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# Parent Handbook 2022-2023



September 2022

Dear Families,

Welcome to a new school year! This handbook serves as a reference of the procedures and expectations at Sonrise. It allows students, parents and teachers to be aware of the routines and expectations of the school and therefore, be able to follow those expectations. In short, this handbook will help you to become familiar with the day-to-day procedures.

It is our goal to partner with you to ensure the success of your child. We want to work with you to encourage effort, perseverance, and growth! If you have any questions, or concerns, please feel free to contact me or any of the staff members at the school.

Thank you for your support of Sonrise and your commitment to Christian Education. It is a privilege to be able to work with your children!

Sincerely,



Sophie Walcott | Principal

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*Section 1: Sunrise Christian Academy*

## Statement of Faith

### 3.1 God

We believe in one God, eternally existent in three persons: Father, Son and Holy Spirit.

### 3.2 The Bible

We believe the Holy Bible to be the inspired, infallible, authoritative and inerrant Word of God.

### 3.3 Christ

We believe in the deity of Jesus Christ, His virgin birth, His sinless life, His miracles, His atoning death for the sins of the world, His bodily resurrection and His ascension to the right hand of God the Father and His future personal return to the world in power and glory.

### 3.4 Salvation

We believe in the regenerative power of the Holy Spirit, for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only God's grace and through faith alone are we saved.

### 3.5 Eternal Life

We believe in the biblical teaching regarding the resurrection of both the saved (the just) and the unsaved (the unjust), the saved to eternal life in fellowship with God, the unsaved to eternal separation from God.

### 3.6 Spiritual Unity

We believe in the spiritual unity of all believers in the Lord Jesus Christ.

### 3.7 Holy Spirit

We believe in the present ministry of the Holy Spirit who enables the Christian to live a Godly life.

## Statement of Core Family Values

1. We believe that human life begins at conception and therefore an unborn child is a fully human person. (Genesis 1:28, Psalm 127:3, Psalm 139, Exodus 20:13).

2. We believe that sexual activity, including but not limited to intercourse, is morally wrong outside of marriage.  
(Ephesians 5:31, 1 Corinthians 6:16-20, 1 Corinthians 7:2).
3. We believe that God's design for marriage is exclusively heterosexual.  
(Romans 1:27, Ephesians 5:31)
4. We believe that promoting or encouraging hatred against any individual or group is incompatible with the teachings of Christianity and is unacceptable in our school. (1 Corinthians 13, Galatians 5:22).

### The Organization

Sonrise Christian Academy was founded in 1986 by members of the First Baptist Church, in Picton, with a goal to give parents an alternative form of education for their children and to minister to the children of Prince Edward County. Sonrise is now a member of Edvance Christian School Association and is an associate member of the Council of Canadian Christian Charities. The school first operated in the church building on King Street, but as interest grew throughout the wider Christian community, the need was soon obvious for alternate accommodations.

With generous financial support and tireless efforts of numerous dedicated individuals, the current property at 58 Johnson Street was purchased. By September 1992 the first classes were held in the new building and enrolment began to increase. Since its development in 1986, the school has matured. It has been the beneficiary of several supportive denominations in the local Christian community.

The board typically consists of members of those various denominations. The board has between five and eleven non-paid members, including the chairman as a non-voting arbitrator. The principal attends all board meetings but holds no voting privileges. Members are recommended from among the parents and Christian community at large and elected to sit on the board for four-year terms. The board functions according to an established Constitution, develops policies and is responsible through its representatives for the daily functioning of the school.

The board meets every month at the school to discuss and conduct the official business of the school. Parents wishing to make a presentation before the board for any reason may ask to be added to the meeting agenda by notifying the board chairperson in writing seven days before its next scheduled meeting date. Contact the school's general office secretary for upcoming dates.

The Academy's Constitution and By-Laws and Policies and Procedures are available upon request and we encourage you to familiarize yourself with it in further detail. Within

that manual are disciplines by which everyone associated with Sonrise, including volunteers, students and parents, are expected to abide. The principal is charged with the daily administration of those policies. Professionally reviewed financial reports can be made available following their approval at the board meeting in which they are presented. During the school year, finances are reviewed at the monthly board meetings. Financial inquiries can be directed to the Treasurer.

At Sonrise, it being a privately-funded school, tuition is a two-part obligation: time and money. Each parent is expected to put his/her heart and soul into the life of the school and endeavour to participate fully to the best of his/her ability.

### Mission:

To provide a nurturing, Christ-centred learning environment, based on a relationship with God and the truths of His word, that allow children to grow to their full potential both academically and spiritually. Equipping these students through the guidance of the Holy Spirit with the knowledge, skills and integrity of heart needed to make a difference in the world for the Kingdom of God.

The purpose of Sonrise is to provide a traditional course of study for its students, based on the truth of God's Word. We believe that the Holy Bible is the inspired Word of God and its principles should be the basis for educating children.

The school is dedicated to serving and honouring Christ. Sonrise, working together with the family, strives to meet the children's needs academically, spiritually, socially and emotionally.

### School Core Values

- Treating all children with love, dignity and respect
- Offering excellence in education with unique opportunities in music, drama and sports
- Establishing a family-life atmosphere
- Maintaining small class sizes
- Evangelizing through relationships
- Working towards being Christ-like in everything we say and do
- Impacting the world, one child at a time

### Teaching Staff

Each teacher is a dedicated believer in Christ and is committed to our Statement of Faith and Statement of Core Family Values. The staff is committed to: bringing each student to a personal relationship with Christ, offering an outstanding academic program that challenges all students across the curriculum and assisting the children in developing the skills needed to serve for a lifetime. Teachers regularly participate in professional development conferences and course upgrades.

## *Section 2: Admissions and Tuition Policies*

### Admissions Policy

#### I. Purpose

This policy has been developed to:

- Help maintain the Christian integrity of instruction and leadership.
- To ensure a high level of involvement and support from the home with the educational programs and activities of the school.
- To ensure that every student is placed in the most appropriate learning environment.

#### II. Policy Statement

Sonrise Christian Academy will admit students whose parents desire a Biblically-based, Christ-centred education. Sonrise must be able to meet the spiritual, academic, emotional, social, and physical needs of the students applying for admissions.

#### III. Eligibility

1. Parents/ guardians must agree to support the Mission and purpose of the school.
2. A child may be enrolled in the Junior Kindergarten program if he/she has reached the age of 4 on or before December 31 of the year of entry to the program. A child may be enrolled in the Senior Kindergarten program if he/she has reached the age of 5 on or before December 31 of the year of entry to the program. A child may be enrolled in the Grade One program that has reached the age of 6 on or before December 31 of the year of entry to the program.
3. In the case of a child with exceptional needs (physical, social, behavioural, mental, emotional, or psychological) the parents/guardians and the principal shall agree on how the school will best attempt to meet the needs of the child. The family will provide any testing or medical reports indicating the exceptional needs. If there are exceptional, unusual or extraordinary needs beyond the scope of our current resource and classroom program, the principal, shall activate an admissions committee to assist and advise regarding the admissions of the child. If after this meeting the committee feels

that the enrollment of a child would place undue strain on the school's existing personnel and/or facilities, the committee shall retain the right to deny admission and will advise the Board of the decision.

4. Parents/guardians accept the financial obligations of enrolling their child(ren) at Sonrise Christian Academy.

5. No child shall be excluded from enrollment at Sonrise Christian Academy on the grounds of race, colour, gender, sexual orientation, or national origin.

6. The Board reserves the right to withhold or withdraw enrollment privileges for any of the following reasons:

- When the available facilities are filled and class sizes have reached their maximum according to the classroom size policy
- When the student's needs could not be met by the current staff and/or facilities
- When a student is to be suspended/expelled for gross misbehaviour as outlined in the school's discipline policy
- Lack of financial support
- Lack of support for the work of the school

### Part-time Homeschool Admissions

Currently, Sonrise accepts students on a part-time basis in our Homeschool Program. Families follow the same Registration and Admissions Policy as full-time students. New families enrolling part time will not be guaranteed enrollment until September 1<sup>st</sup>.

