head, etc. are appropriate. Physical contact is not intended as a means of controlling students. Physical contact is not a means of punishment. Corporal punishment is not one of the means of discipline at Issachar Christian Academy. Wisdom and discretion are required to determine when a physical contact is appropriate. The following examples may be helpful. In the primary grades, children are very tactile. They respond to hugs and pats on the head. They often initiate this kind of contact with a teacher. A comforting hug or arm over the shoulder is often an excellent way to demonstrate care for a student. With older children, touching may be out of the question in any situation, especially in the case of a male teacher and female student. All suggestion of impropriety must be avoided. Physical contact may be necessary to gain control in some situations. For example, it may be necessary to separate students who are fighting. The first line of action should be verbal directions to remove the audience and stop the altercation. If a student's safety is at risk, immediate intervention by a teacher or other adult is required, and physical contact may be necessary. It is expected that the teacher does not make physical contact with a student in a discipline context. Loss of temper is not a reason to touch a student. Indeed, backing off and providing a cooling off period is the better way to handle problems. Corporal punishment is not administered at the school. Other avenues of dealing with serious difficulties are addressed in this discipline policy.

Adapted from Orangeville Christian School and Regina Christian School Discipline Policy

ISSACHAR CHRISTIAN ACADEMY

Student Code of Conduct

Love the Lord your God with all your heart and with all your soul. Love him with all your mind and with all your strength.’ And here is the second one. ‘Love your neighbor as you love yourself.’ There is no commandment more important than these.” Mark 12:30,31

At ICA we want to honor God, our families, and the school in everything we do, the following is a list of rules and guidelines that promotes that ideal.

AS A STUDENT OF ICA I AGREE THAT:

- I am responsible for my own actions and will accept the consequences if I break the rules.
- I will be respectful, both in action and word to all teachers, volunteers, visitors, and students at ICA.
- I will take pride in my school and show respect for all school property and equipment.
- I will keep my hands and feet to myself and respect the personal space and personal property of other students.
- I will come prepared to school and bring everything I need for the school day. I will do my best to have my homework and assignments done and I will be ready to cooperate and work hard.
- I will raise my hand and wait my turn to speak.
- I will do my best to act as a role model for all students, especially the younger children, by showing kindness, gentleness, and a sharing attitude.
- I will dress and speak in a way that honours God, myself, and others.
- I will treat others as I like to be treated. I will not join in any bullying or allow it to happen to others.
 - Bullying includes leaving others out, pushing, spreading gossip, putting others down for any reason, mocking, bossing, name calling, and physical abuse (inappropriate touching, slapping, hitting, shoving).
- I will deal with any conflict without hurting others with my body or my words. I will take space or time to cool down and gain self-control.
- I will continue to be on my best behaviour on the bus and on any school trips.

PROCESS OF DEALING WITH ISSUES

- I understand that I can approach a teacher or volunteer for help in a situation that I am not comfortable in. This is not considered “telling on” or “tattletaling” on others.
- I understand that the staff at ICA will determine the course of action to be taken if I break these rules. If it is serious my parents and the Board may need to be involved.
- I understand that bullying, physical violence, disrespect for authority, vandalism and foul language are serious, inappropriate behaviours and will mean serious consequences, maybe even suspension or expulsion.

I understand and accept that these are good rules that will help keep us safe and happy.

Appropriate Dress Policy – Students

Purpose

The Appropriate Dress Policy (the “Dress Code”) of Issachar Christian Academy (the “School”) reflects the mission of the School to provide a learning environment that is safe, nurturing, positive and respectful. The Dress Code aims to encourage a safer and more respectful learning and teaching environment, and is based on principles such as respect, safety, diversity, fairness, equity, and inclusion.

Policy

It is expected that, subject to the discretion of the Principal to permit exceptions regarding compliance in appropriate circumstances, each and every student in the School will comply with the Dress Code.

The Dress Code does not apply to forms or elements of attire that are required for religious, cultural, or similar reasons. The Dress Code does not restrict, in any way, a student’s right to dress in a manner that is prescribed by Christianity.

The Dress Code applies to all students in the School. Failure to comply with the Dress Code may result in disciplinary consequences, up to and including suspension.