### Re-enrollment

Parents will receive a re-enrolment package each spring to fill in for the upcoming school year. A \$250 non-refundable deposit is required to ensure a student's name is registered for the upcoming year.

Students who have been the subject of prior disciplinary actions or dismissal will be required to reapply for enrollment through the same process as new registrants.

### Fees and Tuition

Tuition fees for the upcoming school year will be communicated to all parents by the end of the present school year. Please contact the school office if you require the rates for the current school year. There are some extracurricular activities that may require an additional fee for participation. Such events may include special excursions, the annual school ski trip, and the grade 8 graduation trip.

At Sonrise, we consider tuition two-parts: Time and Money.

Although fees make up the largest part of the school's revenue, donations and fundraising play an important role, as well. The school being a parent-run operation, each one is expected to contribute wholly to the efforts required in various fundraising activities and / or cost-reducing measures. Apart from the fact that higher fundraising revenues reduce tuition fees, they lower the "cost-per-student" ratio which provides for a greater tax-deductible receipt for each tuition payer at year end.

In the event that a student is removed from enrolment at Sonrise for any reason, certain payments may be refunded to the payer. The balance of payment for tuition beyond the month or any part of a month that the student was in attendance with the Academy, will be refunded, less a \$175 charge for curriculum material and supplies. No refunds will be given for contributions for which an official charitable tax receipt has been issued.

### Payment

Tuition payments may be made at the school office. Parents are required to sign a Tuition Promissory Note and to provide payment based on the options provided.

For those with unusual financial circumstances, other payment options may be discussed with the treasurer, but will require finance committee approval. Feel free to contact the treasurer at any time to discuss your financial situation.

For families with extenuating financial circumstances,, a Tuition Assistance Program is available. When applying for enrollment, those parents seeking assistance are asked to make this fact known. Full disclosure of the applicant's financial situation will be required, using the online FAST program. Once the admissions process has been completed, an additional meeting may be required to discuss the details of your request to qualify.

Families with tuition arrears of two months or more shall receive written notification of the situation. Failure to arrange a payment plan or correct the deficiency within ten (10) school days of the date of notification will be cause for indefinite suspension of their child(ren) with a referral to the Finance Committee.

If your financial status changes throughout the year, please inform the school treasurer.

### Charitable Tax Receipts

Sonrise Christian Academy is Charitable Corporation number 701-750, registered under the laws of the Province of Ontario since October 2, 1987. [Sonrise was also registered with the Ontario Ministry of Finance as an "Equity in Education Tax Credit School" under its Ministry of Education registration number, 888-702, and issue(d) tuition receipts once annually following December 31st.] \* Its Federal charitable registration number is 11915-6347-RR0001 and issues charitable tax receipts once per year following December.

Outright monetary donations are fully receiptable. Contributions to which a certain condition applies only receive a receipt to which conditions apply. Tuition and some other payments, therefore, may be treated differently. Due to the service that is provided in exchange for tuition payments, only the portion which exceeds the established "Cost per Student" value (C/S) is tax receiptable. This C/S value is determined by a complex calculation after the school's fiscal year end and applied to all tuition paid during the calendar year.

### *Section 3: Academics*

#### Curriculum

At Sonrise Christian Academy, all curriculum is taught from a Biblical worldview. The truth as found in God's word is the foundation in which all subjects are taught. As our mission statement states: we aim to provide students *with the knowledge, skills, and integrity of heart needed to make a difference in the world for the kingdom of God.*

Many of our textbooks used are from Christian publishing companies. It is our ongoing goal to match or exceed the content and expectations of the Ontario Ministry of Education guidelines.

If you require further information on specific curriculum areas, we invite you to contact the office or speak with the principal directly.

#### Assessment and Reporting

Report cards are the official means of communicating student progress. Report cards are the final term mark earned by evaluating tests, quizzes, notebooks, projects, participation and many other formal and informal assignments. Formal reporting occurs three times per year in a report card format.

#### Homework

Homework plays a vital role in the attainment of good progress. It is necessary to learn how to work and study effectively. Teachers will assign homework when the need exists and as it supports and reinforces what is being studied. It is not intended to be excessive and is given for a specific purpose. Please talk to your child's teacher if you have any homework concerns.

#### Special Needs

Sonrise Christian Academy unfortunately does not have the staff nor facilities to meet the needs of all children. Classroom teachers may modify the program to meet the unique learning needs of some children, however there are some needs (physical, learning or behavioural) which cannot be managed by the school due to limited resources. Unfortunately, as a result of our private school status, Sonrise Christian Academy is not eligible to receive government funding for any testing, support, or educational assistants. When needs are present, parents may use resources such as their

family doctor, the health unit, or a child development centre. Any costs associated with obtaining these services would be the responsibility of the parents. (Parents need to be aware that the earlier the intervention, the more successful the remediation. Preschool intervention is ideal).

### Physical Education

All students have physical education classes at least twice per week. Outdoor activities will be held on school property, weather permitting. Students are asked to ensure they have proper running shoes for all physical education classes.

As an extension of the physical education component of the curriculum, the school also participates in skating and bowling periodically throughout the school year. All students are expected to participate in each of these activities.

### Extra Curricular Opportunities

Athletics

- Students in grades 4– 6 have the opportunity to compete in Christian School Tournaments.
- All students also participate in the yearly Christian school track and field event.

### Chapels

Chapels are held once a week and are a vital part of our weekly schedule. The program is as varied as possible to minister to the needs of all students.

## *Section 4: Communication*

### Parent – Teacher Contact

As a parent, if you have any questions or concerns we strongly encourage you to talk directly to the teacher. You can leave a message for a teacher any time at the school and the teacher will return your call promptly. You may also email your child's teacher to work through any concerns or clarification that you may desire.

### Newsletters

Every Monday, a newsletter is emailed home. The purpose of the newsletter is to keep parents informed of special activities, upcoming events, homework and general information of the school. Please read the weekly memo carefully.

### Parental Concerns

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

partnership with the home. Parents have the right to speak up when they have a question or are concerned about a matter that affects their child. It is understood that parents have the responsibility to be the long-term advocate for their child. To ensure a fair process that will lead to a quick and peaceful solution, we wish to outline the appropriate action when a difference occurs between parents and teachers about the education of a specific child enrolled in the school.

*We believe it is in the best interest of all to follow the guidance of Jesus given in Matthew 18. The following procedures will serve to this end:*

1. Acquaint yourself with the problem situation well. Gather the information from your own child to get a clear and fair picture as you perceive it. Avoid an immediate, impulsive, possibly angry response.
2. Discuss the issue discreetly with the staff member closest to the issue. Call or meet with that teacher to share your side of the story. Be prepared for a discussion, an alternate version, and an amicable effort to seek a solution. If the problem is accurate, insist on a plan of action for change.
3. Should this fail to reach a satisfactory conclusion, request a meeting to discuss the issue with the principal who will look into the matter promptly.
4. As a measure of last resort, make a request to have the issue presented to the Board at the earliest possible board meeting.

We wish to encourage you to express your concerns. There should be no fear of negative consequences. It is understood that at every level, every reasonable effort will be made to resolve the issue as quickly and effectively as possible.

### **Social Media**

Parents and students are asked to please use discretion and wisdom when posting items related to students and the school on social media sites. All postings reflect back to the school either positively or negatively.