The Dress Code requirements of the School are as follows:

- *No clothing that inappropriately reveals the body (short skirts, halter tops, camisoles, low cut shirts)*
- No bare midriffs
- No exposed underwear (ensure wide shoulder straps)
- No negative or inappropriate slogans/advertising on clothing articles.
- Shorts and skirts need to be appropriate in length, half-length to knee when standing.

Policy Approved by Issachar Christian Academy Board December 17, 2020

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ISSACHAR CHRISTIAN ACADEMY

Financial Policies

As a Christian organization, ICA recognizes that there are two conflicting pressures to reconcile. Christian compassion and love need to be displayed to all members, and sound financial policy also needs to be exercised to ensure the Society remains financially viable. We seek to be accountable to the Society, prudent in expenditures, zealous in fundraising and consistent with Scripture in the areas of financial stewardship. As the education of the children is the central focus, our desire is that the financial activity of the school would not interfere with this priority. A budget will be developed annually in conjunction with the various committees and will be presented to the ICA families after Board approval. Significant adjustments during the year will require further presentations. Priorities will be established and followed in time of shortfall and teachers will be supported regularly. The Christian school is an essential part of the Christian community, as it contributes directly to the advancement of God's kingdom. ICA families will be informed of exact financial needs. Other believers will be informed of general needs as they arise, to encourage support by means of prayer and giving.

Tuition Payment Policy

Tuition Fees

The desire to enable children from all families to benefit from Christian education extends to the tuition policy. The Board sets tuition rates in such a way as to keep tuition fees as low as possible while still maintaining a balanced budget and meeting the needs of staff. Tuition rates will be reviewed annually by the board of directors and presented at the general meeting. Families leaving during the school year who prepaid tuition will receive a refund for any complete months remaining in the school year. The Board reserves the right to deduct (or charge in the case where tuition was not prepaid) a fee for curriculum materials which were purchased for a child's use for that school year, and which cannot be returned for credit. Financial obligations will be explained clearly to new families. Individual families who qualify for tuition assistance will be determined confidentially with each family prior to enrollment or renewal.

The payment schedule options include:

- a) one (1) cheque for full tuition amount dated by August 26th, 2021.
- b) two (2) cheques in the amounts of 40% of tuition fee by August 26th, 2021 and 60% by December 18th, 2021.
- c) 10 months of equal payments by either postdated cheques or email money transfer on the 1st of 15th day of each month (payments to start in September and run into the following June).

Each family will complete a Parental Financial Commitment Form as part of the initial enrollment process and then annually during the re-enrollment process. This form is to be returned to the Treasurer with postdated cheques or money orders. In the case of non-payment of fees, the Delinquent Account Policy found in Parent handbook will be applied.

Curriculum Fee

The Board may choose to include a curriculum fee on the Parental Financial Commitment Form as part of each family's total financial responsibility. Families withdrawing before December will receive a refund of half the fee. The Board will notify the Society of any change in fees when the budget is presented at the spring Society meeting.

Other Fees

Additional surcharges may be levied throughout the year by the Board of Directors for items such as class trips, use of physical education facilities, etc.

Tuition Assistance

Application form for Tuition Assistance is found in the **APPENDIX** of this Parent Handbook.

ISSACHAR CHRISTIAN ACADEMY

Delinquent Account Policy

In the event of an account being delinquent, it shall be the responsibility of the Finance Committee by mandate of the Board of Directors to begin carrying out the procedures and guidelines for debt recovery as stated in this policy.

Account in Arrears

The Treasurer shall determine the amount owing for accounts in arrears on or before the seventh week from the due date. The Treasurer shall then communicate with the debtor in verbal or written form regarding the need to address the situation. Counsel may be given in the form of suggestions regarding method of payment. The Treasurer and the debtor will work together to develop a payment plan to repay the outstanding balance owing. Should the Treasurer and the debtor fail to agree on a satisfactory payment plan, the Treasurer will advise the Board of this situation and the Board will make a decision on the next step which may include the expulsion of any students connected to the unpaid account. This decision of the Board will be communicated to the debtor by a representative of the Board. Collection efforts, including withholding of report cards, will commence when accounts are two (2) months in arrears (the exception is the fall term, in which case report cards should be withheld and formal written notice given to any family with six (6) weeks or more of arrears).

The Treasurer, a member of the Finance Committee, or another individual authorized by the Board shall serve notice by mail of the amount in arrears along with a copy or abbreviated version of the Delinquent Account Policy. At the next Board meeting following this action, the Treasurer will notify the Board concerning the account in arrears and its history. Once the account has been three (3) months in arrears, and if the debtor has not made payments according to the payment plan set up by the Treasurer and the debtor, two (2) individuals authorized by the Board shall visit the families who are in arrears to encourage payment and review their current financial position. They will prepare a personal evaluation of the financial situation and make a recommendation to be presented to the Board. This recommendation may include action such as discontinuing general written communications or Society information (e.g. newsletters). If the parent is a Society member and member of a school committee, he or she will lose voting privileges on that committee. In extreme cases (four (4) months or more of arrears), students may be expelled from the school mid-year. Each case is to be considered individually.

The Board shall review each presentation with Christian compassion and understanding and determine a further course of action. Families may be encouraged to consider asking their church, relatives and/or friends for financial aid.

The Society is entitled to collect the tuition fees designated for the academic instruction costs. Before a family in arrears is allowed to re-enroll, they must pay the outstanding deficit in a time frame as determined in the consultation process between the Treasurer and the debtor. Parents of students who have withdrawn or graduated are encouraged to continue to make donations to the school over and above their Society membership fees.

NSF Cheques

Upon receiving notice of an NSF cheque, the Treasurer shall immediately communicate the situation to the issuer either verbally or in written form. The issuer shall be reminded of the particulars of the current policy regarding NSF cheques. The issuer of the NSF cheque will be required to replace the cheque in the amount due, or issue cash, as well as cover the charges incurred by ICA for the NSF cheque. If the issuer fails to meet these requirements before the next monthly due date, the situation will be treated as an account in arrears.

ISSACHAR CHRISTIAN ACADEMY

Tuition Assistance Program Policy

Method of Funding the Program

The mandate of the committee will follow OACS, provincial and federal legal requirements. Funds for the program consist of donations from the community that are designated for assistance to families who cannot afford the full cost of Christian education at Issachar Christian Academy.

Terms (*See note below)

- 1) Assistance procedures will only commence after the applicant has been recommended by the Board as being in good standing.
- 2) The normal deadline for application for tuition assistance will be June 15th for re-enrollees. New enrollees may apply as part of the enrollment process. Grant applications received after completion of enrollment or re-enrollment will be considered if evidence of an unforeseen emergency situation can be shown to the committee. A new application form will be required each year that assistance is requested.
- 3) Applicants must be prepared to make a financial commitment for the coming year by signing the Parental Financial Commitment Form.
- 4) Applicants must be willing to discuss their financial circumstances in detail with two (2) members of the Tuition Assistance Committee.
- 5) Applicants must be prepared to provide copies of tax returns and financial statements to the Tuition Assistance Committee, if requested, for the purposes of confirming the need for assistance. All personal information will be protected as per the Personal Information Privacy Policy. Once a decision has been ratified by the Board, financial statements will be returned or shredded.
- 6) All applications will be discussed and approved by a majority consensus of the entire Tuition Assistance Committee.
- 7) An applicant who is not satisfied with the Committee's recommendation may appeal to the Board.
- 8) Applicants may be asked to provide volunteer service to the school in return for financial assistance.
- 9) Recognizing that the assistance they receive comes from willing donors, it is expected that applicants would be willing to contribute to the Tuition Assistance Fund, as God permits, in the future in order to assist other families with the cost of Christian education.
- 10) All decisions made regarding the assistance given to a family pertaining to tuition are to be kept strictly confidential by the Tuition Assistance Committee, the Board of Directors, and the families receiving assistance. Please read the Issachar Christian Academy Personal Information Privacy Policy found in Parent Handbook.

*Subject to availability of funds in the program.

ISSACHAR CHRISTIAN ACADEMY Tuition Assistance Program Policy Cont'd

Procedures

The Treasurer will send out and receive applications as requested. Completed applications will be sent to the Tuition Assistance Committee. The committee will interview all applicants, make assistance recommendations to the Board based on the objective criteria, and advise the Treasurer of those families receiving assistance. A report will be made to the Board stating the number of recommended applicants and the total amount of assistance required, with no mention of names. The Treasurer will keep a record of the beneficiaries and amounts.