## *Section 5: Behavioural Standards*

### **Student Behaviour Expectations**

Relationship with God:

- We will speak of God in respectful ways

- We will encourage a close relationship with God in others as well as ourselves through Bible reading, prayer, and sharing

#### Relationship with those in Authority:

- We will be respectful in our thoughts, words and actions
- We will be obedient to those in authority over us

#### Relationship with Peers:

- We will be respectful of all other students
- We will address each other properly and not resort to name calling, swearing, or dirty language towards each other
- We will encourage others and ensure that they feel included
- We will respect each other's property and personal belongings
- We will respect each other's privacy and personal space
- We will learn to apologize and seek forgiveness when we have hurt others

#### Relationship with School Property:

- We will respect school property. This includes furniture, books, equipment and building
- We will report any damage done and volunteer to pay for damages if we are responsible
- We will do our part and be responsible to keep our school and playground clean

#### Playground Rules and Expectations:

- Be responsible and return all sports equipment so it is ready for the next break.
- Stay on the school property. If you need to retrieve a ball from over the fence or parking lot, ask a teacher for permission first.
- Bicycles are great exercise and a great way to get to school. Remember to keep them parked during recesses.
- Give everyone space to play safely on the playground structure.
- Respect people's personal space; keep hands and feet to yourself.
- The stones, sand, mulch and snow are to stay on the ground.
- Listen and respect someone's "Stop!" or "No".
- Be a leader and a friend; invite others to join your game.
- Respect the rules, be competitive and fair.
- Be courageous; be a playground protector.
- No sports equipment before and after school.

### Discipline

#### Teaching, Training, Discipling, and Accountability

It is our desire that, through discipline, students will be encouraged to follow obediently the way of our Lord Jesus Christ. We feel this goal is met when a student is able to have

an attitude of obedience to the commandments of the Lord. This will yield both spiritual and practical rewards.

Sonrise maintains standards of behaviour in the classroom and on the playground with an attitude of kindness, Christian love, and a genuine regard for the student.

We believe that a discipline policy must be based on love. The procedures are designed to curb the undesirable tendencies that hinder the learning process. The discipline will not destroy their self-respect, as angry or humiliating punishments do, but it will encourage them to take their God-given call more seriously. After loving correction, a child will feel better about himself and learn self-control and respect for others.

The first two components of our discipline strategy of teaching and training are preventative in nature. The second two components of discipling and accountability are corrective.

#### 1. Teaching

The first component of our discipline policy is in teaching students the standards of behaviour. Students will be taught, “The Student Behaviour” expectations as outlined in the parent handbook and posted around the school. The teaching of proper behaviours, expectations and attitudes are also taught as part of our Bible curriculum, devotions, and weekly chapel messages.

#### 2. Training

The second component is in training. In the first two weeks of school students will be trained in and practice routines and protocol for different situations in the school day. This training includes classroom, hallways, washrooms, and playground expectations.

#### 3. Discipling

When students do step out of the standards of behaviour, they will be corrected and discuss their actions with either the teacher or the principal. In the discussion students will be asked to look at the consequences of their actions and how their actions have impacted their classmates, teachers, and the entire school atmosphere. In the discipling process students will also be asked to consider how they can handle the situation differently in the future, and to take the necessary action to seek forgiveness for their actions.

#### 4. Accountability

There is a place where students need to be accountable for their actions and parents need to be informed in order to reinforce the standards of behaviour expected at

the school. When inappropriate minor behaviours takes place a student will be issued a "Student Accountability Report." This report is sent home and needs to be returned to school the next day signed by a parent or guardian. When students have been issued 3 reports within one term they will be assigned a one day in school suspension from 8:30 – 3:45. If a student is assigned a 4<sup>th</sup> report they will be assigned a 2 day suspension and will be required to attend a meeting with their parents and the principal before returning to class.

The principal maintains the right to issue an automatic 1 to 3 day suspension at any time if the behaviour exhibited is of a severe nature that it goes beyond a minor discipline offense. Full dismissal is the final remedy for all disciplinary infractions.

The personal activities of any individual directly associated with the Academy, may attract disciplinary action. Any such activity which, in the opinion of the Board, contravenes Biblical principles, poses a threat to the integrity of Christian behaviour or the safety and security of others, will be condemned. Any such activity which jeopardizes the ability of the Academy or its representatives from effectively fulfilling their obligations will be dealt with swiftly and in accordance with school policy. Disciplinary action for such improper activity is at the sole discretion of the Board in due course and may include severing all forms of connection to any of the parties involved.

### **Bullying Procedures**

It is the desire of all associated with Sunrise Christian Academy that all students have the opportunity to learn in an environment that promotes healthy relationships and where all students feel safe enough to take the risks necessary for successful learning. It is with that desire in place that the school has established the following bullying procedures and action plan. The procedures for addressing bullying work in conjunction with the school discipline policy of teaching, training, discipling, and accountability.

#### **Definition of Bullying:**

Bullying is typically a form of repeated, persistent and aggressive behavior directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived in power imbalance.

#### **Bullying Prevention Action Plan (Teaching, Training):**

##### **A. Giving Students and Families A Voice**

- ❖ Throughout the year each class will have class meetings in order to express concerns (bullying or otherwise) and present ideas for ways to make our school better.

## B. Teaching of Students

- ❖ Healthy relationships and bullying awareness will be taught as part of the Health curriculum. The use of Bible verses, storybooks, multimedia presentations, and role play and discussion will teach and model to students how to treat each other with respect.
- ❖ As a school, we will provide and teach Biblical instruction on healthy relationships and character development through morning devotions, memory work, Bible class and chapel assemblies on an ongoing basis.

### **Bullying Intervention Action Plan (Discipling and Accountability):**

- ❖ When an incident of bullying is reported or comes to the attention of a teacher, the teacher's first response is to advise the principal. All teachers will then be advised to ensure diligence and consistency in monitoring the situation.
- ❖ The use of school incident reports and accountability reporting system under the school discipline policy will be put in place for specific acts.
- ❖ Parents of all students involved will be contacted.
- ❖ Students will be disciplined towards changing behaviours etc and, if deemed necessary, will be recommended to receive further support or counseling from other agencies or resources.
- ❖ Full dismissal is the final remedy for all disciplinary issues.

### **Dress Code**

#### **Dress Expectations**

Choice of clothing should create a positive image and reflect that students have a healthy respect for themselves and a respect for others. In any dress code there will inevitably be disagreements over interpretation. The intent is to create a look which is appropriate for fostering a positive learning environment which is edifying to Christ. It will, ultimately, be the responsibility of the homeroom teacher in consultation with the principal to evaluate the acceptability of the clothing being worn by students.

#### **1.) Clothing and style of dress should promote a positive image.**

a. Therefore all clothing worn should be neat, clean and in good condition.

b. Therefore articles of clothing and jewelry are not to promote drugs, alcohol, disrespect, racism, hate or violence, be suggestive in nature or promote any anti-Christian values.

**2.) Clothing items should not inappropriately reveal the body or draw attention to one's body.**

a. Therefore midriff baring tops, halter tops, tube tops, spaghetti strap tops or see-through material that is not layered appropriately are not acceptable at school.

b. Shorts, skirts, dresses and skorts are required to be mid-thigh length. When in doubt, the following test should be used: when standing, fingertips should not touch skin on thigh.

c. Avoid clothing that is excessively tight or contour revealing, layer clothing as necessary.

d. Underwear should be fully covered by outer clothing. (Ensure wide shoulder straps and layer clothing as necessary.)

e. Pants should not be worn much lower than the waist and no writing must be across the buttocks so as not to draw unnecessary attention.

**3.) Clothing needs to ensure the safety of all students at all times.**

a. Therefore, shoes are to be worn at all times.

b. Therefore, while jewellery is permitted at school, students may be asked to remove it for safety purposes during physical activities. Anything worn should be discrete and close fitting to avoid the possibility of injury to one's self or others. As with clothing, no symbols that refer to anti-Christian values are permitted.

**Weapons**

Whether real or imitation, pocket knives, guns, weapons and toys of violence are not permitted at school.