Objective Criteria Used by the Committee to Select Beneficiaries

- 1) Full completion of written application, with submission prior to the deadline.
- 2) Recommended in good standing by the Board (i.e., no outstanding financial arrears from previous year).
- 3) Income tax figures and/or financial statements for the previous two (2) tax years indicate difficulty in paying tuition amount due.
- 4) Unusual expenditure patterns (e.g., support of a family member who is chronically unable to care for themselves) or anticipated income changes indicate greater difficulty in meeting tuition payments than income tax figures would suggest (e.g., current unemployment or large drop in income).

This document has been adopted from financial documents presented by Timmins Trinity Christian School

ISSACHAR CHRISTIAN ACADEMY

Medication Policy¹

Preamble

The safety, health, and well-being of students is a shared concern of Issachar Christian Academy (the “School”) and its staff, students, and parents/guardians. This concern is an expression of loving our neighbour, being my “brother’s keeper” and being members of the one body of Christ. In that context, the purpose of this policy is to establish a process for the administration of medication to students. This policy applies only to the administration of medications which may be safely administered by an untrained layperson and does not apply to medications which must be administered by a regulated health professional.

The primary responsibility for the treatment of the medical condition(s) of a student rests with parents/guardians and medical practitioners. The School and its staff are responsible for exercising the duty of care which a reasonably careful and prudent parent/guardian would exercise. It must be recognized that school staff who administer prescribed medication to the student are acting in the place of the parent/guardian and not as health professionals.

Conditions

This policy can only be implemented if:

- a) applicable standards and rules are followed to ensure a safe and secure process governing medication administration and management;
- b) appropriate caution and discretion are exercised at all times;
- c) staff and students are accountable for meeting their reasonable responsibilities regardless of position and age level; and
- d) parents cooperate in meeting their responsibilities as laid out in this policy.

Definitions

For the purposes of this Policy, **medication** refers only to medication that is prescribed by a physician authorized to practice within the Province of Ontario.

Emergency medication is medication that is necessary for a specific condition and situation (e.g., epinephrine for a severe anaphylactic reaction administered by an auto-injector).

Short-term medication is medication that is necessary for a clearly specified period of time (e.g., antibiotics, or trials of drugs for specified conditions).

Long-term medication is medication that is necessary on an ongoing basis (e.g., drugs that control hyperactivity, seizures).

Non-prescription medication or over-the-counter (OTC) drugs are medicines sold directly to a consumer without a prescription from a healthcare professional

Prescription medication is medication which dispensed by a registered pharmacist under the *Pharmacy Act* of 1991.

¹ This policy is based on the policy template created by Borden Ladner Gervais LLP (2019) and modified by Ted Postma, Consultant. A copy of the original policy template is included at the end of this document. Forms created by Ted Postma for Calvin Christian School (Hamilton, ON) and Heritage Christian School (Jordan Station, ON); copied and modified with permission.

Other sources:

- <http://www.edu.gov.on.ca/extra/eng/ppm/81.html>
- <https://www.google.ca/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=2ahUKFwjD9tCzi4ziAhUNWa0KHTdECWkQFjAAegQIABAC&url=http%3A%2F%2Fwww.hwdsb.on.ca%2Fwp-content%2Fuploads%2F2018%2F08%2FAdministration-of-Oral-Prescription-Medication-Procedure.pdf&authuser=1&usg=AOvVaw3TUZQQsZReJer9U9Tobk1P>