## *Section 6: Attendance*

### **Absence - Sickness or Vacation Withdrawal**

If your child will be late or absent for the day, please notify the school before 8:45 a.m. This procedure will assure the safety of your child. To be sure the child is at home, the office will attempt to contact the parents if no call was received.

Sonrise Christian Academy supports the statement contained in Ontario's Education Act that declares that all children between the ages of 6 to 18 are to attend school each day. However, we acknowledge that there are times when parents make decisions to withdraw students for a period of time for vacations. Sonrise Christian Academy cannot accept any responsibility for a student's academic achievement for withdrawal for vacation reasons. If parents feel it is important to take their child(ren) out of school for a vacation, they are urged to make it as much of an educational experience as possible.

Guidelines

The following guidelines are to ensure understanding of parents and students of their responsibilities due to vacation absences:

1. Please approach the teacher(s) well in advance of the proposed vacation and request additional assignments and make-up work for the absent time. This request, where possible, will be obliged by the staff members.
2. Assignments, notes, projects, given during the absence period are the responsibility of the student to complete promptly upon return to the regular classes. A reasonable time for due dates will be set by the teacher.
3. Tests and quizzes missed during the vacation absence are the responsibility of the student. Upon return, the student must promptly notify the teacher(s) as to their availability for a possible make up test. Neglecting to ensure prompt discussion with the teacher(s) may result in a zero mark.

The above considerations, properly attended to, will prevent possible disruption to the class as a whole and will help ensure the student's academic progress and the development of individual responsibility. It must be noted that all teachers involved in the student's program must be notified - not just the homeroom teacher.

### **Morning Arrival at School**

Morning supervision begins at 8:30. All students are expected to be at school by 8:40 to be prepared for a prompt 8:45 start time. Students are not to enter the building early without a teacher's permission. In cases of inclement weather, students will be allowed to enter the school early.

### **Late Arrival**

Prompt arrival by all students at school is necessary to ensure a good start to the school day. Students should be at school by the morning 8:40 line up. Any student not in their classroom by 8:45 is considered late and will be required to sign in at the office. When

students arrive late, it impacts the morning routine for all students in the classroom. When there is a late arrival, please sign in at the office. Families with repeated unexcused lates will be contacted to address the situation.

### Early Dismissal

The office must be informed if students require early dismissal for any reason. If parents need to pick up a child because of a last-minute appointment, we ask that you please call the school in advance. Parents should avoid “showing up” to take a child early, unless it is for a family emergency. If a student becomes ill or is seriously injured during the day, the parent will be contacted. Each student leaving early is required to have a parent or guardian sign them out.

### Daily Pick-up

Dismissal at the end of the day is not considered an extra recess and therefore students will be required to wait outside in a designated area so that they are ready for pick up as their parent arrives. As long as students are on school property, they need to follow the behavioural expectations of the school.

### Inclement Weather

The decision to cancel school due to inclement weather will be made by 7:00 in the morning. This is an independent decision made separately from the decision of Tri-Board Transportation to cancel buses in our area. A school cancellation means that the school will remain closed and no classes will be held for the day.

Parents will be notified via email, Facebook and Instagram postings and Remind text. As a parent, if you feel that the weather and road conditions are dangerous in your area, please keep your children at home. Your family’s safety is the greatest priority.

## *Section 7: Health and Safety*

### Allergies

Please advise the principal immediately of any allergies and accommodations will be made accordingly. Sonrise Christian Academy recognizes that some students are at risk to experience severe allergic reactions to common allergens. While we cannot guarantee an allergen-free environment, we shall make every reasonable effort to reduce the risk of exposure to anaphylactic causative agents in the school when we have identified students.

### Banned Substances

Alcoholic beverages, illegal drugs, drug paraphernalia, banned substances or smoking materials of any kind are not permitted on school property.

### Emergency Evacuation

In the event of an emergency evacuation of the school, we will walk the students to Pure County Bottled Water, directly across Johnson Street. Families will be notified through the Remind app and given necessary instructions. If for any reason Pure County Bottled Water is not available as an evacuation point, The Salvation Army Community Church is our alternative evacuation point.

### Extreme Temperatures

During the winter we do have times of extreme cold temperatures. We ask that you please ensure your children come to school dressed warmly, being able to cover all exposed skin: insulated boots, winter weight coats, mittens, hats, and neck warmers.

The school will reduce the amount of time children spend outdoors when the temperature is -20 degrees Celsius or colder (with or without the wind chill). We will keep children indoors when the temperature is -25 degrees Celsius or colder (with or without wind chill).

Some medical conditions may increase sensitivity to cold for some students; parents should inform the teacher if this is the case. Teachers will allow indoor breaks if children say they are feeling cold or during extreme temperatures.

### Fire Drills

Ontario regulations require that all schools have at least six fire drills each year. Fire drills may take place with full school warning, with limited warning or with no warning. Local fire officials conduct random checks as to compliance with fire regulations.

### Head Lice

Head lice outbreaks can be a reoccurring problem. Eradicating head lice, once encountered, comes at a considerable cost, inconvenience and effort for all involved. Parents must inform the school if head lice have been detected. Out of consideration for our school community we require the following actions when head lice are encountered.

If lice are found during screening, the student's parents will be alerted to the presence of lice. The parent will be asked to start a proper lice treatment on their child right away to prevent any further spread. It will be the responsibility of the parent of any affected child to administer the appropriate lice killing shampoo and/or treatment plan for the removal of nits. The administrator may direct the parent to resources that are available for the treatment of head lice. Weekly screening will be introduced to all classrooms in the school. The child will be checked on return to school, to ensure all nits are removed. Parents are required to accompany their child into the school and to remain in the school until the child's hair has been checked. If more nits are found the child must return home until he/she is nit free. This clear, firm, "no-nit" policy will help prevent transmission and re-infestation, reducing need for more treatment.

The primary responsibility of the school is to identify cases as early as possible to prevent epidemics and reduce absenteeism. Parents and children should be reassured that all members of society are susceptible to head lice. While inattentive hygiene may prolong an infestation, regular shampooing does not prevent it.

As a precaution, children are always encouraged to keep hats and scarves in the sleeves of their jackets and will be discouraged from sharing combs or headwear and a prevention, regardless if lice or nits have been discovered in the school. The school will seek to centre on prevention of the spread of head lice.

### Medication

Children requiring medication for illness must keep those medicines at the office. No medication is to be administered while under the charge of school authorities without staff supervision and written parental permission. These procedures must be pre arranged through the principal.

### Volunteer Position of Trust Police Checks

All volunteers who will be in a position of trust over children are required to have an Ontario Provincial Police Check as well as a Vulnerable Sector Check completed every 5 years. The paperwork is available from the school office but needs to be taken into the police department by the individual. Any parent or person wanting to drive or volunteer as a supervisor in a position of trust on a school excursion will need to have one completed before being allowed to attend.

### Sickness

Students experiencing any form of sickness which may be spread to others are to be kept home until their condition improves and there is no chance of spreading the illness to others. Not only can students not work well when they are sick, but they may spread the illness to teachers and students. When a child is kept home, the parent is asked to advise the school office of the situation so that the teacher may be kept informed. School work may be sent home if necessary.

It is sometimes difficult as a parent to decide when to keep a child at home or when to send them to school. It is difficult to give exact criteria because each child and each illness is different. However, listed below are some general guidelines to help in the decision making process. If you are still uncertain you can contact your local doctor or the Health Unit.

- 1. Children should be fever free for 24 hours.** A child should be fever free without the assistance of medication for 24 hours before returning to school.
- 2. A child should be free of vomiting/diarrhea for 24 hours before returning to school.** A child who has been ill during the night may feel slightly better in the morning and even ask to go to school. However, the child will likely experience symptoms of illness later, will also be tired from loss of sleep, and may still be contagious to other children.
- 3. A child with thick or constant nasal discharge should remain home.** Very few

younger children can effectively blow their noses and wash their hands afterwards. A child with the above symptoms may quickly spread the illness to other children.