Medication Policy Cont'd

Policy

- 1) Non-prescription medication of any type is not to be administered by staff without written direction from a licensed physician and/or parents/guardians.
- 2) In the course of a school day situations may arise that require measures be taken to address the medication needs of students. The involvement of designated staff in the essential administration of prescription medication is authorized only when all of the following conditions apply:
 - a) the use of the medication is prescribed by a physician;
 - b) the medication is essential for the student to continue to attend school;
 - c) it is necessary that the medication be taken during school hours or during school- sponsored events;
 - d) it is not appropriate for the student to self-administer the medication; and
 - e) the student's parent/guardian or other authorized adult is not reasonably able to attend the school to administer the medication.
- 3) A request for the administration of medication and the authorization to provide such service is conditional on the following:²
 - a) that it be made in writing by the parent and the physician, specifying:
 - i) the name of the medication,
 - ii) the dosage, frequency and method of administration,
 - iii) the dates for which the authorization applies, and
 - iv) the possible side effects, if any;
 - b) that the storage and safekeeping requirements for any labelled medication be stated;
 - c) that a record of administration be maintained which includes the student's name, date, time of provision, dosage given, name of person administering, etc.;
 - d) that the telephone numbers of the parent and physician be readily accessible in the school; and
 - e) that the medication be administered in a manner which allows for sensitivity and privacy and which encourages the student to take an appropriate level of responsibility for their medication.
- 4) The Principal has the authority and oversight to implement this policy and all matters pertaining to it.
- 5) No nurse or health care provider or PSW under private contract may administer medication without the express and written permission from the parent and from the employment agency (e.g., LHIN), and unless the appropriate documentation regarding license and insurance is on file at the school.
- 6) A staff member shall:
 - a) refrain from administering medication by using rectal suppository
 - b) refrain from injecting medication by an EpiPen or an inhaler or an insulin pump unless written permission has been given by the parent or a physician.
- 7) Notwithstanding the above paragraphs, in the event of an emergency, designation of the roles and responsibilities for medication services in school settings does not preclude the provision of medication or any life-saving services by any school staff member as well as health support workers.³
- 8) In case of emergency or if the student refuses to comply with the authorized administration of medication, the Principal will determine next steps including seeking emergency services.
- 9) Parents must complete and submit the *Administration of Medication Form* prior to any administration of medication.

² As per Policy/Program Memorandum No. 81 – issued under the authority of the Deputy Minister of Education.

³ Good Samaritan Act 2001 provides that an individual who offers emergency assistance to a person who is ill, injured, or unconscious as a result of an accident or other emergency, is not liable for damages if the individual provides the assistance at the immediate scene of the accident or emergency, and unless it is established that the damages were caused by the gross negligence of the person providing assistance.

Medication Policy Cont'd

Roles and Responsibilities

Principal

- Ensures that members of the school community are made aware of this policy.
- Designates staff member(s) who will supervise the administration of medication.
- Collects and maintains health and medical information for all students currently registered.
- Ensures parents have completed the *Administration of Medication Form*.
- Ensures a daily log or record of medication administered is in place and completed by the designated person(s).
- Ensures information is available for staff designated to administer medication.
- Ensures that staff designated to administer medication have received instructions on the administration of the medication.
- Designates an alternate staff member to administer medication if designated staff is absent.
- Reviews and makes decisions regarding the request of a parent/guardian that medication be administered to the child at school.
- Develops a plan to ensure that staff and the student will have knowledge of and access to the medication during outdoor activities.
- Provides for storage of the medication in a safe, accessible place clearly labelled with student's name, physician's name, administration instructions, and storage requirements.

School Staff

- Will be expected to administer medication which can safely be administered by a layperson—in this case, the designated staff person.
- Receive information and participate in appropriate activities regarding the administering of a medication.
- Ensure that the daily medication log or record is completed.

Parents/Guardians

- Provide a written request to the Principal or designate that their child have medication administered in school which details the medication, what it is designed to treat, and administration instructions. This can be done by completing the School's Administration of Medication Form.
- Meet with school staff as required to review the manner of administration of the medication and any related issues.
- Provide up-to-date health and medical information about their child for purposes of this procedure.
- Provide up to a maximum of one week's medication in correct dosage under normal circumstances.

Student

- Complies with taking medication as arranged and approved by the Principal.
- Will understand that sharing their medication with other students is a violation of school policy.
- Will inform the school office if taking medication.
- Will comply with the limit on the maximum dosage that can be stored at the School.

This Medication Policy approved by the Board of Issachar Christian Academy, [December 17, 2020].

ISSACHAR CHRISTIAN ACADEMY

Child Welfare Policies and Procedures

Purpose

Issachar Christian Academy is committed to providing a safe and welcoming school environment for all children and adults. The school has an important role to play in the prevention of child abuse and is responsible for the safety of everyone within its walls. This policy is to ensure that each child enrolled in Issachar Christian Academy is protected and safe by ensuring that it is a caring environment for the growth and development and that all employees and volunteers of the school fulfil their legal responsibilities with respect to the *Child, Youth and Family Services Act, (the Act)*⁴.

Policy Description

The school has a custodial role in caring for the child which is delegated to it by the parent and is a primary duty of the school. It is specifically part of the duties of the Principal. Because of the amount of time a child spends here, the school is in a special position to become aware of indicators of abuse or neglect. It also can offer safety and security to the child who is a victim of abuse at home or elsewhere. The protection of the child is paramount. If there is any doubt regarding the reporting of child abuse, the school staff should err on the side of protecting the child.

Child abuse is when a parent, caregiver or another adult physically and/or psychologically mistreats a child causing injury or emotional damage to a child or youth. This includes physical abuse, sexual abuse, emotional abuse as well as exposure to domestic violence. It can also result from a parent or caregiver's failure to provide adequately for the child's basic needs (neglect).⁵

Issachar Christian Academy acknowledges that the state, as represented by police and in Ontario, the Children's Aid Society, has the authority to use all the means at its disposal to protect the child from abuse where necessary and that the school has a legal duty to abide by *the Child, Youth and Family Services Act, 2017* and the *Regulations*, as well as every statute that may be substituted.

Issachar Christian Academy acknowledges every person who has reasonable grounds to suspect abuse of a child is required by the *Act* to report this belief as soon as possible to the Children's Aid Society and that this duty cannot be delegated to someone else.

This policy recognizes that the protocols and procedures to support the school, its employees, children and the parents are critical to any accusation of abuse that arises. The Board of Issachar Christian Academy therefore acknowledges that the school will adhere to the protocols and procedures described in the Issachar Christian Academy *Child Welfare Policy and Procedures Manual*.

Confidentiality is a core value in all matters related to abuse allegations and reporting. The school will not divulge any information in relation to these cases except to the proper authorities and upon the instruction from the proper authorities. Although the school leader may often feel pressure to address incorrect information or explain decisions, confidentiality must remain an overriding principle.

The Principal of the school is responsible to the Board for the implementation of this policy and for the training of all school personnel outlined in the Issachar Christian Academy *Child Welfare Policy and Procedures Manual*.

⁴ <https://www.ontario.ca/laws/statute/17c14>

⁵ See "Definitions" in the [Issachar Christian Academy] *Child Welfare Policy and Procedures Manual* and the [Child, Youth and Family Services Act, 2017](#).

ISSACHAR CHRISTIAN ACADEMY
Child Welfare Policies and Procedures Cont'd

Regulations:

- 1) The Board shall ensure that all employees, contract workers and volunteers are aware of definitions of child abuse and alert to the indicators.
- 2) Based on their roles and responsibilities, all employees and volunteers will receive training on procedures and protocols associated with reporting and investigating suspected child abuse before beginning to work with children on an annual basis. The acknowledgement form will be signed following each training session and filed in the personnel files. These forms will be retained indefinitely in confidential files.
- 3) The dignity and privacy of the child must always be respected.
- 4) Employees and volunteers shall cooperate with Children's Aid workers and the police.
- 5) Employees to whom a disclosure is made and who report suspected child abuse shall maintain the appropriate documentation. All documentation shall be stored separate from the student's *OSR* in a secure location. Documentation shall be kept indefinitely.

NOTE: To read the *Child Welfare Policies and Procedures Manual* contact the school.

APPENDIX

ISSACHAR CHRISTIAN ACADEMY
Grievance Policy and Confidentiality Agreement

VI. Form for Notification of Concern

7. Statement of the concern (use the other side of the page if necessary).

8. History of the concern (when did it start and what has happened?)

9. People with whom this concern has been discussed:

10. Suggestions for resolution of the concern:

11. Board response to the concern:

12. Final resolution of the concern:

Date

Parent Signature

Parent Name

Date

Board Member Signature

Board Member Name

ISSACHAR CHRISTIAN ACADEMY Enrollment Screening Questionnaire

Please answer the following questions concerning your child. (One (1) copy for each child enrolling) This information is used by the Principal and the Enrollment Committee to screen potential enrollees and identify any special needs or concerns. All information will be kept strictly confidential as outlined in the ICA Confidentiality Agreement and Personal Information Privacy Policy, and this form will not be entered into the student's OSR.

Name of Student: _____

Academic Needs:

Does your child have any special academic needs of which we should be aware?

____ Struggles in some specific areas and may need special assistance.

____ Is exceptional in some areas and may need enrichment.

Social Needs and Behavioural Concerns:

Does your child have any special social needs or behavioural concerns?