**4. A child diagnosed with strep throat/scarlet fever should remain home for the first 24 hours of antibiotic treatment.** A child remains contagious until he/she has been on antibiotics for 24 hours.

**5. A child diagnosed with conjunctivitis (pink eye) may attend school after 24 hours of treatment.** There should also not be any drainage from the eyes.

### Student Safety

Personal safety is our first and foremost concern. Sonrise has adopted a zero tolerance policy toward abuse or violence, and particularly sexual abuse. Accusations will be dealt with swiftly and seriously. When it is deemed appropriate, police and other authorities will be contacted. Provincial laws require professionals who are in the care of children on a regular basis to be observant of behavioural patterns which may indicate the presence of an environment of abuse or neglect. Such suspicions must be reported to those authorities having jurisdiction.

Personal security is important to everyone. If parents have special needs concerning the security of their child(ren), they should be addressed to the principal at the earliest possible opportunity. Communication with school staff is critical so parents are encouraged to keep those lines open.

## *Section 8: Miscellaneous*

### Bicycles

For safety reasons, students travelling on bikes must adhere to the provincial road laws. Bicycle helmets are needed as they are required by law. Students riding their bicycles are required to walk beside their bicycles while they are on school property.

### Computer Use/ Acceptable Use Policy

Students are to use school chromebooks and tablets for educational purposes only and only under the direction and supervision of a teacher. Students are only to access Internet sites and to use tablet applications approved by their teacher and are responsible to follow the school's Acceptable Use Policy at all times. The school's full Acceptable Use Policy is in Section 10 of this document.

### Electronic Devices

Students will keep personally-owned devices (including laptops, tablets, smart phones, cell phones etc.) turned off and put away during school hours-unless in the event of an emergency or as instructed by a teacher or staff for educational purposes. Students

bringing these items to school do so at their own risk and the school will not be held responsible for any loss or damage that may occur.

With prior permission, a student may bring a device on a school field trip. The use of this device is still at the discretion of the supervising teacher. If the device is being misused, is a distraction to the activity at hand, or limiting a student's full involvement the teacher has the right to ask the student to turn it off or to temporarily remove it from the student. Once again students are reminded that bringing in these devices from home does so at their own discretion and risk and the school will not be responsible for lost or damaged items.

### Games/Toys/Balls

Students who bring any games/toys/ balls/ equipment will be responsible for their safekeeping. The school is not responsible for lost or stolen articles. Please label all articles, as unmarked items may become the property of the school.

### Hot Lunches

Hot lunch is offered on Mondays by parent volunteers. Please check monthly calendars for the menu. There is a basic charge for this each week and orders should be paid for and placed with the school secretary in advance. Families have the option of setting up a lunch account at the office, and avoid having to send money in on a weekly basis. If applicable, any funds raised through the hot lunch program will be put towards fundraising initiatives of the school at the discretion of the principal.

### Lunches/ Nutrition Breaks

Since we are on a balanced school day schedule, parents are asked to provide lunches suitable for eating at two lunch periods. All students are required to eat lunch in their own classrooms.

- To ensure a continually safe classroom, we ask that no glass containers be included with lunches.
- Microwave use is available for students in grades 1 to 6. Microwave use should be used for warming food up only and not for cooking food. Please do not send frozen microwaveable food items to school, unless you precook it at home and you are simply reheating it at school. At school, cooking them from frozen is too time consuming for the amount of time that students are given for eating their food each day.
- Students may not use the microwave for microwave popcorn bags.
- Please pack lunches that promote nutritious/healthy eating that will ensure your child best success at school.

### **Litter Free Lunches**

In order to be environmentally and financially responsible, we ask that as much as possible you pack and plan litter free lunches. Whenever possible we ask that you pack lunches in plastic containers that can be taken home and reused again.

### **Parking Lot Safety**

It is the responsibility of all to ensure the safety of all students in the parking lot. Please enter and leave the parking lot slowly and attentively. Parents of jk/sk students are asked to walk their children across the gravel parts of the parking lot to the pavement. Please remind your children to walk when in the parking lot, as it is safer than running in the parking lot.

### **Personal Changes**

Parents are asked to contact the school office should their personal information change at any time during the year to ensure that our records are up to date.

At times in our lives unfortunate circumstances cause difficulties in so many areas, often with a direct effect on our children. Parents who experience any significant change in their personal situations are encouraged to meet with the principal in order to keep the school informed. All information of a personal nature is kept in strict confidence.

### **Use of Telephones**

Students will not be allowed to use the school telephone unless it is urgent. All requests will be evaluated by the office administrator/teacher. Students are not allowed to make calls to bring a friend home or to go home with a friend. Matters of this nature must be cleared with the parents the night before.

## **Section 9: Part-Time and Homeschool Information**

The typical process applies:

- Interview process and admissions interview with the principal are required before enrollment.
- Families must sign the Statement of Faith and Statement of Core Family Values before children will be admitted.
- Students are required to have the proper immunization as required from the Health Unit.
- If students are enrolling from a previous school, we will be requesting their OSR.

It is the parents' responsibility to inform the local school board in writing of their intent to homeschool their children. (A sample form is available from the Ministry of Educations' website at <http://www.edu.gov.on.ca/extra/eng/ppm/131.html>)

### **Tuition**

All prices include resources for the classes (some additional school supplies may be required to be purchased).

Tuition rates are reviewed annually and are therefore subject to change annually.

## Program

Homeschool students are invited to participate in the school's extra-curricular activities as an extension of the homeschool curriculum.

- Homeschool students are invited to join the entire school and individual classes in extracurricular activities. This may include but is not exclusive to skating, bowling, cross country and track and field.
- In the junior grades, homeschool students are welcome to try out and join our sports teams.

## Field Trips

For field trips we are unable to guarantee that we will be able to provide transportation. Full time students will be given priority. Parents may need to provide their own transportation for their children.

## Reporting

- We will provide report cards on the same schedule as our full-time students.
- Certificates will be awarded at the completion of the course at our Year- End School Graduation and Celebration.

## Family Participation

- Parents are asked to attend parent meetings.
- Families are encouraged and invited to participate in all activities involving the life of the school.

## *Section 10: Acceptable Use Policy*

### Introduction

Sonrise Christian Academy recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, we provide access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviours that users are expected to follow when using school technologies or when using personally-owned devices on the school property.

- The Sonrise Christian Academy network is intended for educational purposes.

- All activity over the network may be monitored and retained.
- Students are expected to follow the same rules for good behaviour and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Sonrise Christian Academy makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the network or other technologies are expected to alert the principal immediately of any concerns for safety or security.

### Technologies Covered

Sonrise Christian Academy may provide Internet access, mobile computers or devices, online collaboration capabilities, and more.

As new technologies emerge, Sonrise Christian Academy will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

### Usage Policies

All technologies provided by the school are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

### Web Access

Sonrise Christian Academy provides its users with access to the Internet, including web sites, resources, content, and online tools. Web browsing may be monitored and web activity records may be retained indefinitely.

### Email

All students and staff provided with the responsibility of email accounts should utilize it with care. Users should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as needed for educational, learning or administrative purposes.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

## Social/Web 2.0/Collaborative Content

Recognizing the benefits collaboration brings to education, Sonrise Christian Academy may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

## Personally-Owned Devices Policy

It is school policy that students will keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours-unless in the event of an emergency or as instructed by a teacher or staff for educational purposes. Students bringing these items to school do so at their own risk and the school will not be held responsible for any loss or damage that may occur.

## Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If you believe a school computer or mobile device you are using might be infected with a virus, please contact the principal. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

## Downloads

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from the principal or other staff member.

You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

## Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there-and can sometimes be shared and spread in ways you never intended.

### Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

### Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.

Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

### Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviours, or any only e activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

### Examples of Acceptable Use

I will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behaviour online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.

- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

### Examples of Unacceptable Use

I will not:

- Use school technologies in a way that could be harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures.
- Alter any of the settings on the computer
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

### Limitation of Liability

Sonrise Christian Academy will not be responsible for damage or harm to persons, files, data, or hardware. Sonrise Christian Academy will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

### Violations of this Acceptable Use Policy

- Violations of this policy may have disciplinary repercussions, including:
- Suspension of network, technology, or computer privileges
- Notification to parents and the issuance of a student accountability report
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

## Section 11 Abuse Prevention Policy

It is a privilege to have the opportunity to be involved in Christian ministry. However, with this privilege comes responsibility for all involved to ensure that all children are safe and are treated with care, dignity, and respect. Our desire is to prevent any abusive behaviour from occurring, and to do all that is possible to avoid false allegations from being made. This policy covers all those in a position of authority at the school including staff and volunteers.

### Section 1: Understanding Child Abuse

#### *Definition of Abuse*

It is critical for us to have a clear understanding of abuse, to be familiar with the definitions used when referring to it.

“Child abuse refers to an act committed by a parent, caregiver or person in a position of trust (even though he/she may not care for the child on a daily basis) which is not accidental and which harms or threatens to harm a child’s physical or mental health, or a child’s welfare.” (Faith Trust Institute, 2006)

Abuse is categorized as being physical, sexual, or emotional, involving neglect, harassment, improper touching and improper discipline.

Abusers can be family members, friends, staff or individuals in positions of trust or authority.

#### *Physical Abuse*

“Physical abuse is any deliberate physical force or action that results, or could result, in injury to a child. It can include punching, slapping, beating, shaking, burning, biting or throwing a child. It is different than what is considered reasonable discipline.” (The Children’s Aid Society of London and Middlesex, 2007)

#### *Sexual Abuse*

“Sexual abuse occurs when a child is used for the sexual gratification of an adult or an older child. Coercion (physical, psychological or emotional) is intrinsic to sexual abuse. This is what distinguishes it from sexual exploration with peers.

It is against the law to touch a child for a sexual purpose; to encourage or force a child to touch another person in a sexual way; encourage or force a child to participate in any sexual activity; tell a child to touch him or herself for an adult’s or older child’s sexual purposes.

Sexual abuse of children, youth and vulnerable adults can take many forms. This includes sexual intercourse, exposing private areas, indecent phone calls, fondling for sexual purposes, watching the individual undress for sexual pleasure, allowing a child to look at, or perform in pornographic pictures or videos, or engage in prostitution.” (The Children’s Aid Society of London and Middlesex, 2007)

#### *Emotional Abuse*

“Emotional abuse is a pattern of behaviour that attacks a child's emotional development and sense of self worth. It includes excessive, aggressive or unreasonable demands that place expectations on a child beyond his or her capacity. Emotional abuse includes constantly criticizing, teasing, belittling, insulting, rejecting, ignoring, or isolating the child. It also includes failure by a parent or caregiver to provide their children with love, emotional support, and guidance.” (The Children’s Aid Society of London and Middlesex, 2007)

#### *Neglect*

“Neglect is the failure to meet a child's basic needs for food, clothing, shelter, sleep, medical attention, education, and protection from harm. This can occur when parents do not know about appropriate care for children, when they cannot adequately supervise their children or when they are unable to plan ahead.” (The Children’s Aid Society of London and Middlesex, 2007)

#### *Spiritual Abuse*

We believe in the gospel of Jesus Christ and affirm the importance of Christian evangelism. However, we do not believe that this justifies any means to fulfill that end. Hence, we disavow the use of any coercive techniques or manipulative appeals that bypass a person’s critical faculties, play on psychological weaknesses, undermine relationship with family or religious institutions, or mask the true nature of Christian conversion. While respecting the individual integrity, intellectual honesty and academic freedom of other believers and skeptics, we seek to proclaim Christ openly. We reveal our own identity and purpose, our theological positions and sources of information, and we will not be intentionally misleading. Respect for human integrity means no false advertising, no personal aggrandizement from successfully persuading others to follow Jesus, and no overly emotional appeals which minimize reason and evidence.

#### *Harassment*

Repeated subtle or overt action, particularly by a person in a position of trust which causes the recipient to feel attacked, demeaned, intimidated or manipulated.

#### *Discrimination*

Discrimination is differential treatment based on a personal characteristic which has an adverse impact on an individual or group. Examples of personal characteristics include race, ancestry,

place of origin, colour, ethnic origin, citizenship, faith or creed, sex, sexual orientation, age, marital status, family status or handicap.

Discrimination robs people of their dignity and their ability to fulfill their capabilities. It is important to note that any person or group can discriminate and any person or group can be the target of discrimination.

### *Exposure to Domestic Violence*

Children who live in homes where a parent or caretaker is experiencing abuse are commonly referred to as "child witnesses" or "children who are witnessing" domestic violence. Children's exposure to domestic violence typically falls into three primary categories: hearing a violent event; being directly involved as an eyewitness, intervening, or being used as a part of a violent event (e.g., being used as a shield against abusive actions); and or experiencing the aftermath of a violent event.

Children's exposure to domestic violence also may include being used as a spy to interrogate the adult victim, being forced to watch or participate in the abuse of the victim, and being used as a pawn by the abuser to coerce the victim into returning to the violent relationship. Some children are physically injured as a direct result of the domestic violence. Some perpetrators intentionally physically, emotionally, or sexually abuse their children in an effort to intimidate and control their partner. In addition to being exposed to the abusive behaviour, many children are further victimized by coercion to remain silent about the abuse, maintaining the "family secret." (Not Alone: You are not alone! <http://www.enotalone.com/article/9996.html>)

## Section 2: The Civil and Legal Responsibility of the School

We recognize that providing a safe place for our students is also a legal requirement. We have a legal responsibility to ensure that a plan for protecting all students is in place and is diligently followed.

Our legal responsibility includes being accountable for the actions of our employees and volunteers, that as a school we will be held vicariously liable for their actions.

This policy and the guidelines contained within it are to help us in fulfilling our responsibilities to provide as safe and nurturing environment as possible for children. In partnership with parents, we, as a school, seek to provide quality care and instruction to families and in this way, promote academic and spiritual growth at every age level.

## Section 3: Volunteer Recruitment and Screening Procedures:

All individuals desiring to volunteer at Sunrise Christian Academy in a position in which they are directly working with children in a position of trust are required to complete the following steps.

1. Fill out a Volunteer Application Form available from the school office. (Appendix 1) Volunteer Application Forms will be kept confidential and available only to the school administrator, secretary and the board chairperson. Completed Application Forms of approved applicants will be kept on file permanently and in a secure location. Applications of individuals that have not been selected will be kept on file for seven years.

2. Provide a current, original Police Records Check (Canadian Police Information Clearance) complete with a Vulnerable Sector Scan. The forms to be completed are available at the school office and are the responsibility of the volunteer applicant to submit them to the police station and to return results back to the school.

- a. Police records checks are to be renewed every five (5) years
- b. Police records checks are to be conducted on all volunteers 16 years of age and older and will be kept on file permanently
- c. If a CPIC check or Vulnerable Sector Scan is returned “NOT CLEAR” the prospective candidate will be asked to do one of the following:

Either submit to a Criminal Record Check with fingerprinting verification and to submit to disclosure and verification of the crimes committed that he/she has been convicted of; or withdraw their application from serving in a volunteer position of trust with students

Note: Without verification of convictions and without a clear vulnerable sector scan individuals cannot be placed in a position of leadership or trust with children.

3. Complete an interview with the school administrator. For parents this will be conducted as part of the admissions interview.

4. Read and Sign the following documents.

- Volunteer Commitment to Care (Appendix 2)
- Volunteer Information Sheet (Appendix 3)
- Statement of Faith and Core Family Values (Appendix 4)

5. New volunteers to the school will be required to either wait 6 months before being placed in a position of trust with children or will submit 3 references one of which is from a church that they are actively attending.