____ Struggles in some specific areas and may need special guidance.

Behaviours of Note:

Does your child struggle with any of the following behaviours? (Please check any that apply.)

____ shyness

____ temper tantrums

____ swearing or other foul language

____ bullying or threatening

____ acts of physical violence to other children

____ tendency to blame others for difficulties and problems he or she has caused

____ difficulty submitting to authority

Miscellaneous History/Behaviours: (Please check any that apply to your child.)

____ Has attended two or more different schools in the last three years.

____ Has a history of frequent absence from school.

____ Has difficulty making friends or likes to be a "loner."

____ Has had serious disciplinary problems at school or in the community.

____ Has been suspended from school during the past two years.

____ Has been expelled from a school.

____ Has had difficult circumstances at home that affected his or her behaviour.

If you checked any of the above items, or have any other information concerning your child of which we should be aware, please explain and give details (attach a separate page if necessary and attach any documentation or names of references which would be helpful).

I/we certify that we have answered the above questions to the best of our knowledge. I/we respect the right of ICA to decline our enrollment application on the basis of the information provided. I/we will agree to follow any terms of a probationary enrollment if mutually agreed upon during the enrollment process. I/we agree to cooperate with the Staff and/or Principal of ICA in matters of disciplinary action concerning our child.

Signature: _____ Date: _____

Signature: _____ Date: _____

ISSACHAR CHRISTIAN ACADEMY

Philosophy of Education

The basis of the Christian life is the absolute commitment to live a life of obedience to God as He is revealed in the Scriptures and Creation. Scripture teaches the norms for Christian living in the area of education as specified in the principal guidelines of the OACS By-Laws. All educational philosophies are based on fundamental assumptions about human nature. The key ones in our Christian tradition follow:

1) The Child

- a) The primary institutions for the care of children and youth are the home, the church and the school. All of these participate in the mission to promote the Kingdom of God within a specific culture but each of these has a special, essential task as well:
- b) The family nurtures the child as a human being in an environment of intimate love and loyalty.
- c) The church calls each person to a commitment to the true worship of God within the fellowship of faithful believers of all ages and stations in life.
- d) The school instructs the child in preparation for a life of service in society in an environment of love of literacy and respect for knowledge and wisdom.

2) Education

Learning in its various institutional dimensions in the modern world serves to help persons become literate and informed about life and the world but always in different contexts and for different purposes.

3) The School

- a) Schooling is the formal, required, preparatory stage of education which provides the skills, habits, knowledge, attitudes, and commitments necessary for continual learning. The primary focus of the activities of the school is the intellectual development of the child within the world-and-life view and faith of the supporting Christian community for the purpose of stimulating a Christian mind.
- b) The school is a social institution that does enhance and enrich human experience. It is not inherently alienating due to its formal structures.
- c) The teacher is the authorized agent of the school society to direct the child's development in the school. The authority of the teacher is based on both the legal endorsement of the community (Board of Directors) and the existence of professional competence.

4) Social Balance

- a) While the welfare and needs of each individual person are of vital significance to Christian educators, these interests and needs must be balanced by these two norms:
- b) The school is not the only institution responsible for the child and therefore is not responsible for the child's total welfare and development.
- c) The command to love God requires that ultimate allegiance cannot be given to any creature, including oneself. Hence the Christian school encourages the harmonization of the unique individual aspirations of the person with the proper obligations attendant on each citizen.

5) Pedagogical Principles

- a) The student is a person whose primary task is learning and studying in accordance with the official school curriculum.
- b) The Goals and Programs of the school are determined by the Board of Directors as representative of the supporting community. The faculty is expected to implement this in a specific curriculum in accordance with professional standards.

ISSACHAR CHRISTIAN ACADEMY Philosophy of Education (Cont'd)

- c) The word education can be used to denote the general process, either formal or informal, of intentionally changing or attempting to influence a person's mind through selected means of rational persuasion. Learning is a general and natural capacity in all human beings, to consciously change one or many internal states. It is not exclusively related to education.
- d) The basic distinction between nurture and schooling is very significant, but like all paradigms, not simple to explain. The school is characterized by its instructional (pedagogical) intent. The actual student outcomes are important but not definitive of the school as institution.
- e) Teaching (instruction) is the authoritative development of the intellectual functions of the child primarily through controlled, analytical reflection on human experience as mediated through various languages.
- f) The curriculum embodies the image of the educated person. In today's instant, mass society this ideal image should focus on the attitudes and competencies necessary for conserving Christian cultural traditions.
- g) Issachar Christian Academy is currently using an edited Ontario Curriculum which incorporates a biblical world view into each subject area. To better understand the biblical world view please read through Article III and Article IV of the ICA constitution.