6. Volunteers who will be transporting children in their own vehicles also need to fill in the school's driver agreement form and meet the necessary requirements. (Appendix 5)

#### Acceptance and Approval of Volunteers

The school administrator makes the final decision on the approval of any volunteer and what position they may or may not fill at the school. The administrator bases his/her final decision on the following criteria.

1. The individual has followed and completed all of the steps listed above.
2. The individual has accepted that they are under the direct supervision of the school administrator and must be submissive to the direction and leadership of the administrator.
3. The individual does not have to be in full agreement with the school statement of family and core values but must be in agreement to not contradict that teaching in their volunteer position.
4. The individual has the time, gifts and skills needed to meet a current need in the school.
5. Individuals who have been accused and are under investigation, or convicted, or are under the suspicion of crimes against children and/or youth, or who have been convicted of violent crimes or other relevant crimes will not have direct involvement and will not be placed in a position of trust with students.
6. A final approval will be signed and dated by the school administrator.
7. If an individual is unable to meet these criteria they will not be permitted to volunteer in a position of trust with students. This does not limit their ability to help in other areas.

## Section 4: Conduct and Expectations

It is essential to be careful regarding behaviour, language and physical contact when working with children.

Therefore:

1. Do not show favoritism when dealing with children.
2. Show a similar level of respect and kindness to all.
3. Do not engage in or allow the telling of sexual or rude jokes or behave in a way that promotes sexual exploitation of others.
4. Provide clearly stated consequences for inappropriate behaviour.

5. Stop inappropriate behaviour early.
6. Be fair, consistent and reasonable, matching consequences to the age and ability to the child.
7. Do not use corporal punishment such as hitting, spanking or strapping.
8. Will not be under the influence of alcohol or illegal drugs.

#### Appropriate and inappropriate touching

A touch can convey a multitude of positive messages and communicate care, comfort and love; however, it is important to distinguish between appropriate and inappropriate touching. It is also important to be aware of, and sensitive to, differences in interpretation.

#### Some examples of **appropriate touch**:

1. Affirming a participant with a pat on the hand, shoulder or back.
2. Bending down to the child's eye level and placing a hand gently on the child's hand or forearm.
3. Putting your arm around the shoulder of a person who needs comfort.
4. Taking a child's hand and leading him/her to an activity.
5. Holding hands for safety when changing locations.
6. Shaking a person's hand in greeting.
7. Holding a child gently by the hand or shoulder to keep his/her attention as you redirect behaviour.
8. Holding hands in a circle prayer or song
9. Providing comfort with a wet, warm cloth.

#### Some examples of **inappropriate touch**:

1. Kissing a child or coaxing them into kissing you
2. Cuddling
3. Tickling
4. Piggy – back rides
5. Having others sit on your lap (except for kindergarten, primary students)
6. Touching anyone in any area covered by a bathing suit
7. Hand holding, except for the examples listed above
8. Stroking a child/youth's hair
9. Hugging, where an adult knows or ought to have known that hugging is inappropriate.

#### **Dealing with a participant's inappropriate behaviour**

The best approach to dealing with inappropriate behaviour is thoughtful prevention. When a volunteer makes clear statements about expectations and provides an engaging program, inappropriate behaviour will be avoided or reduced. If, however, a child's behaviour is unacceptable, these practices must be followed:

1. Tell or remind the child what is expected.
2. If it is necessary to speak to a child in private, move to a quiet place in view of others.
3. Keep children from harming themselves or others.
4. We do not have the authority to administer physical punishment.
5. Volunteers are not to punish students but are to refer the student to the teacher or principal as soon as possible.
6. Do not place a child in a separate room away from the view of other children or adults.

## Section 5: Transportation and Off-Site Activities

The school arranges several school outings and field trips over the course of a year. These events are part of the school program and provide unique learning opportunities for the students.

1. Trips must be pre-approved by the school administrator.
2. A trip itinerary including names and contact numbers for all supervisors must be kept at the school office.
3. Each student must have a signed consent form at the office before being able to participate in an off-site activity.
4. Listed below are the guidelines that we expect teachers and volunteers to follow to ensure a positive and safe experience for all.
  1. Volunteers are expected to help with the supervision of students.
  2. Volunteers are expected to help fulfill the objectives of the trip.
  3. Volunteers are expected to follow the itinerary and support the teacher with each aspect of the trip.
  4. Volunteers are not to leave students in their care unattended at any time unless a suitable substitute (approved by teacher) has been chosen.
  5. Volunteers are to avoid being in a room alone with only one student unless that student is their own child.
6. Volunteers are to remember they are both a role model and an authority figure. Therefore, volunteers are to be leaders in demonstrating proper manners and in demonstrating biblically sound moral and ethical behaviour at all times.

7. Use of alcohol and illicit drugs is not permitted.

Transportation and ensuring the safety of all students is also a priority.

1. Drivers must obey all the rules of the road including the speed limits. Reckless or unsafe driving will not be tolerated.
2. All volunteers transporting students must fill in the driver agreement form and be pre approved by the school administrator.
3. The number of occupants in vehicles transporting students during school sponsored activities must not exceed the number of seat belts and each child must be in age appropriate safety restraints. Seat belts must be worn by everyone and remain fastened at all times the vehicle is in operation.
4. Students must never be left alone in a vehicle.

## Section 6: Policy on Reporting and Responding to Allegations and Suspicions of Abuse

The following policies outline the procedure and sequence for reporting suspected abuse cases.

1. For the protection of our students, all allegations and/or suspicions of abuse against students will be taken seriously.
2. Immediately upon hearing of potential abuse or allegations of abuse to a child or youth, the teacher or volunteer must report to either Children's Aid or to the police. The teacher or volunteer needs also to complete a Suspected Abuse Report Form documenting all pertinent information (Appendix 6). The victim should not be asked leading questions nor should the accused or any other parties be contacted at the point of completing the Suspected Abuse Report Form.
3. All forms must be kept permanently unless otherwise directed by legal counsel.
4. It is courteous and requested that the administrator be notified if a teacher or volunteer is initiating a report to Child and Family Services (Children's Aid).

### Reporting an Allegation or Suspicion of Abuse

1. According to the Child and Family Services Act, any person with a reasonable suspicion of child abuse has a legal responsibility to immediately report the matter to child protection authorities (Children's Aid) or the police. Reporting must be done by telephone or in person promptly at the point of observing signs of abuse or receiving a

report of abuse. The reporting must be immediate, a direct report, and an on-going report.

2. A person who knowingly fails to report in these circumstances is in violation of the law and may be found to have committed an offence and may be subject to discipline action by the school.
3. The school requests that when a volunteer or teacher in the line of duty reports a suspicion of abuse or an allegation of abuse to authorities that they also notify the school administrator that a report has been made. It is understood that the report is to be kept confidential.
4. If the suspected abuse happened in the context of a school day or scheduled activity, the parents of the victim must be notified by the school administrator. The school administrator must notify the school's insurance provider and seek legal counsel upon hearing of a suspected child abuse case.

#### Assessing and Investigating an Allegation or Suspicion of Abuse

1. No persons, including the administrator and Board members, are to assume the function of assessing, substantiating or investigating the need for intervention or interpretation of suspected child abuse.
2. There must not be any undue interference when a report of child abuse has been filed with child protection authorities or the police. The school administrator should ask the child protection authorities how they can assist in helping and supporting the investigation and the hurting child or youth and their family.

#### Response to Allegations

##### Spiritual Response and Counsel for the Victim

1. For the protection of all students, all allegations and/or suspicions of abuse will be taken seriously and handled with the utmost care. The suspected victims will be treated with dignity and respect.
2. Situations of abuse must be handled forthrightly with due respect for people's privacy and confidentiality. Discretion must be observed and details of the suspected abuse must not be shared among the school community. Information should be shared on a need-to-know basis, expanding only as individuals are drawn into the response and investigation. Confidentiality for the victim must be protected.

#### Biblical Response and Discipline for the Accused or Convicted

1. The accused is to be treated with dignity and respect. If the accused is a paid staff member, that person will be relieved temporarily of his or her duties until the investigation is completed with arrangements made to either maintain or suspend his or her income until the allegations are cleared or substantiated.

2. Anyone accused of abuse to children or youth will be prohibited from having access to children or youth until they are cleared of any and all charges.
3. Anyone convicted of child abuse will be prohibited from having access to students or being on school property. If the said individual is also a parent of a current student the school administrator and board will set up parameters as to his/her availability to be on school property and school events at that time.

#### Media Relations

1. It is the responsibility of the school administrator, or the school Board Chair to be the designated spokesperson to speak on behalf of the school to media and to the public in relation to a suspected child abuse case. All inquiries should be directed to this person and comment should not be made by other individuals unless given permission to do so.
2. Public statements must be well prepared and presented under the guidance of legal counsel.

#### Ongoing Investigation

1. Full cooperation must be given by all parties to civil authorities under the guidelines of legal counsel.
2. At no time should Board members or staff members either engage in denial, minimization or blame, or admit responsibility which could prejudice the case or cause increased liability to the school.
3. A confidential follow-up report with conclusions and action taken must be documented by the Administrator following a report of abuse. This report should be placed in a confidential ministry personnel file and kept permanently.
4. It is critical to maintain confidentiality and strictly adhere to a need-to-know basis only.

## *Section 12: Athletics Policy*

### **.01 Aim**

Team and individual sports are extensions of the physical education program at Sonrise Christian Academy. They give students greater opportunities to develop their gifts and abilities in a more competitive atmosphere. They provide opportunities for students to experience competition and to develop teamwork and sportsmanship skills.

Athletics also exist at Sonrise Christian Academy to provide students with an additional opportunity to glorify God. "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him." (Colossians 3:17)

Our athletes will demonstrate and improve their God-given talent, and represent our school in a way pleasing and acceptable to Him through the avenue of sport. All athletes are expected to have this as their goal.

### **.02 Selection**

In keeping with our core values of establishing a family like atmosphere, all interested students will have an opportunity to try out and participate in a sport. All efforts will be made to include as many interested students as possible.

Grade level eligibility will vary depending on the sport and student body.

### **Junior level**

For Junior tournaments, all students in grades 4 to 6 are encouraged and welcome to participate. In the potential situation where there are more students interested than team positions, team selection will be made according to The Student-Athlete Expectation Directive with preference given to the highest grade level.

### **Student-Athlete Expectation Directive**

Students must realize that participating on a school team is a privilege and not a right. In order to participate as a member of the team the student is required to demonstrate the following characteristics.

Attitude:

1. Is the student's behaviour consistent with the Christian faith?
2. Does the student show respect for the coach and team-mates?
3. Does the student do his/her best to attend all games and practices?
4. Does the student give his/her best effort in games and practice?

Skill:

1. Does the student display an aptitude for acquiring and building upon skills?
2. Does the student contribute to the cohesiveness of the team?

Accountability:

1. While on the team, is the student's academic standing up to his/her ability?
2. Is the participation on the school team detracting from academic achievement?
3. Is homework being completed on a regular basis?

### **.03 Practice**

Every sport has specific and distinctive skills that must be learned in order to play reasonably well. Skills are learned in sequence and practice time is necessary so that the potential athlete can reach his/her God-given ability. Some practices will be held during school hours either during physical education classes or recesses. There will be times when additional practices will be required outside of school hours. Students should be committed to attending all practices. Students need to be responsible to let the coach and/or staff liaison know in advance if they are unable to attend a practice. If students are legitimately unable to participate in an afterschool practice they will not be denied being a member of a team but need to understand that their playing time may potentially be reduced.

### **.04 Supervision**

A designated staff member will be present as a representative of the school at all school organized teams participating in tournaments. If there is any dispute during a tournament, the staff member rep will: be the spokesperson, attend any required

meetings and report back to the parent or principal. The staff member's decision is final.

### **.05 Athletic Code of Conduct and Responsibilities**

**Athletes** are expected to:

- 1.) Demonstrate sportsmanship both on and off the court
- 2.) Respect officials and coaches
- 3.) Wear proper clothing and footwear for the sport
- 4.) Play their best, whether winning or losing
- 5.) Ensure that their coach/supervisor knows where they are at all times

#### **Athletes' Responsibilities**

- a. Athletes are ambassadors for the school; a Christ-like attitude and behaviour are paramount.
- b. Athletes are to put their team's goals ahead of their own goals.
- c. Athletes must be 100% cooperative with the coach; they must fully respect and honor the God-given authority over them even if they do not always agree.
- d. Athletes should be committed to always do their best.
- e. Athletes need to be committed to the team in all areas.

### **.06 Playing Time**

It is a privilege to be a member of a team. It is during practices and with a healthy attitude and effort that a player earns the opportunity to play in a game. All athletes in grades 7 and 8 will be given precedence in playing time as long as they have exhibited accountability and have a healthy attitude. Younger students will be given ample playing time but there should be no expectation that playing time will be equal. The coach will strive to provide quality time at his/her discretion.

Generally, there are a number of criteria which determine who plays, and how much playing time each athlete receives:

- the effort of the athlete
- the attitude and behaviour of the individual athlete
- the athlete's commitment to the team at practices and during competition
- the athlete's leadership abilities to assist and lift the team up
- the skill level of the athlete
- the skill level of the opposing team

For junior level competition, coaches will strive to offer all students equal playing time.

### **.07 On Winning**

Athletics are competitive and our aim is to play well and to win. However, winning is only one way to measure success and certainly not the most important way. Our Christian witness is most important and must never be compromised for the sake of winning.

### **.08 Coaches**

Coaching leadership is essential for the success of the team. Coaches of school teams will be teachers or volunteers who freely give of their time and talent to enrich the life experience of the students. Coaching leadership is essential for the success of the team.

The principal makes the final decision on who will be the coach for each team. This may include a staff member or a volunteer pre-approved by the principal. A volunteer coach needs to be approved as a volunteer through the protocol set up in the Abuse Prevention Policy.

### **.09 After School Practices**

When an after school practice is required for a sport, the principal must give approval of time/place before it is scheduled or booked. After school practices should be scheduled and communicated with parents in a written format well in advance. We will strive to have practices as close to the end of the school day as possible.

To ensure best practice, if the coach is a volunteer, we will strive to have a staff member present at all practices. If in the case where a staff member is not present, the staff member is responsible to ensure that there is a second parent supervisor present at the practice. The coach for after school practices will ensure that all athletes have rides home and have left the school or gym facility before he/she leaves.

## *Section 13: Omissions and Disclaimers*

### **Personal Belongings**

The staff of Sonrise Christian Academy reserves the right to search student bags, desks and personal belongings without prior notice.

### **Errors & Omissions**

Please advise the principal or office administrator of any known errors or omissions found in this handbook or other literature produced for the Academy. Corrections will be made as soon as it is practical to do so.

### **Policy Changes**

The board of Sonrise reserves the right to make changes to policy for the betterment of the Academy and all those associated with it. Significant changes to this handbook, policies, procedures, fees, tuition, and personnel associated with Sonrise, will be made known by way of weekly school newsletters or direct mailings, if warranted.

### **Non-compliance**

Non-compliance on the part of staff, parents or board members to enforce policies, does not imply acceptance or modification to those policies. Correction or compliance to a policy infringement is expected as soon as that error or omission is known.

### Annual Review

The administrator conducts an annual review of these procedures. When amendments are made which affect information in this handbook, parents will be provided with a written copy of those changes. We recommend those changes be placed at this location and indicate within the text that those amendments exist. Reprints will be made when it is practical to do so.