I understand the value of Issachar Christian Academy's Philosophy of Education as stated above, and I have read Article III and Article IV of the constitution; I agree that I want my child(ren) to be taught at ICA with this philosophy of education and biblical content implemented into the daily curriculum.

Signature: _____ Date: _____

Signature: _____ Date: _____

Adapted from: Effective Governance for Good Schools – OACS, 2003 p.155-156.

ISSACHAR CHRISTIAN ACADEMY Student Code of Conduct

Love the Lord your God with all your heart and with all your soul. Love him with all your mind and with all your strength.' And here is the second one. 'Love your neighbor as you love yourself.' There is no commandment more important than these." **Mark 12:30,31**

At ICA we want to honor God, our families, and the school in everything we do, the following is a list of rules and guidelines that promotes that ideal.

AS A STUDENT OF ICA I AGREE THAT:

- I am responsible for my own actions and will accept the consequences if I break the rules.
- I will be respectful, both in action and word to all teachers, volunteers, visitors, and students at ICA.
- I will take pride in my school and show respect for all school property and equipment.
- I will keep my hands and feet to myself and respect the personal space and personal property of other students.
- I will come prepared to school and bring everything I need for the school day. I will do my best to have my homework and assignments done and I will be ready to cooperate and work hard.
- I will raise my hand and wait my turn to speak.
- I will do my best to act as a role model for all students, especially the younger children, by showing kindness, gentleness, and a sharing attitude.
- I will dress and speak in a way that honours God, myself, and others.
- I will treat others as I like to be treated. I will not join in any bullying or allow it to happen to others.
 - Bullying includes leaving others out, pushing, spreading gossip, putting others down for any reason, mocking, bossing, name calling, and physical abuse (inappropriate touching, slapping, hitting, shoving).
- I will deal with any conflict without hurting others with my body or my words. I will take space or time to cool down and gain self-control.
- I will continue to be on my best behaviour on the bus and on any school trips.

PROCESS OF DEALING WITH ISSUES

- I understand that I can approach a teacher or volunteer for help in a situation that I am not comfortable in. This is not considered "telling on" or "tattletaling" on others.
- I understand that the staff at ICA will determine the course of action to be taken if I break these rules. If it is serious my parents and the Board may need to be involved.
- I understand that bullying, physical violence, disrespect for authority, vandalism and foul language are serious, inappropriate behaviours and will mean serious consequences, maybe even suspension or expulsion.

I understand and accept that these are good rules that will help keep us safe and happy.

Student's Signature

Date

Parent's Signature

Date

ISSACHAR CHRISTIAN ACADEMY

Administration of Medication Form

To be completed by parent/guardian and returned to the school office before the commencement of administration of prescription medication at **Issachar Christian Academy** (the "School"). This form may be taken off site by any School staff member for field/class trips or special event with Principal's written permission. The School's staff member must complete the Medication Record Form afterwards.

Name of Student: _____ Date of Birth: _____

Health Card # (optional): _____ Grade: _____ Teacher: _____

Name of Parent/Guardian: _____

Address: _____

Home phone: _____ Business phone: _____

Cell Phone: _____

Contact in Case of Emergency:

1. Name: _____ Telephone: _____

2. Name: _____ Telephone: _____

Name of Physician: _____ Telephone: _____

Why is this medication required? (optional)

Special Instructions (storage, training, possible side effects):

Medication Prescribed: _____ Dose: _____

Time of Administration (be specific): _____

Duration of administration (provide dates): _____

Check: Pharmacist's label included Medication information from Pharmacy included

I have read Issachar Christian Academy's Medication Policy. Issachar Christian Academy has been authorized by me to administer prescribed medication to my child under the terms stated in the above-named policy. I release any staff member and the [Name of School] Board of Directors from any legal liability that may result from the administration of medication herewith requested. I will submit a revised form if there are any changes or modifications to the administration of my child's prescribed medication routine.

Signature of Parent/Guardian: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____